



Minutes - Board of Trustees

(The Central Executive Committee of the CIO)

Monday, 17 February 2020

Welcome, attendance and apologies

Chair: Sheila MacNeill

Present: Elizabeth Charles, Keith Smyth, Lorna Campbell, Martin Weller, Natalie Lafferty, Martin Hawksey, Maren Deepwell

Apologies: Bella Abrams, Peter Bryant, Daniel Clark, Sharon Flynn,

Minutes of the last meeting

Reviewed the Minutes of the last meeting held on 19 November 2019.

Trustees approved the minutes from the last meeting.

Matters arising from the last meeting

Including updates from the Editorial Board.

MD noted that Peter Bryant is now chair of the Journal board joined by Lesley Diack Editor in Chief of the Journal. Currently in the process of asking other journals to confidentiality share acceptance rates. MW suggested contacting Jime.

Strategy 2020-2025

MD provided highlights from the ALT Strategy report. The final progress report covers work from June 2019 which includes the internal and external consultations and includes consultations at all of ALT's major events.

Noted that it has been a thorough process and this document provided a really useful overview.

Recommendation: Trustees reviewed progress and approved the progress that has been achieved

The Board of Trustees finalised and approved the core part of the strategy document in January 2020. The main changes that have been made to the strategy since then are the addition of updated visual thinkery, including a new version of ALT's core values which now better reflects the value of openness and the strategic priorities for the first year of the strategy.

The strategy covers a five year period, from 1 February 2020 to 31 January 2025. As part of the strategy we set out specific strategic objectives for each year responding directly to Members' feedback and priorities identified through the Annual Survey. These objectives are mainly new developments that we undertake in addition to our core activities.

For 2020, these were informed by the strategy consultation, including Assembly meetings, the strategy suggestion box, Annual Survey and individual feedback.

SMcN noted there has been great work in condensing the input we have received into a succinct strategy.

Recommendation: Trustees reviewed and approved ALT's Strategy for 2020-2025

Trustees then discussed the launch plan for ALT's Strategy 2020-25. SMcN highlighted that making the strategy available to members before the official launch will help them feel valued and that they have had their say. The proposed launch was discussed with members only on 27 Feb with a public launch on 28 Feb. Discussed using the strategy launch to include a limited edition artifact that members can purchase. MH suggested the possibility of uploading some of the images to an on demand print shop and will investigate this idea. Also discussed having an online webinar to launch the strategy.

Once the wording of the strategy has been approved, we will produce the final version, which will be fully formatted. The new strategy will be launched in a number of formats:

Document (PDF, Google doc)

Visual Thinkery

Slide deck

Video of slides with captions

GIF version

As with the Impact Report, we will plan communications for both our internal and external audiences, including:

Communications for Members

ALT Announce via Jiscmail

ALT Members discussion list via Jiscmail

Main ALT website

ALT social media

Emails to Members individually

Weekly digest

Assembly meetings and lists

RLT Editors

Conference Committees lists

Members Groups lists

Special Interest Groups lists

Additional channels for communications for the wider community

Media release on main ALT website

Briefing to policy makers and partners

Recommendation: Trustees approved the launch plan for ALT's Strategy 2020-25.

Senior Staff Report (M Deepwell, M Hawksey)

This was the first Senior Staff report for 2020 and we have had a very busy start to the year. As well as business as usual and the work for the new strategy, we have been representing the Association at a number of events and continuing our series of blog posts and podcasts about our virtual team including a [special guest episode](#) with Olaf Hubble from Google. Early results from the 2020 Annual Survey highlights that this, sharing our know how about virtual teams and how we run ALT, was the second most picked priority that Members picked in response to how we put our values into practice. As always at this time of the year, we are reporting on progress at the year and as well as for the year ahead, and with a new strategy coming up as well, this report covers a lot of ground. Specifically, the Board discussed the following items:

[Confidential] Recruiting the next Chair of ALT

New MOU with EuroCall

As reported at the last meeting, EuroCall, <http://www.eurocall-languages.org/> has proposed to ALT to sign a MOU. Eurocall is an organisation that brings together researchers, practitioners and developers - both new and experienced - who feel passionate about the use of technology for the learning and teaching of languages and cultures.

Recommendations: Trustees approved the new MOU between ALT and EuroCall;

Mapping CMALT to further frameworks

MD provided a summary of current and future CMALT framework mapping, in particular, with the University of Leeds and the Blended Learning Essentials course. Mapping of CMALT and its core principles has also been completed in the context of a German professional body.

[Confidential] SEDA / ILG / ALDinHE

OTESSA Membership Exchange

We are delighted to announce that the Association for Learning Technology (ALT) and the Open / Technology in Education, Society, and Scholarship Association (OTESSA) have taken steps to exchange memberships. We look forward to exploring ways to work together more closely in the future.

More About OTESSA: Open/Technology in Education, Society, and Scholarship Association (OTESSA) is a non-profit association founded in June of 2019 to provide an inviting community to drive innovation, research, and practice in areas where either technology or openness intersect with education, research, and, more broadly, within society. To learn more about OTESSA, <https://otessa.org/>

MD has been invited to present a paper at Otessa's inaugural conference in June.

Annual Survey

Reporting from the ALT Annual Survey is underway, with the final report which will be published still outstanding. We have decided to delay the publication until after the strategy has been launched to ensure that the report is in line with the next strategy. Martin has shared a preview of some of the results as part of an invited talk at IT Sligo in

January: go.alt.ac.uk/TrendyTEL. We have completed the analysis of the survey section relating to the new strategy, the output of which is in the strategy report/year 1 strategic priorities.

Recommendation: Trustees delegated the approval of the ALT Annual Survey Report 2020 to GPC for publication in March.

Operations

MD noted excellent progress on all areas of operations. There are a small number of areas that are less critical will be carried into next year. Noted that the CMALT assessment system development is currently behind schedule in terms of fully operationalising. Board members noted progress on operations and no concerns were raised.

Recommendation: Trustees reviewed the strong progress report of operations and formally noted thanks to all staff.

The risk register has been reviewed and updated at the end of Q4, including GDPR risks and also a dedicated register of risks relating to Brexit.

Many of the risks relating to this financial year have been managed successfully and overall the risk profile has decreased as is usual for this time of year.

Recommendation: Formally noted the updated risk register and the actions taken to mitigate the risks identified.

[confidential] Staffing and HR

Trustees also reviewed the project reporting including two new projects.

Financial report Q4 (with input from J Frankel) including reporting on plans for the Annual Report and Annual Audit 2020.

MD noted outturn for Q4. Whilst expenditure was higher than budgeted our income was also higher leading us to be within our anticipated final balance. A summary of financial aims set for the year was reviewed and we have met or exceeded the majority of these with the exception of increased income for membership, CMALT and events. MD verbally noted that we have funded a number of OER scholarship places and a blog post reporting on these is due to be published. The fund has been very successful in attracting applicants from students and the global south.

Trustees reviewed progress made against financial aims for the past year:

1. **Reserves** were increased to £160,000 at the start of the financial year and now meet the minimum required to cover 6 months of essential operating costs: this aim has been met.
2. **Reserves management:** Trustees reviewed the management of restricted reserves with input from the Auditor and updated the financial policies accordingly: this has been completed.

3. **Staffing resources increase:** the budgeted increase staffing resources were absorbed by increases in income: this has been achieved.
4. **Projects:** we aimed to produce a balanced outturn without income from externally funded projects: this has been achieved.
5. **Designated reserves:** Trustees used designated reserves to fund both OER scholarship places and 12 Doug Gowan Fellows to attend the Annual Conference: this aim has been met.
6. **Members Groups:** funds of £500 per Members Group have been set aside during this financial year as planned: this aim has been met.
7. **Increase in income:** we set out to achieve an increase in income for membership, CMALT and events this financial year: we have only achieved that for events, not yet for CMALT or Membership.

Recommendation:

Trustees reviewed the Outturn Report Q4 and Preliminary Outturn Report of Financial Year 2019/20.

Outline plan for audit

We will complete the year end process and audit on a shorter timescale as we did last year. Below is an outline plan of the audit for information:

- 31 Jan 2020: financial year end
- Trustee meeting Feb 2020: preliminary year end report and approve new strategy
- Trustee GPC March: Approve budget for 2020/21 in line with new strategy
- March/April 2020: preparing accounts and audit
- Trustee meeting May 2020: approval of draft accounts and presentation by auditor
- AGM September 2020: approval of final accounts by Members at the AGM

Recommendation: The Board approved the plan for Audit and Annual Accounts for 2020/21

MD provided details of financial risks associated with Brexit and non-UK income. Legally required for us to provide origins of non-UK contributions as part of our annual accounts. The OER conference has been identified as high risk given that 67% of income is non-UK. This doesn't appear to have affected registrations for OER20 as only a quarter of tickets are still available.

Recommendations: The Board reviewed and noted risk associated with Brexit and non-UK income

Membership and CMALT Report (from D Baff)

MD provided an overview of membership recruitment. Highlighted that there has been a decline in Associate Membership due to operational changes due to GDPR which now require Associate Membership to actively renew membership. The Board noted the overall membership numbers for the financial year ending 31 Jan 2020. As ALT has a positive outturn and given that fees increased in 2018 by 2% it was proposed that individual and organisational fees should remain unchanged. Following feedback from providers (inc. sponsors and exhibitors) changes are proposed in the membership categories. The Board noted thanks for Debbie for preparing a comprehensive

reportCMALT

Recommendations:

- The Board reviewed and approved changes to membership categories and associated fees
- Trustees approved changes to reduce membership printed materials.
- The Board reviewed updates on CMALT.

Events Report (from J Southgate)

This report covered the period between October 2019 and February 2020 which includes the delivery of the ALT Online Winter Conference 2019 (11-12 December 2019) and looks forward to the ALT OER20 (1-2 April 2020) and the ALT Annual Conference 2020 (9-11 September 2020).

Recommendations:

- Trustees were invited to share the achievements of the Online Winter conference using the event infographic.
- Trustees will continue to promote conference registration and sponsorship opportunities.
- The Board was asked to assist in the promotion of the call for proposals for the Annual Conference.

AOB

[Confidential] OER21 Co-Chair appointment

Recommendations: Board members approved circulation of details and discussion at the next GPC meeting

Close of meeting

Next meeting: 21 May 2020, BPP Business School, Birmingham.

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Reviewed by Chair: SMcN 18 Feb 2020