



Minutes - Board of Trustees

(The Central Executive Committee of the CIO)

Thursday, 17 June 2021. The meeting was held online.

Welcome, attendance and apologies

Chair: Helen O'Sullivan

Present: Shonagh Douglas, Peter Bryant, David White, Bella Abrams, Elizabeth Charles, Sharon Flynn, Lorna Campbell, Natalie Lafferty, Maren Deepwell

Apologies: Keith Smyth.

1. Welcome, attendance and apologies

The Chair welcomed everyone and set out the agenda for the day.

2. Minutes of the last meeting

Reviewed the Minutes of the last meeting held on 25 February 2021.

Trustees approved the minutes from the last meeting as an accurate record of the last meeting.

3. Matters arising from the last meeting

The Board reviewed the report on matters arising from the last meeting and noted that all actions had been completed or covered elsewhere on the agenda.

4. AGM and Impact Report 2021

The AGM took place on 15 June 2021. Over 75 Members and guests registered to attend.

AGM papers were distributed to Members and published here:

<https://www.alt.ac.uk/about-alt/how-we-are-governed/agm>

Members voted on two resolutions. Trustees were invited to reflect on the AGM and provide feedback to help plan for future meetings.

The Impact Report was launched at the AGM and a preview was circulated to Members via email on the same day. The Report was published with a short launch video, in both PDF and presentation slides format as well as social media content i.e. GIFs and images.

Overview of key dates

- Trustees approved Report, GPC May

- The Report was launched at the AGM 15th June
- Members only preview: 15th June
- Official launch: 16th June
- Promote key data specifically relating to membership, events etc. 17 - 30 June

Trustees noted particularly positive feedback for the report, for making an eloquent case for ALT's impact and the work that has been done. Maren Deepwell was commended for the launch and presentation of the report at the AGM.

5. Chief Executive's Report

Maren Deepwell presented her Chief Executive's Report, and the Board welcomed this overall. Particular recommendations were discussed as follows:

Report section

Governance

Trustees were invited to brush up on essential information for Trustees. Our Finance Officer, Jane Frankel, will contact all Trustees in the coming weeks to ask you to complete a declaration of interest form for this year and also to check that your personal details are correct. ALT holds personal information including your current home address for the Charity Commission ONLY and a public list of Trustees which includes a short bio.

Action: Trustees were asked to complete these actions.

Risk and Operations

The operations plan for 2021, has been updated by all staff at the end of Q1 and we continue to review and update the plan monthly. Our operations are on track and there are no issues to report at this time.

The risk register for 2021 has been updated and reviewed. Trustees reviewed the current register. The highest risks we are currently managing are related to any unplanned absences of the CEO and the financial strategy not delivering an increase in income. Whilst the actions we have already taken have helped mitigate the risk, given the ongoing impact of the pandemic, we need to continue to work hard to manage these risks and the financial report sets this out in more detail.

Recommendation: The Board reviewed and approved the risk management and register.

Recruitment (confidential item)

As reported at the last GPC meeting, we are preparing to recruit a new senior member of staff by the end of this year.

The Board discussed and provided input to the role description and staffing structure.

Recommendation: The Board approved the proposed staffing structure and role description for a Chief Operating Officer.

Membership

2021 Learning Technologist of the Year Awards

The ALT Learning Technologist of the Year Awards celebrate and reward excellent research and practice and outstanding achievement in Learning Technology. Established in 2007, the Awards have established a benchmark for outstanding achievement in Learning Technology on a national scale and attract competitive entries from the UK and internationally. All entries are reviewed by an independent judging panel chaired by the President of ALT.

The Awards are now open for entries until 25 June 2021! See <https://www.alt.ac.uk/about-alt/awards>

Action: Trustees were asked to help us promote the Awards and encourage individuals, teams and research projects to enter.

Events

The main strategic decision the Board reviewed at this time is at what time ALT should introduce flexibility into our current “online only” approach in line with our current risk management and practice.

Internal Meetings: provided UK restrictions are lifted as planned, ALT will consider allowing staff to travel for work purposes from 1 October 2021 onwards.

Members Meetings: allow Members to hold events and meetings face to face again from the 1 September 2021 in line with the policies of their/the host institutions, and that we continue to provide support for Members who wish to continue their activities online.

Events: ALT conferences will continue to take place online for the rest of 2021. For 2022, our aim is to move back to running two face to face events, with blended delivery elements.

The Board reviewed the proposals put forward and approved the recommendations with GPC for its October meeting to review this decision and final approval.

**Editor in Chief - Research in Learning Technology -
Chair: Peter Bryant**

The post has been ably filled in the interim by Dr Michael Flavin From Kings College London. Trustees were asked to endorse his appointment to the role of Editor-in-Chief.

An open call for two new editors to join the team will also be issued.

Recommendation: Trustees formally approved Michael Flavin as the Editor-in-Chief of the journal.

6. Financial Report

Shonagh Douglas presented this report covering the period 1 February - 1 June 2021, and provides this year's first update on ALT's financial position and the progress we are making to achieve our aims for the year. This Report included the following recommendations:

- Review the Outturn Report Q1 and Q2 to date;
- Note update on reserves;
- Note the update on the completed Independent Examination 2020/21;

Our financial aim for the next 18 months is to return the charity to generating a surplus. We will achieve this by increasing revenue gradually, whilst managing expenditure. We aim to only make a small loss in 2021 and return to generating a surplus in 2022, which can be used to replenish the reserves needed during the crisis in 2020.

In the current financial year, ALT is making steady progress and we are expecting to meet the financial targets for the year end.

7. Membership and CMALT Report (from D Baff)

This report covered the last six months and the Board noted it overall. Specifically the Board noted the following points:

- Q1 recruitment and retention membership numbers for the period Feb - May 2021;
- Update on CMALT and help promote the ACMALT and SCMALT pathways together with the upcoming CMALT workshop on the 28 July 2021
- Progress on the new Open Digital Badge initiative.

8. Events Report (from E-J Brazier)

This report covered the period since February 2021 which includes the delivery of the OERxDomains21 (21-22 April 2021) and preparations for ALT Annual Conference 2021. Trustees noted the report overall, and specifically the following points:

- Update regarding the Annual Conference
- Actions listed for the Annual Conference
- Final report on OER21
- Highlights from events over the past year.

9. Working Group: Ethical Framework for Learning Technology

Working Group leads: Bella Abrams, Sharon Flynn, Nathalie Lafferty

The work of [the group](#) has continued well with now 120+ volunteers signed up to stay informed and get involved. The Board reviewed outcomes from the consultation phase and input received. Ahead of the launch in September, the Board discussed the aim and focus of the framework, its usefulness to staff in different roles and strategic importance for senior leaders in the sector. A potential summit as well as other outreach strategies was also discussed.

10. AOB

No other business was raised.

Close of meeting

Next meeting: next meeting 18 November 2021, 10-12pm GMT.