

Minutes of the Victorian BCI Forum
On Thursday 22nd May 2008

Host/Venue: Rob Boucher, IBM, City Road, Southbank.

Chair : Phil Carter

Secretary: Sean Gunasekera (apology)

<u>Item</u>	<u>Action</u>
1.0 Welcome, Introductions and Chairman's update	
<p>1.1 PC opened the meeting by welcoming everyone. He thanked IBM for their hospitality.</p> <p>An overview of the BCI Summit held during BCAW was given. Generally, this was thought to be a success. Members felt that the BCI should consider hosting the next conference in Melbourne as the last two have been in Sydney. PC will raise this issue with Bill Hannan.</p> <p>This was followed by an update on the examination process and the impact this was having on the BCI office in London. Some 700 applications for membership were received in the weeks before the examination process was implemented. This has caused a significant backlog within the manual assessment process. If members are aware of anyone waiting for the results of their application, please ask them to be patient.</p>	<p>PC</p> <p>All</p>
2.0 Forum Format – Julie Viney	
<p>2.1 JV facilitated a discussion around the future format of the BCI Forum Meetings. Discussion was robust and a number of points were put forward as follows:</p> <ul style="list-style-type: none"> • Meetings should be held quarterly. • Schedule of meetings and particularly their content should be built early and circulated to the members with plenty of notice. It was felt that recent communication of meetings has been too late. • Topics to be covered often dictates whether people will attend. • We should aim to have meetings planned six months in advance. • Current format of guest speakers and discussion was liked by members. • Consider including additional debating time after a presentation. • Consider a "Guest evening" with a more social agenda. <p>Topics suggested as being of interest included:</p> <ul style="list-style-type: none"> • Data Vaulting. • Presentation from Police. • Government view of BCM in the community. • City Link – Emergency Management. • Case Studies. • Rehearsals Exercises. • Customer satisfaction. • Integration of BCM and DR. 	

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<ul style="list-style-type: none">• Running a Crisis Management scenario exercise.• Documentation examples and templates. <p>It was further suggested that we canvas all members for additional topics of interest and obtain commitment from potential speakers.</p> <p>Matt Reid volunteered to assist Sean Gunasekera to establish a programme of meetings. Pc to progress with SG.</p>	<p>PC</p> <p>PC</p>
3.0 Any Other Business	
3.1	
<ul style="list-style-type: none">• It was suggested that the members should consider if their company would be willing to host meetings. It was felt that moving the meeting around to other sites was an incentive for some people to attend. IBM indicated that they would be willing to host a future meeting.	All
<ul style="list-style-type: none">• Members agreed it important to persuade other BCM practitioners to join the BCI.	All
<ul style="list-style-type: none">• There was some discussion around the area of “mentoring” for less experienced members. PC advised that there is an existing formal buddy programme operated by the BCI office in the UK. Anyone interested in progressing should contact the BCI office in London. Although it may be possible to facilitate introductions through this meeting.	
<ul style="list-style-type: none">• A question was asked around relationships between the BCI, RMA and Continuity Forum. PC is aware that there is some activity in this area and will seek an update from Bill Hannan.	PC

Meeting close. Refreshments served by IBM