ONLINE MEETING: BEHP MEMBERSHIP AND WEBSITE PERMISSIONS

Discussions week commencing 5 June 2017

By phone on 5 June: Sue Malden (SM), Ian Noah (IN) and Alison Bancroft (AB)

By phone on 6 June: Mike Dick (MD), Ian Noah (IN) and Alison Bancroft (AB)

Via Skype Conference 0n 7 June: David Sharp (DS), Martin Spence (MS), Ian Noah (IN) and Alison Bancroft (AB)

1. DISCUSSION FRAMEWORK

Discussions referenced questions raised in the draft Online Systems Operations Manual (copied below):

MEMBERSHIP AND PERMISSIONS

Criteria for BEHP mebership and joining procedures need to be reviewed and agreed by the Management Committee for two main reasons:

- Now the BEHP is formally constituted, all members have voting rights and the BEHP is now more accountable to official members, and open to legal challenge on governance and administrative matters. What conditions need to be met for someone to become a member?

- BEHP members have rights of acces to additional information and actions on the website, and this right needs to be accompanied by appropriate terms and conditions. At the moment only BEHP members should have access to the members pages. Is there a need for a category of users who are not BEHP members, but who are given access to the database on specific terms.

Website

User accounts are created for official History Project members, following a request from the Secretary (is this correct?). Additional permissions are set by Sysadmin when requested. Membership permissions and permissions management need to be designed both to facilitate an effective workflow and to limit damage in worst case scenarios.

The process for adding members to the system and assigning additional permissions is currently informal. With the likelihood of significant future project growth, should this be formalised? Should people be able to apply for membership via the site?

2. DISCUSSIONS

Phone calls with Sue and Mike were informal, rather than agenda based, but their comments were noted to feed into the Skype discussion.

2.1   Membership Criteria

Anyone who expresses an interest in film and who can perhaps add to information to that has already been collected. (MD)

With the recent registration of BEHP as a company, we are in a hybrid state. We need to reboot in light of our new legal status. Existing practices and management procedures need clarification and the decision-making process needs review and updating. (MS)

In terms of membership, we need to start with Mem & Arts and the definition of where we stand legally. This is unlikely to allow for different types of membership, i.e. corporate membership. (To be checked). (MS)

Once the question of voting rights is clarified, it will provide a framework for other issues and a basis for making other decisions (e.g. membership categories, permissions and who can authorise access). (MS)

What's the status of partners like BECTU and BFI – do they get voting rights? (DS)

2.2   Membership Categories

May need different levels of membership in terms of website access, i.e. volunteer members, active members and legacy (mailing list) members (MD).

It is clear there are currently different types of members:

- **Mailing list** – some of the core membership, but also silent partners who don't appear at all or possibly just at the AGM to vote. They may not have high levels of computer literacy, but certainly don't want to upset this core membership or restrict their ability to vote.
- **Volunteers** – these tend to be very active for short period and then go away. They should have access to website, but would not necessarily be voting members from the outset. This could change if they stay with the project, with them becoming a full member or even a Director.

Editing rights and voting rights are different issues and need to be dealt with separately. (DS)

Divisions need to be made. Effective board member might not have any access to edit the website. (MS)

With volunteers, it may be that their permissions should be date limited say to 6 months and then their interest needs to be renewed for their access to the website to continue. (DS)

We need a volunteer sign-off. Martin Sheffield has recently started volunteering at a museum and might have info on their volunteer agreements/arrangements. (DS)

Until proper procedures are in place, it was agreed that volunteers should use offline methods of collecting data (e.g. spreadsheets), and that their findings should be checked before being handed to confirmed person/s for uploading. (DS, MS, IN, AB)

Agreement is needed on file naming protocols (for photos, transcripts, etc.) and volunteers need to be aware of copyright issues. (AB)

2.3   Application process

Consider an online form (plus printed option for those without email). (MD)

2.4   Forward planning

Possibility of institutional membership, subscriptions for academics/universities (like IMDB). We would need to justify in terms of value for money and would potentially then need to charge everyone for access. We could also look at possibilities such as a commercial relationship with IMDB, so people looking for information could click straight through to interviews. We're not ready yet and would need to sit aside others who charge, not compete. We'd also need to check whether commercial arrangements would conflict with Heritage Lottery applications. (SM)

Corporate (e.g. Talking Pictures), partners (e.g. BECTU, BFI), and academic (e.g. BUFVC) relationships all need to be revisited. Academic institutions may want access via Athens protocol – with licenced universities to have access to various materials created. Can see increasing demand from academic institutions and corporate organisations – may need to deal with on case by case or set up higher payments to allow use of materials on an annual basis. All needs discussion. (DS)

Discussion also needed about position with BFI, who are relaunching media tech later this summer, and the position with un-digitised data. (DS)

3.   NEXT STAGE

Proposed: Based on the outcome of discussions, and subsequent feedback from other members of the Management Committee, a draft membership policy to be drawn up for approval at the next meeting. In addition to the above points, this policy would cover online roles and permissions.

It was agreed at the Skype meeting that current legal position and voting rights need clarification before other issues can be addressed.

Immediate actions:

- MS to lead on Mem & Arts discussions

- DS to send through draft BEHP Online Systems Operations Manual with his notes, for circulation to the Management Team

- The possibility of Ian (and Alison when appropriate) joining the Management meeting via Skype to be explored, and a Skype connection set up for Wednesday's meeting (14 June) if agreed.

- Management agreement to sought on a regular programme of Skype meetings. DS, MS, IN and AB agreed that this is likely to be the only practical way to get through the issues needing urgent consideration.