

**Minutes of the 2<sup>nd</sup> Meeting - Northampton Sub-Branch BCS Committee, 11<sup>th</sup> November 2004, 7pm at University College Northampton**

**Present:**

Chair:	Brendan D'Cruz BSc, PhD, MBCS, CEng, CITP
Secretary:	Malcolm Collins MBCS, CITP
Press Officer:	Dave Johnson BSc, MBCS
Webmaster:	Brian Allen AMBCS
Education Liaison Officer:	Alan P Broadaway BSc, MA, MSc, CEng, FBCS, CITP, MIEE, CM
YPG Representative:	Chris Neale BA, MBCS
Guest:	Jes Ackland-Snow
Guest:	Jatin Durgapal (did not attend)

**Apologies:** None

**Committee Membership:**

Update: Brendan provided an overview of responses to our request for volunteers for two additional posts. Although two enquiries had been received as regards the Email Coordinator position, there had been none for the Membership Secretary, which is the role we really wish to fill. All applicants had been invited to the Committee Meeting to discuss the roles, but neither applicant was present so this is deferred to the next meeting.

**Minutes of the Last Meeting:**

The minutes of the 1<sup>st</sup> meeting on 12<sup>th</sup> October were approved by the committee.

**Actions and Matters Arising:**

Actions from the 1<sup>st</sup> meeting centred on the need for sponsorship of the events of the Sub Branch. Dave confirmed the information that had previously been emailed with regard to Barclaycard, whose funds were already committed. However Brendan had more positive news in that Nationwide were likely to be involved and may potentially support an event.

**Progress on Questionnaire:**

Brendan thanked Malcolm for his assistance in the development of a spreadsheet with which to analyse the results. Some 25 responses had been received at the time of the meeting, but as yet these had not been processed, therefore it was not possible to provide any trend data. He confirmed that the cut off date for receipt of the responses was set for 30<sup>th</sup> November.

**Communication Issues:**

Dave had nothing to report as yet, mainly due to the lack of anything to enter into the local press regards events etc., but he was hopeful that a target of Jan 2005 for a programme of events hardcopy document was practical and would lead to effective publicity campaigns.

Brian acknowledged that he had been busy, but was able to present the work he had completed to date in developing the Northampton Sub Branch web site. The presentation showed what was technically possible (including the web questionnaire), and it was agreed that work on this should continue to make this a more dynamic method of interacting with our members for future events and information gathering. The email version of the questionnaire had already been deployed. It was also agreed by the Committee that Jes Ackland-Snow would work with Brian in the role of Webmaster.

### **YPG Matters:**

Chris admitted that he too was awaiting the analysis of the questionnaire to be able to analyse this from the YPG perspective. He has been liaising with the Bedford Branch and Alan (the Education Liaison Officer) as regards possible events etc. He planned to attend the national committee meeting on Nov 22<sup>nd</sup> which will enable him to discuss ideas with other YPG Representatives. There followed an open discussion between Alan/Brendan and Chris with respect to the establishment of mechanisms to facilitate students through to membership of the BCS within UCN. Alan revealed that incentives such as discounted membership rates for students should be more effectively highlighted through such mechanisms.

### **Education Liaison Matters:**

Alan was hoping to move forward with EL matters once the programme of events was established. However, at the moment he was heavily involved with organising the Open day at UCN for Wednesday 17<sup>th</sup> November, at which some 1500 students were likely to attend and would provide a good opportunity to highlight the existence of the Northampton Sub Branch of the BCS. Alan had been in discussion with BCS HQ in establishing the rules and criteria surrounding the giving of student prizes/bursaries etc. An event in June was suggested to give the prizes and highlight the YPG perspective. Alan would ensure that letters to schools and colleges from UCN would note its involvement with the BCS.

*Action:* Brendan/Alan to formalise the criteria for allocating student prizes.

A more detailed list of what was available would be put together by Alan once criteria had been established for computing provision at UCN.

### **Events Programme:**

Brendan stated that he would like to commit the Sub Branch to holding at least one event per month in the 2005 period up to May. It was assumed that the Bedford branch would be holding a social event in December, and the Sub Branch was hoping to be included in this event, although Dave stated that there was also the possibility that the visit to Carlsberg may come about in December. An open discussion followed with respect to the goal of producing a draft events programme during the meeting. Malcolm highlighted the need to try to use “topical national publicity” and the timeliness of our events programme so as to maximize our impact e.g. the possible general election in May suggests we invite possible political speakers ahead of that date. The Chip & Pin introduction deadline in the New Year would indicate the need to have an event related to this early in the New Year so as to be topical. Following on from these discussions an outline plan and supporting actions took shape:

January	Barclaycard Chip & Pin Security event <i>Brendan to chase contact at Barclaycard as provided by Brian</i>
February	Political Perspectives on IT <i>Brendan to chase contacts with local political parties</i>
March	IT Security Issues

	Dr. Steve Furnell from BCS South West Branch, confirmed for Tues 8 <sup>th</sup> March 2004 <i>Brendan to chase Nationwide regarding involvement with this event, plus their involvement with gender/ageism agenda</i>
April	
May	AGM <i>Brendan/Dave to chase Bedford regarding timing of this and their involvement</i>
June	Student/YPG Showcase "Prize Giving" event <i>Alan and Chris to liaise on this to ensure maximal attendance by students and YPG</i>

It was also agreed that we should establish our events as being on set days/times, to that end the 2<sup>nd</sup> Tuesday in each month would be the preferred date.

### **Bedford Liaison and Finance Matters:**

Brendan had nothing to report and commented that no spending had occurred to date, but that the budget would need to be spent before the end of the financial year.

### **Any Other Business:**

*Action:* Brendan to send Dave the contact details of the UCN artwork person, to enable Dave to have a discussion as regards the events programme document.

Jes asked Brian if there was a Chairman's Letter section on the Web Site, this was confirmed, and it was generally agreed that this would be a useful point of reference for the dissemination of correspondence from BCS HQ.

Action points arising to be reported back at the next meeting of the committee, to be held at 7pm on Thursday 9<sup>th</sup> December @ location to be agreed, likely to be a public house!!.