

Minutes of the July 2006 Meeting of the Northampton Branch BCS Committee

Meeting held 8pm, 4th July 2006 at The Turnpike Beefeater Harpole

Present:

Brendan D'Cruz - Chair Person

Paul Squires - Secretary

Malcolm Collins - Membership Secretary & Email Coordinator

Richard Cooper - Webmaster

Kevin Crocombe - Educational Liaison Officer

Carol Long - Female Membership Officer

Andrew Page - Public Relations Officer

Apologies

Mike Wilkins - Treasurer

Johnny Beardsmore - YPG Representative

Minutes of the last meeting

All agreed that we had not had the minutes to comment on.

Matters arising

No actions specifically needing discussion other than the Wicksteed event, which was to be discussed under current programme.

Treasurers report

Treasurer not present at meeting so no report made

Membership report

Malcolm reported we have 557 members as of tonight.

Report from outside bodies

Brendan has been in discussion with the Collaborative Project Management speaker, and a proposed event (potentially jointly with PROMS-G) for BCS Northampton has been agreed and is currently set for 4th October, details are already posted on our web site. Venue and full details to be confirmed

ACTION BDC.

Richard has been in contact with people at Microsoft who are happy to come and speak, however they cannot be booked far in advance due to the way their internal scheduling processes work.

It was noted that we are required to have an event to promote BCS membership, and it was agreed that this is what the July Wicksteed event will do, primarily for younger/family members. A networking event will be held later in the schedule to achieve similar membership aims.

Current programme

Brendan stated that he wanted to organise a schedule with each month allocated to someone to provide an event. The meeting then went through the months to do this. Details as follows:

July '06	All	Family Funday at Wicksteed
October '06	Brendan	Collaborative Project Management
November '06	Johnny	SuperWASP event
December '06	Malcolm	Christmas meal event, similar to last year
January '07	Carol	A mini regional event with other local branches
February '07	Kevin	Careers oriented event
March '07	All	Networking event
April '07	Richard	Open source, KNOOME type event
May '07	All	AGM and student showcase

Wicksteed Event

Malcolm updated the meeting with current progress on next event. He carried out a site survey 4/7/06 and confirmed we will have power. Internet connection is still an issue as it is 300m away through 2 buildings and some trees. Therefore it is likely that we he will need to mirror some content on the server to be used.

The location is well sited, 70-80m from closet attractions. Wicksteed are looking into moving our marquee closer to the internet connection, but there is no guarantee.

Wicksteed have the web content to be put onto www.wicksteed.co.uk, which will also advertise our event. Malcolm advised that they can do all the ticketing from their site but there is a snag due to the way their software works for "Pavilion" events. This involves charging a £1 per booking fee irrespective of how many tickets the booking is for. Funds to be collected by Wicksteed and then after event they forward all minus booking fee to event organiser.

Malcolm asked the committee to agree that we use Wicksteed for ticketing as otherwise we would need to product tickets to their standard ourselves. The committee agreed to use Wicksteed for ticketing and that due to timescale, tickets to be held in the booking office for event organiser to collect and distribute.

Action: Malcolm to provide each person who has already and does in the future email funday@cetservices.co.uk with link to Wicksteed booking page, also keeping track of numbers, which at the end of event to be provided to Brendan.

Publicity – Andy advised he had a quote for posters from HQ 100 @ £324. Committee decided that as Malcolm could do A4 posters much cheaper this to be done.

Branches email has already been sent

Andy showed a draft press release, which was agreed to go ahead. One query was whether we require BCS approval to use the picture contained therein, this to be checked. We don't currently have a popup stand, to be investigated.

Action: Andy to look into getting a BCS popup stand

Kevin has a letter to be sent out advertising this event to 350 educational establishments. Andy has investigated the cost of doing this and Malcolm can do it cheaper at £150-£175. Carol questioned whether it is too late, have they broken up yet, but it was determined that the fun day is the 1st weekend of the school break. Therefore, Kevin to review and finalise the letter, mail shot to be finalised by Andy and Malcolm to print, envelope stamp and send

£200 publicity budget for this event agreed.

Equipment, Malcolm is providing a server and 3 pc's, we need a large screen, no-one at the meeting has anything so we will have to use the largest monitor available on the day. Johnny has stated to Malcolm he can help setup and can leave his laptop. Richard stated me may be able to provide a laptop.

Brendan queried whether there was any timetable for the day yet. An outline timetable was described by Malcolm and firmed up as follows:

We will have 2 people for each topic so that 1 person can be away leaving someone able to present and discuss at all times.

Event can be run as workshops with maximum group sizes defined.

Food is happening between 12:30 and 14:30, tickets to control access.

Committee decided that as we are non-profit voluntary organisation we should have a bucket to collect donations from the public, this to be used to help cover our costs for the event.

There is an issue to do with insurance for using HQ's PCMouse therefore they have stated we cannot use it. Malcolm is still pursuing this.

As we do not hold membership forms for the public to apply to join the BCS, Malcolm is to email Sue Guy to get some. If she cannot post them in time, need to bring them along on the day.

Any other business

Brendan raised the subject of the questionnaire on the web and how we were going to get more feedback. The consensus was to give people long enough to complete. Carol suggested people be given 3 weeks with a reminder sent as otherwise they would forget. This was generally agreed upon.

Brendan requested ideas for content of questions, which a number of the committee provided input for.

Action: Brendan to distribute draft questionnaire to committee by end of July for comment

Brendan raised the lack of use of the discussion area on the branch website and queried whether people would be willing to start using it instead of emailing each other all the time. Richard stated a preference for email as he is not always able to get to a machine with facilities to access the web

but email always reaches him. Others agreed with this. Discussion area to be used as a support tool, posting progress documents and large attachments only.

It was decided as a trial to create on the discussion area sections for each of our forthcoming events (excluding July Wicksteed event) so that we could use it as an ideas and progress tracker.

Action: Richard to create discussion sections as detailed above by end of August

Richard updated the meeting that he is thinking of developing a dynamic upload facility for events so that committee members can put up events easily. All agreed this is a good idea.

Paul advised the meeting that BCS HQ require our year-end questionnaire to be completed and returned by end of July. Meeting then completed main detail. Brendan will email event attendance figures to Paul

Action: Paul to complete and return questionnaire by end of July.

Brendan requested that at the next meeting, new committee members, especially Carol and Kevin come along prepared to provide some new ideas.

Malcolm commented that due to the loss of Alan on the committee we would need a new contact back into the University of Northampton. Brendan provided Kevin with the contact details so a letter / email can be raised.

Action: Kevin to re-establish contact with the University of Northampton

Date of next meeting

Shortly after Wicksteed event a quick discussion, then a full meeting in September to be arranged after the summer break.