

## Minutes of the September 2006 Meeting of the Northampton Branch BCS Committee

Meeting held 8pm, 25<sup>th</sup> September 2006 at The Turnpike Beefeater Harpole

### Present:

Brendan D'Cruz - Chair Person

Paul Squires - Secretary

Mike Wilkins - Treasurer

Malcolm Collins - Membership Secretary & Email Coordinator

Andrew Page - Public Relations Officer

### No Show

Richard Cooper - Webmaster

### Apologies

Johnny Beardsmore - YPG Representative

Kevin Crocombe - Educational Liaison Officer

Carol Long - Female Membership Officer

### Minutes of the last meeting

It was decided that a new format for the actions should be adopted such that they are listed as an actions summary at the end, and the summary referenced within the main minutes.

### Matters arising

Actions review

Action	Responsible	Complete
Venue and full details for October event to be confirmed	Brendan	Y
Look into getting a BCS popup stand  Andy investigated this at Branches Congress. HQ are getting together a base stand, which branches can customise using changeable panels. The base will be approx £400 with panels at £170-£250.	Andy	50%
Distribute draft questionnaire to committee by end of July for comment	Brendan	Y
Create discussion sections for each forthcoming event by end of August	Richard	N
Complete and return questionnaire by end of July	Paul	Y
Re-establish contact with the University of Northampton	Kevin	Unknown

### Treasurers report

Mike advised the meeting that we had spent 46.01% (£1,282.31) of our allocation of £2375, broken down as follows:

Travel/Subsistence (Other)	£109.44
Stationery	£265.36
Room Hire	£400.85
Catering	£356.66
Special Funding	£150.00

Brendan requires the committee to set a budget allocation for each of our events so that we do not reach the end of year with no funds left to put on the events. Equally we do not want to under spend our allocation.

Booking for hospitality at October event is going to be £43.

Brendan suggested we seriously investigate corporate sponsorship of our programme of events / venue in a similar way that the Hertfordshire branch have done with Steria. All present agreed this was a good idea.

Andy suggested the use of his employers training suite for holding events, and will investigate. It was also agreed that he will pursue the idea of using the Northampton Guildhall which should be available for no fee. New action (0906-1)

## Membership report

Malcolm updated the meeting as follows:

589 Members, 475 have Northampton as their Prime branch, 113 as Secondary Branch.

511 are contactable by email.

500 Male, 86 female

77 Students, 42 Affiliates, 33 Associates, 10 Fellows, 426 Members (140 CITP)

Malcolm's prediction is 600 members by Christmas.

In the light of the above Brendan requested an action (0906-2) for Kevin to drive on Student membership, particularly important now to capture the new intake.

## Current programme

October '06	Brendan	<p>Collaborative Project Management</p> <p>This has been sorted out and budget allocated. Publicity is on the web site of PromsG and internal Northampton College website.</p> <p>Brendan has forwarded on to the rest of the committee the speakers feedback on the unprofessional way our website is providing information relating to this event. New action raised (0906-3) to get this tidied up by end of September, and all of committee to verify this. To ensure Richard is aware of the requirement to complete this, an actions summary to be issued by Paul on Tuesday action (0906-4).</p>
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November '06	Johnny	<p>SuperWASP event</p> <p>Date confirmed: Thurs - 09/11/06 booked</p> <p>A venue is required for this.</p> <p>The subject is all about robotic telescopes and one of the largest data archives in existence. See <a href="http://www.superwasp.org">www.superwasp.org</a> for further info</p> <p>New action (0906-5) for Johnny</p> <p>New action (0906-6) for Malcolm</p>
December '06	Malcolm	<p>Christmas meal event, similar to last year</p> <p>The proposed venue of the Hilton, Brendan has issues with as he knows their customer service is poor from previous experience. A discussion took place with several ideas:</p> <p>Get into a bigger event with other organisations present to try and encourage members to attend. E.g. casino event which would be £30 / head</p> <p>Mike expressed concern that with likely turnout pre-booking places is likely to waste funds.</p> <p>New action (0906-7) for Malcolm</p>
January '07	Carol	<p>A mini regional event with other local branches</p> <p>No comment</p>
February '07	Kevin	<p>Careers oriented event</p> <p>No comment</p>
March '07	All	<p>Networking event</p> <p>It was decided that in order to focus this Brendan would take the responsibility for this event.</p>
April '07	Richard	<p>Open source, GNOME type event</p> <p>No comment</p>
May '07	All	<p>AGM and student showcase</p> <p>Kevin to arrange the Student Showcase. This will coincide with the BCS 50<sup>th</sup> anniversary celebrations</p> <p>Publicity for this should be combined with other local branches e.g. Beds, Coventry, Oxford, Leicester etc</p>

### Web site matters

New action (0906-8) for Richard – update committee members on web

Presenters have voiced concerns regarding the disorganised unstructured design of our web presence, commenting on the professionalism of it. The committee therefore decided that the site should be split as follows:

Current Events  
Past Events

The committee believes urgent action is required on this matter consequently an action (0906-3) for Richard to achieve this by end September.

### **Any other business**

Congress review

Andy and Paul attended and found it rewarding. Andy advised the meeting of the days events: Information about where branches want to go

YPG Working Skills Centre events have been a success with the venues filled to capacity. They are looking at rolling the concept out region by region and require.

Birmingham spoke regarding how they organise Secon. The main point of interest is that they have been able to use HQ credit card booking system, which our committee have previously found not to work.

West Yorkshire hold a university challenge style event which is logistically challenging.

Paul advised the meeting that the talk on SFIAPlus / Careerbuilder was very useful, now it was clear how it should be used. The most important thing is that there is plenty of online tutorials and help for those wanting to learn how to use it. It was suggested that Paul arrange for the HQ speaker to come and do a presentation as a local branch event. New action (0906-9) for Paul.

Date of the next congress not confirmed, will be next spring. Committee to determine attendees.

Brendan suggested that we start producing and handing out CPD points certificates to those attending our events as other branches do. Suggested points value is 5 per event. We should then add to the schedule the number of points attending a given event will attract.

Content of the certificate to be something along the lines of Event Logo, event name / title, number of CPD points.

Mike

Need to order Project Management book from HQ to present to Octobers' speaker New Action (0906-10)

Malcolm queried what is happening with Johnny's motor sport event, no one present could comment.

### **Date of next meeting**

Same time next month

### **Actions**

#### **Carried over**

Action Ref	Action	Responsible	Target Completion
0706-1	Look into getting a BCS popup stand	Andy	Asap
0706-2	Create discussion sections for each forthcoming event by end of August	Richard	31/08/06

0706-3	Re-establish contact with the University of Northampton	Kevin	October Committee
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### New

Action Ref	Action	Responsible	Target Completion
0906-1	Look into using Northampton Guild Hall to host events	Andy	October committee
0906-2	Instigate initiatives to increase student membership	Kevin	End of November
0906-3	Tidy up website event details to ensure current events appear first, and then past events, chronologically ordered	Richard	29/09/06
0906-4	Issue actions summary in lieu of minutes asap	Paul	26/9/06
0906-5	Provide publicity + website content + email shot content for SuperWasp event for advance publicity	Johnny	Before 2 <sup>nd</sup> week October
0906-6	Put the future event schedule summary on the bottom on email shot going out this week	Malcolm	29/09/06
0906-7	Investigate and summarise xmas dinner options with costs for committee to decide	Malcolm	Next Committee
0906-8	Update website to reflect current committee correctly	Richard	29/09/06
0906-9	Arrange speaker from HQ to give CareerBuilder Presentation	Paul	End of November
0906-10	Order Project Management book from HQ to present to October event's speaker	Mike	29/09/06