

## Minutes of February 2007 Meeting of the Northampton Branch BCS Committee

Meeting Held 8pm, 15<sup>th</sup> February 2007 at The Turnpike Beefeater Harpole

### Present

Johnny Beardsmore – YPG Representative  
Malcolm Collins – Membership Secretary & Email Coordinator  
Brendan D'Cruz – Chair Person  
Andrew Page – Public Relations Officer  
Paul Squires – Secretary

### Apologies

Richard Cooper – Webmaster  
Kevin Crocombe – Educational Liaison Officer  
Carol Long – Female Membership Officer  
Mike Wilkins – Treasurer

### Minutes of the last meeting

Minutes for the last meeting were accepted.

### Matters Arising

### Actions Review

Action Ref	Action	Responsible	Complete
0906-9	Arrange speaker from HQ to give CareerBuilder Presentation Paul advised the meeting that he had emailed the guy at HQ again but nothing more than a read receipt. Agreed to close this item down.	Paul	Y
1106-02	Investigate possible venues for Networking Event as alternative to Beefeater at Harpole  County Tavern Pub County cricket Ground  Johnny has had no success getting hold of them despite leaving several messages. Andy agreed to take this on and visit the premises after committee meeting to ascertain possibilities	Johnny Reassigned To Andy	N
1106-04	Take a look at using Thresham college to hold events  Johnny ascertained that the college is not very busy so it would be possible to hire rooms easily.  Capacities as follows: Classroom 15 – 20 persons Lecture Theatre 45 – 45 persons	Johnny	Y

	<p>Charges: Standard classroom £15/hour, Conference room £30/hour.</p> <p><b>IT Suite</b> Computer Suite of up to 15 machines £75/hour unsupervised (includes internet access but no printing)</p> <p>Hire of 1 or 2 machines £10/hour/person</p> <p>Additional costs £35/hour outside normal hours (i.e. after 9pm)</p> <p><b>Sports hall</b> Whole Sports Hall £15/hour 1 court £5/court/hour</p>		
0107-01	Tidy up and update the PDF of our current programme on the website as it is now out of date It was agreed that Malcolm would send the source information to Richard to complete this.	Paul / Richard	N
0107-02	Confirm date (preferably 6 <sup>th</sup> March) and get definite booking for speaker and venue	Kevin	Y
0107-03	Make contact with Gary Hill or Nick Boutle at UON Avenue campus to hold the event there	Kevin	Y
0107-04	Chase HQ for information on Bletchley Park event	Brendan	Y
0107-05	Canvass membership for committee nominations As expected, no responses as yet	Malcolm / Brendan	Y
0107-06	Discuss with Susan @ UON Student prizes	Brendan	Y
0107-07	Put in a new bid for student prize funds	Mike	N
0107-08	Chase project management lady about her book	Brendan	Y
0107-09	Implement new website design	Richard	Y
0107-10	Implement new website photo gallery	Richard / Paul	Y

### Treasurers report

The Treasurer was not available to give a report, although general consensus was that no monies had been spent since last months meeting.

### Membership report

Members 674

Email contactable 586 No email 88

Female: 105 Male: 564 Unclassified 5

Fellows 11; Affiliates: 46 Associates: 31 Members:491 Students: 95 CITP: 147

Prime branch members: 560 Secondary Branch:114

### Current Programme

The chairman recognised the good attendance at the previous Project Management talk and thanks to committee and members for strong support. It was noted that a PDF of the slides is now available from the website.

March 07 #1	March 6 <sup>th</sup>	<p>The Cutter Project</p> <p>Venue and speaker have been arranged</p> <p>New Action 0207-01 Get the Cutter Project event onto the web / HQ diary</p> <p>New Action 0207-02 Kevin to Publicise and promote the event through his networks to other schools/colleges and provide posters to Susan / Gary @ UON to post on notice boards and flyers to hand out.</p>
March '07 #2	March 15 <sup>th</sup>	<p>Jubilee quiz.</p> <p>Brendan will develop questions and will require an assistant to do scoring. Other committee members cannot be involved in this as they form the committee team.</p> <p>The target for the networking event is 40 people. It was discussed promoting it through our local contacts to get teams from places such as University of Northampton and Barclaycard (through Mary). People arriving not as a team would be put together to form teams.</p> <p>Action 1106-02 updated to reflect that Andy is going to make a visit to County Tavern to investigate them as a venue, to report back via email ASAP so a decision can be reached or alternatives investigated.</p> <p>New Action 0207-03 Brendan to devise questions for quiz</p> <p>Prize offerings to be scrounged from various sources. Malcolm advised he has 5 digital mouse mats in branch stock. It was decided that we should spend £20 out of budget for BCS merchandise.</p> <p>New Action 0207-04 Brendan to chase up BCS Central re prizes</p>
April '07	Mike	<p>Title of event decided as Contracting for the computing environment (including Project Management)</p> <p>New Action 0207-05 Mike to provide details on this event and committee to confirm</p> <p>Event could be based around Contracting / Consulting / Risk Management for consultants with 2 or 3 decent speeches of 15-20 minutes each.</p>
May '07		<p>Gala Dinner as yet no fleshing out by HQ.</p> <p>New Action 0702-06 Malcolm to put a link to the BCS Jubilee Website on the next circular.</p>

June '07	All	<p>AGM and student showcase</p> <p>New Action 0207-07 Brendan to push Susan and Gary for a date for this.</p> <p>Brendan's proposal for prizes distributed by email was discussed and endorsed.</p> <p>All establishments to bid for the prizes by putting forward their best entries and the committee to then decide on the winners.</p> <p>What is now needed is a deadline and publicity of this.</p> <p>Action 0107-07 updated to reflect the need for Brendan to get the form for funds bid then work with the Treasurer to complete.</p> <p>There has been absolutely no feedback from the request to the membership re committee nominations. Malcolm will re-request on the next mailshot.</p>
July '07		<p>50<sup>th</sup> Jubilee Bletchley Park / London</p> <p>This is being run by the Computer Conservation Society</p> <p>Bletchley Park event 12<sup>th</sup> May £28 (Thursday)</p> <p>There is also a further 2 day event 13<sup>th</sup>-14<sup>th</sup> in London £28 (Friday/Saturday)</p>

### **Any Other Business**

New Action 0207-08 Malcolm to supply Richard with historical photo's to put on the gallery, Richard to action this.

New Action 0207-9 Brendan to supply Richard with the names of last years Student Prize winners so they can be identified on the website photo gallery.

BCS Popup stands. Andy had the designs with him and it the committee agreed we would get 2, and which designs. Ours to say 'BCS Northampton Branch'

### **Date of Next Meeting**

After 6<sup>th</sup> April when Malcolm is back.

## Actions

### Carried Over

Action Ref	Action	Responsible	Target Completion
1106-02	Investigate venues County Tavern, and if no go County Cricket Ground for the networking event. Feedback to committee on email for a decision	Johnny Reassigned To Andy	ASAP
0107-01	Tidy up and update the PDF of our current programme on the website as it is now out of date It was agreed that Malcolm would send the source information to Richard to complete this.	Malcolm / Richard	ASAP
0107-07	Brendan to get the necessary form from HQ and work with Mike to put in a new bid for student prize funds	Brendan/ Mike	End March

### New

Action Ref	Action	Responsible	Target Completion
0207-01	Get the Cutter Project event onto the web / HQ diary	Andy / Richard	24/02
0207-02	Andy to provide publicity material to Kevin to publicise and promote the Cutter event through his networks to other schools/colleges and provide posters to Susan / Gary @ UON to post on notice boards and flyers to hand out.	Andy/ Kevin	24/02
0207-03	Devise questions for quiz	Brendan	15/03
0207-04	Chase up BCS Central re merchandise prizes	Brendan	26/02
0207-05	Mike to provide details on Contracting event and committee to confirm	Mike	End Feb
0207-06	Put a link to the BCS Jubilee Website on the next circular	Malcolm	End Feb
0207-07	Push Susan and Gary @ UON for a date for Student showcase	Brendan	End Feb
0207-08	Malcolm to supply Richard with historical photo's to put on the gallery, Richard to action this.	Malcolm / Richard	End Mar
0207-09	Brendan to supply Richard with the names of last years Student Prize winners so they can be identified on the photo gallery.	Brendan / Richard	End Feb