

Minutes of May 2007 Meeting of the Northampton Branch BCS Committee

Meeting Held 8pm, 3rd May 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
Mike Wilkins – Treasurer

Susan Bailey – Branch Member considering committee membership
Dave Ellard – Branch Member considering committee membership

Apologies

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

Minutes of the last meeting

Minutes for the last meeting were accepted.

Matters Arising

Actions Review

Action Ref	Action	Responsible	Complete
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	Y
0107-01	Tidy up and update the PDF of our current programme on the website as it is now out of date It was agreed that Malcolm would send the source information to Richard to complete this. This item needs to be completed before the AGM.	Malcolm / Richard	N
0107-07	Brendan to get the necessary form from HQ and work with Mike to put in a new bid for student prize funds This item to be discussed further under current programme	Brendan/ Mike	N
0207-01	Get the Cutter Project event onto the web / HQ diary HQ Diary entry did not materialise, this to be investigated to ensure it does in the future.	Andy / Richard	Y
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. It was noted by the committee that this was a very popular event and thanks go to Kevin for arranging the speaker.	Andy/ Kevin	Y

0207-03	Devise questions for quiz	Brendan	Y
0207-04	Chase up BCS Central re merchandise prizes	Brendan	Y
0207-05	Mike to provide details on Contracting event and committee to confirm Mike is still intending to put on this event but it will be in the next season of events.	Mike	N
0207-06	Put a link to the BCS Jubilee Website on the next circular	Malcolm	Y
0207-07	Push Susan and Gary @ UON for a date for Student showcase 12 th June	Brendan	Y
0207-08	Malcolm to supply Richard with historical photo's to put on the gallery, Richard to action this. Malcolm has supplied the photos, Richard to action ASAP	Richard	50%
0207-09	Susan to supply Richard with the names of last years Student Prize winners so they can be identified on the photo gallery. Action transferred to Susan to supply name details.	Susan Bailey / Richard	N

Treasurers report

There is still a lot to spend.

Balance is £1873.47

We need to be aware that the following items are still outstanding to be deducted when paid

Xmas Meal £376.35 (awaiting a receipt)
Northants Cricket Ground £252.75 (Mike is being chased and will pay asap)

This leaves £1000 - £1200

The budget allocation for next year will be £2319 (an increase of £220 due to increased membership) which has been calculated by the Holdsworth formula.

Membership report

703 Members

587 with Northampton as their Prime branch
110 with Northampton as their Secondary branch

521 Members
148 CITP of which 53 are CEng
11 Fellows
90 Students
81 Affiliates / Associates

585 Male
111 Female

A healthy membership, comparable with other branches with an increase of approximately 200 members in the last 12 months.

Current Programme

<p>May '07</p>	<p>Brendan</p>	<p>Brendan has a speaker lined up to talk on the subject of Management Information Systems.</p> <p>The date was discussed and determined as 31st of May subject to speaker availability on that date.</p> <p>Action 0507-01 Brendan to confirm speaker</p> <p>Action 0507-02 Susan to book venue with finger buffet for 20</p> <p>Action 0507-03 Andy to publicise this event</p>
<p>June '07</p>	<p>All</p>	<p>AGM and student showcase</p> <p>Date determined as 12th June. Time 7:30 for buffet, 8:00 prompt start.</p> <p>Venue: Park Avenue Campus</p> <p>Prize winners will receive:</p> <p>Most promising student £25 plus a years membership of BCS plus a BCS 50th Jubilee Handybag</p> <p>Best student £50 plus a years membership of BCS plus a BCS 50th Jubilee Handybag</p> <p>Andy Volunteered to go to the Student prizes graduation to present the prizes on 11th July from 12pm onwards.</p> <p>Agenda</p> <ul style="list-style-type: none"> • Chair address including finances • Membership report • Prize giving • Non members asked to leave • Elections <p>Nominations as at present as shown on next page</p> <p>Brendan will be stepping down, but noted that he will still be around to be involved.</p> <p>Action 0507-04 Andy to Publicise the event, including prize winners names</p> <p>Action 0507-05 Brendan to produce certificates</p>

	Nominee	Proposer	Secunder
Chairman (must be CITP)	Malcolm Collins MBCS CITP	Mike Wilkins	Brendan D'Cruz
Secretary	Paul Squires MBCS	Brendan D'Cruz	Mike Wilkins
Treasurer	Richard Cooper MBCS	Malcolm Collins	Andrew Page
Membership/Email Coordinator (Must be CITP)	*Paul Squires MBCS	Malcolm Collins	Andrew Page
Education Liaison Officer	Susan Bailey MBCS	Brendan D'Cruz	Malcolm Collins
Young Persons Group/Professional	Johnny Beardsmore MBCS	Mike Wilkins	Brendan D'Cruz
Publicity	Andrew Page MBCS	Brendan D'Cruz	Paul Squires
Webmaster	David Ellard MBCS	Richard Cooper	Mike Wilkins
Female Membership Officer	Susan Bailey MBCS	Brendan D'Cruz	Paul Squires

General Committee Member	Graham Wallace MBCS CITP	Malcolm Collins
General Committee Member	Mustafa Al-Hijaj MBCS	Malcolm Collins

*NOTE: although this position requires the nominee to be CITP, dispensation as been given for Paul, on the basis that he has 3 yrs professional membership & has put in for his CITP status. If this is refused, then this position will need to be reviewed.

Andy has a possible event for next seasons programme, possibly in October. The event would be about the Skills Gap in the marketplace and surrounding the fact that there are not enough people entering the profession, and that at age 40+ people are being retired. If possible we want to get a recruiter to come and speak about their ideas of the new skills areas. The committee were requested to give this some thought and give Andy some feedback.

Any Other Business

Andy advised that the correct BCS Popup stands have now been received.

Branches congress report by Brendan and Andy

The meeting was controversial and raised a lot of disagreement because the allocation of funding to branches is being revised.

Note to the new committee treasurer, In October 2007 all branches will need to enter a budget for the coming year to bid for their allocation instead of receiving by default the Holdsworth allocation. This has the implication that the committee will need to put down a planned event schedule budget internally before then.

Also, the MSB fund will no longer be available to top up funds.

BCS now has 60,000 members of which 1/3rd are YPG, and of that 1/2 are students. As a result HQ would like branches to have more than 1 YPG representative.

The committee discussed this suggestion and concluded that we should attempt to split the role into YPG/Professional and YPG/Student areas for the forthcoming AGM nominations.

New Action: 0507-06 Susan Bailey and Gary Hill to attempt to find a 2nd year student who would be willing to undertake this role.

There is now a committee housekeeping guide which gives role and responsibility specifications. It is available on the BCS secure area, Malcolm is holding a hardcopy. As there are non-committee members present new action 0507-07 for Malcolm to distribute electronically to the rest of those present.

March 2007 Web Guidelines handed to Dave Ellard who will hold them for the time being as Richard was not present at the meeting.

New Action 0507-08 for Andy to pass an inventory of current stock he is now holding to the rest of the committee.

Post meeting addendum:

On the assumption that current nominations stand at the AGM, Malcolm and Paul feel that the taking of committee minutes should be split on a rotational basis because it is recognised that the roles of secretary and membership / email co-ordinator is a lot for 1 person to do.

Date of Next Meeting

To be confirmed

Actions

Carried Over

Action Ref	Action	Responsible	Target Completion
0107-01	Tidy up and update the PDF of our current programme on the website as it is now out of date	Richard	Before AGM
0107-07	New treasurer to take form from Brendan and to put in a new bid for student prize funds	Brendan/ New Treasurer	October
0207-05	Mike to provide details on Contracting event and committee to confirm	Mike	By June
0207-08	Put historical photo's on the gallery	Richard	Before AGM
0207-09	Susan to supply Richard with the names of last years Student Prize winners so they can be identified on the photo gallery.	Susan Bailey / Richard	Before AGM

New

Action Ref	Action	Responsible	Target Completion
0507-01	Confirm date of 31/05/07 with speaker for May MIS event	Brendan	ASAP
0507-02	Book room for May MIS event and June AGM event. For June AGM also investigate booking buffet catering for 20	Susan	ASAP
0507-03	Publicise May 31 st MIS event	Andy	ASAP
0507-04	Publicise AGM 12 th June event	Andy	End May
0507-05	Produce certificates for student prize winners	Brendan	Before AGM
0507-06	Find and 2 nd year student who is willing to be YPG/Student committee member	Susan	Before AGM
0507-07	Distribute committee roles / responsibilities handbook to committee plus Dave and Susan	Malcolm	Before AGM
0507-08	Do an inventory of current branch stock being held and distribute to committee	Andy	Before AGM