

## **Minutes of August 2007 Meeting of the Northampton Branch BCS Committee**

**Meeting Held 8pm, 28<sup>th</sup> August 2007 at The Turnpike Beefeater Harpole**

### **Present**

Susan Bailey – ELO, Female Membership Officer  
Malcolm Collins – Chair Person  
Richard Cooper – Treasurer  
Dave Ellard – Webmaster  
Andrew Page – Public Relations Officer  
Paul Squires – Secretary, Membership Secretary, Email Co-ordinator  
Graham Wallace – General Committee Member

### **Apologies**

Mustafa Al-Hijaj– General Committee Member  
Johnny Beardsmore – YPG (Professional)  
David Pymont – YPG (Student)

### **Minutes of the last meeting**

Minutes for the last meeting were accepted.

### **Matters Arising**

- Events schedule discussed below
- Branch Questionnaire.

A discussion took place surrounding the delivery mechanism, which concluded that due to the unpredictable results Paul had observed when trying a HTML form in email we would distribute via email and provide a link to the web based version for those that the email version did not work (mainly webmail users)

Further discussion regarding the question style and specific questions followed, and it was agreed that an outline would be as follows, with an action 0807-01 for Richard to compile a sample for approval to be discussed after the event on 20<sup>th</sup> September 2007.

Q1, purposing being to gauge who would attend an event and why?

Total of 4 or 5 questions

Q2 what subject areas interest you ( and provide a limited number of broad categories, not the huge range previously used)

Q3 Christmas event, what type of event would someone attend?

- No actions carried over from previous committee

## Treasurers report

The treasurer advised the committee that we need to submit our budget for 2008/2009 by the start of October.

Handover of all information from the previous Treasurer still not happened. As far as the treasurer is aware we have spent £199 on student prizes (£3 over allocated budget) and we have £2316 available.

Sue presented the Treasurer with a reminder letter she had received for the AGM event catering, which is to be paid ASAP.

It was agreed that we should budget all of our planned events to use at least 80% of the budget leaving a 20% contingency amount. New action 0807-02 for Richard to draft a potential budget for discussion at the event on 20<sup>th</sup> September 2007.

## Membership report

The membership secretary advised the meeting that the statistics were as follows as at 27<sup>th</sup> August 2007.

751 Members, 627 with Northampton as Prime branch, 124 secondary

122 Female, 622 Male, 7 Undefined

554 Members

12 Fellows

158 (Members and Fellows) are CITP,

47 Affiliate

45 Associate

93 Student

It was decided that the split of Email co-ordinator role would generally be determined by Malcolm issuing HQ mail shots and Paul issuing branch event related mail shots.

## Current Programme

Date	Responsible	Details
20 <sup>th</sup> Sep 07	Malcolm	<p>"Management Information Systems in Local Government - pulling it all together"</p> <p>Speaker all lined up, venue tbc by Johnny 29/08/07. If Thresham College proves a no go, Sue to arrange Grendan Lecture Theatre at Parc Campus. New action 0807-03 Johnny/Malcolm/Sue to sort out venue.</p> <p>New action 0807-04 Paul to issue email when venue confirmed with details for this and October event plus event calendar outline.</p> <p>New action 0807-05 Dave to update Web with confirmed venue</p>

25 <sup>th</sup> Oct 07	Andy	<p>“Mind the skills gap”</p> <p>Andy has 3 speakers lined up, currently in the process of being finalised. It was noted that this is a joint event with Leicester branch therefore we need to gauge numbers in order to size the right venue.</p> <p>It is thought provisionally that Holdenby Lecture Theatre 2 would be suitable.</p> <p>New action: 0807-06 Email co-ordinator to monitor response to mail shot to assess required venue size.</p>
Dec '07	All	<p>Xmas event</p> <p>It was agreed to hold this earlier in December this year to avoid the time when peoples office parties are generally held.</p> <p>Malcolm agreed to do the research on this.</p>
Feb '08	Sue	<p>“What would light the fire of the female BCS?”</p> <p>Sue is intending to hold a lunchtime event along the lines of one or more keynote speakers to prompt discussion over a working lunch. This ties in with the profile that she has recently sent committee for comment.</p>
Apr '08	Malcolm	<p>There are 2 possible events</p> <ol style="list-style-type: none"> <li>1. A talk from IBM Software Group, on "The Mainframe in 2006"</li> <li>2. A company (Kisdata data management solutions) wanting to do a fairly technical presentation on “Wide Area Data Services”. The speaker is a past chairman of the Western Cape Chapter of the Computer Society of South Africa.</li> </ol> <p>It was decided on reflection that no. 2 above would be a suitable event provided that the “sales” aspect could be avoided. Malcolm suggested that he “police” the speaker(s) by doing a additional piece regarding wireless broadband technologies.</p>
June '08	All	AGM and student prize giving

### Any Other Business

Paul noted that HQ had requested attendees for Branches Congress to be notified. Malcolm advised that Mustafa had already put himself forward so there would be a branch representative present as all other committee are busy on that date.

We all agreed to submit personal profiles to Dave to be posted on the Website on the committee page.

Dave noted that he would be on Holiday for 2 weeks, and it was agreed in his absence that Richard would take over updating the website.

### **Date of Next Meeting**

Thursday 18<sup>th</sup> October 2007, 8pm, Harpole Beefeater

## Actions

### Carried Over

Action Ref	Action	Responsible	Target Completion
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### New

Action Ref	Action	Responsible	Target Completion
0807-01	Prepare a questionnaire along the lines discussed in August Committee for approval at 20 <sup>th</sup> Sept event	Richard	20/09/07
0807-02	Prepare a draft budget for approval at 20 <sup>th</sup> Sept event	Richard	20/09/07
0807-03	Confirm and book venue for Sept '07 event	Johnny / Malcolm / Sue	03/09/07
0807-04	Issue email shot to members regarding Sept and Oct events plus the years event calendar	Paul	04/09/07
0807-05	Update Website with confirmed venue and details for Sept and Oct events	Dave/Richard	04/09/07
0807-06	Monitor response to email shot to gauge numbers likely to attend Oct '07 event, report back so that appropriate lecture theatre can be booked	Paul	2 <sup>nd</sup> Wk Oct