

## Minutes of 20<sup>th</sup> March 2008 Meeting of the Northampton Branch BCS Committee

Meeting Held 8pm, 20<sup>th</sup> March 2008, The Turnpike Beefeater Harpole

### Present

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

Susan Bailey – ELO, Female Membership Officer

Johnny Beardsmore – YPG (Professional)

David Pymont – YPG (Student)

### Not present – no apology received

Mustafa Al-Hijaj – General Committee Member

### Minutes of the last meeting

Minutes for the last meeting were accepted.

### Matters Arising

#### Actions Review

Action Ref	Action	Responsible	Complete
1007-06	Create new discussion thread and provide details of student prize fund application to rest of committee	Malcolm	Yes – agreed to close down action
1007-07	Liaise with Northants and see if we can use their distribution system to advertise student prizes	Sue	No update
1207-01	Investigate online payments method for Feb event with HQ agreement (e.g. Paypal)	Dave / Richard	Ongoing
1207-04	Investigate a YPG focused bowling night to involve the student members and try to boost student membership	Johnny/ David P/ Sue	No
1207-05	Arrangements for a technical event for next years programme for Oct '08	Johnny/ Dave / Paul	Yes
0208-01	Resurrect agreed student prize documentation and apply for funding	JB/Sue	Funding already in place, scheme details and publicity ongoing

### Treasurers report

The treasurer reported that as at 29/02/08 funds spent were £862, however no invoice received for £129 or Xmas event so approximately another £300 to add on.

Remaining balance £1600

Committee requested treasurer to clarify with HQ exact date this runs until. New Action 0308-01.

## Membership report

The membership secretary was unable to file a report at the meeting due to the BCS website being inaccessible on the evening of 19/03/08 and early morning 20/03/08. Membership secretary agreed to compile post dated stats for the minutes as below.

Chairman reported that he had been able to access the website later on 20/03/08 and total branch membership is now 808.

Post meeting statistics (29/3/08) as follows:-

Total Members 800 (+11)

### By Grade

CITP 165 (+7) - Members and Fellows

Fellow 14 (Same)

Member 605 (+26)

Affiliate 40 (-6)

Associate 46 (-1)

Student 95 (-8)

### By Gender

Male 666 (+10)

Female 127 (+1)

Undefined 7 (Same)

## Current Programme

April '08	Paul	<p>Paul and Andy advised the meeting that the publicity material was in hand, and would be going out shortly.</p> <p>Paul advised the meeting that he was going to request a room from Sue/Gary @ UON for Avenue Campus. Consensus was book for 20 with light refreshments. New Action 0308-02 Paul to book room at Avenue Campus New Action 0308-03 Andy to pass publicity material for mail shot to Paul who will send out once venue confirmed</p>
May '08	Johnny	<p>Bowling Event to promote YPG / Student YPG.</p> <p>Existing Action 1207-04 to be completed. Richard stated he is happy to assist with booking the venue as he is often in the area to be able to do so.</p>
June '08	All	<p>Student Prize Giving and AGM</p> <p>Student prizes discussed. Malcolm advised meeting that Avenue Campus award ceremony not certain, New Action 0308-04 Sue to confirm Park Campus graduation ceremony date. New Action 0308-05 Malcolm to go back to Rashmi Dravid to confirm Avenue Campus date. New Action 0308-06 Sue to confirm winning students by 3<sup>rd</sup> week in April so certificates can be requested from HQ in time.</p> <p>Malcolm stated he is happy to go and do Park Campus Ceremony.</p>

	Volunteer required for Avenue Campus Ceremony once date known
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## **Any Other Business**

Branches Congress Attendees – Malcolm, Andy, Richard, to be finalised by end of March.

## **Future Events Schedule**

Likely dates agreed for events that were in the pipeline as follows. It was agreed to stick to the first Thursday in the month so that people know when to expect our events to happen.

2<sup>nd</sup> Oct '08 Dave – Enigma Machine event  
6<sup>th</sup> Nov '08 Andy – Unisys event  
4<sup>th</sup> Dec '08 Malcolm – Webroot event  
TBC All - Christmas '08 event  
15<sup>th</sup> Jan '09 Malcolm – Agile development event

New Action 0308-07 for all to agree these dates with speakers.

## **Keep on back burner**

SuperWASP again with more of a push to get good attendance

The Mainframe in today's scenario (an event recently run by Coventry branch – good attendance)

Broadband and Networking

Publicity events schedule card mock up was shown by Andy, The committee liked the format, and once all dates except December Xmas are confirmed, Andy to complete with confirmed dates and organise a print run of 1000. Most to be distributed to members via existing stamped envelopes rest to hand out at events.

New Action 0803-08 Andy to produce final draft for committee approval

New Action 0803-09 Andy to get the printing done and pass finished product to Malcolm

New Action 0803-10 Paul to produce mailing list for Malcolm who will produce labels

New Action 0803-11 Malcolm to envelope and send out events schedule card

Meeting closed 8:50pm

## **Date of Next Meeting**

Thursday 8<sup>th</sup> May 2008, 8pm, The Turnpike Beefeater, Harpole

## Actions

### Carried Over

Action Ref	Action	Responsible	Target Completion
1007-07	Liaise with Northants and see if we can use their distribution system to advertise student prizes	Sue	ASAP
1207-01	Investigate online payments method for Feb event with HQ agreement (e.g. Paypal)	Dave / Richard	ASAP
1207-04	Investigate a YPG focused bowling night to involve the student members and try to boost student membership	Johnny/ David P/ Sue	Early April
0208-01	Resurrect agreed student prize documentation and apply for funding	JB/Sue	Early May

### New

Action Ref	Action	Responsible	Target Completion
0308-01	Clarify with HQ exact date budget runs until	Richard	ASAP
0308-02	Book room at Avenue Campus for April event, capacity 20 with light refreshments	Paul	ASAP
0308-03	Pass finalised publicity material for mail shot to Paul who will send out once venue confirmed	Andy / Paul	First week April latest
0308-04	Confirm Park Campus graduation ceremony date	Sue	ASAP
0308-05	Go back to Rashmi Dravid to confirm Avenue Campus ceremony date	Malcolm	ASAP
0308-06	Confirm winning students	Sue	3 <sup>rd</sup> Wk April
0308-07	Agree future event dates with speakers	All	End April
0308-08	Produce final draft of events schedule flyer for committee approval	Andy	Mid April
0308-09	Get the flyer printing done, pass finished product to Malcolm	Andy	End April
0308-10	Produce mailing list for Malcolm who will produce labels	Paul / Malcolm	End April
0308-11	Envelope and send out events schedule flyer to members	Malcolm	Early May