

BCS - The Chartered Institute for IT
Minutes of the Fourth Meeting of the 2010/11 Session of the
Committee of the South Wales Branch
6.00pm, Wednesday , 16th March , 2011
Committee Room D
County Hall, Cardiff

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| 175.4.0 Present | | |
| Mikhaila Burgess(Chair) | Tom Crick | Derek Smith |
| Paul Bulmer(Vice Chair) | Jeremy White | Helen Phillips |
| Ralph Miller(Sec) | | |
| 175.4.1 Apologies | | |
| Stilianos Vidalis | Beti Williams | Carl Allan |
| Max Davis | Rosemary Dale | |
| Fred Long | Nigel Davies | |
| John Tucker | Alan Boyce (treasurer) | |
| 175.4.2 Welcome | | Actions |
| The Chair welcomed every one to the meeting. The Chair welcomed Helen Phillips from Cardiff U, and hoped she would join the committee. | | |
| 175.4.3 Reports from Absent Members | | |
| The Chair re-inforced the following points: | | |
| <p>NB1 Reports have not been received absent members. Please send them to the Secretary, as we can then incorporate them in to the minutes and the Committee kept up to date.</p> <p>NB2 Please Note: The Secretary reminds those members who are going to be absent to send their emailed or telephoned apologies to the Secretary or Chair, if possible in good time. We waste our budget on overestimated refreshment numbers. We are fortunate enough to have the benefit of donated room hire, but the scale of the rooms could be reduced and even the date of the meeting changed if necessary following such large numbers of short and no-notice non-attendances as we have had recently. In addition, progress in our business is delayed. Please help us by taking the small amount of time necessary to send your apologies and reports. We are continuing to try to provide communications that may reduce travel time. However, please give sufficient notice to make the necessary arrangements.</p> <p>NB3 Please Note:The Chair and Vice Chair suggested that the BCS Guidelines be referred to regarding continued non-attendance at Committee, without “good reason”. Reference is made in the BCS “Guidelines for the Conduct of Business of BCS Committees and Boards” to Chairs requiring satisfactory explanation for absences from three meetings. It is considered that Members elected to serve on Committees and Boards have a duty to attend meetings, unless there is good reason.</p> | | <p style="text-align: right;">All</p> <p style="text-align: right;">All</p> <p style="text-align: right;">All</p> |
| 175.4.4 MINUTES OF PREVIOUS MEETING | | |
| The draft minutes of the last meeting were approved for placing on the Web. | | CA |
| 175.4.5 Matters arising from the Minutes | | |
| Mind Map (162.6.5). Transferred to Carl Allan – on going | | CA |
| MB and MD to discuss student Chapters in Swansea and Cardiff - ongoing. | | MB, MD |
| MB and MD to discuss YPG representation on the Committee – ongoing. Ralph would ask Ben Pygall of YPG to contact Mikhaila. Ralph had not seen Ben yet – ongoing | | MB, MD RRM |
| Chair reported the funding information for the Christmas event was still not complete. She was in touch with Software Alliance Wales | | MB |

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| | Tom Crick volunteered to contact Margaret Ross regarding setting up a student Chapter at UWIC. MB to contact MD to discuss progress – on going | TC |
| 175.4.6 CORRESPONDENCE | | |
| | The Secretary reported that he had been passed an email by Peter Sishton (e-skills) from Bridgend College, asking for suggestions for judges for a “ World Skills Competition”, in the following areas: CISCO Network Technician, MS IT Technician, MS Apps Specialist, MS Network Administrator. Committee offered to see if they could recommend any one for these specialised areas, and let Sec. know | All |
| 175.4.7 BRANCH REPORTS | | |
| | <p>Chair’s Report Chair suggested that, in order to enable more members to attend, a fixed series of dates for Committee Meetings should be arranged. The location could change and telephone access/skype audio could be arranged. This was agreed. The first Wednesday in every month was chosen, starting with Swansea, on 6th April. Usual time of 6.00 pm. Chair to contact Beti to arrange</p> <p>Chair suggested that the website should be updated to make it more interesting for branch members and non-members. Details/publicity for events might include branded information.</p> <p>Chair suggested revisiting CPD to encourage attendance. This could be added to the events information.</p> <p>Chair reported that she had contacted one or two other people with more industrial /commercial skills and experience on to the committee. This was supported by all.</p> | All MB BW DS JW JW B |
| | Membership Secretary’s Report: Membership Secretary not present. No further report | |
| | Webmaster's Report: No further report | |
| | Treasurer’s Report No further report | |
| | YPG: No report, but Chair reported Max Davis hoped to return soon | |
| | <p>Spring Member Groups Convention and Membership Board:</p> <p>JW to attend, but one other would be welcomed RRM gave a brief report on progress at Membership Board. Rules for many aspects of the organisation, Rules, Finances etc were being rearranged</p> | JW All |
| | <p>Universities: The date for the next meeting was being arranged by Daniel, to be held at Glamorgan U. Low attendance at previously selected date led to postponement. New date being arranged</p> <p>A workshop regarding learning skills for new undergraduates, was to be held at Cardiff U on the March 9th, was arranged by Helen Phillips, but this was postponed due to lack of attendance. A new date is being sought</p> | DC HP |
| | Professionalism: No report. A replacement was needed for Alan Boyce | All |
| | Mid Wales Sub Branch: Mikhaila would discuss with Fred Long the possibility of joint meetings. Ongoing. | MB FL |
| | Council: No further report. Ralph would only continue if re-elected to the International position | |

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| | <p>Schools: Tom Crick reported on his increasing work in this area, especially with the Welsh Assembly Government. This work was much appreciated by the Committee. Tom is to produce a note on the various aspects of his work with schools. A report will be circulated to the committee. Mikhaila had sent our thanks to Phil for his work on our behalf.</p> <p>Publicity: Derek provided his guidance note and explained the two functions for Public relations and publicity. The note will be circulated.</p> | <p>TC</p> <p>DS</p> |
| 175.4.8 Events programme | | |
| | <p>The programme was discussed at length. JW had provided the spread sheet of the programme</p> <p>The Chair again urged all Committee members to attend events, and publicise them where ever and whenever they could.</p> | ALL |
| 175.4.9 Welsh Language and BCS in Wales | | |
| | BCS in Wales Committee had held a meeting recently. Minutes will be circulated when available | RRM |
| 175.4.10 Guidance Notes | | |
| No further action needed | | |
| 175.4.11 Any Other Business | | |
| | It was agreed that the Universities would notify their prize giving dates as soon as possible to arrange for presenters to be organised. They would be asked at the next Universities meeting. On-going. | |
| 175.4.12 DATE(S) OF FUTURE MEETING(S) | | |
| | The next Committee meeting is arranged for Wednesday 6 th April. Mikhaila to Arrange with Beti As reported above 175.4.7, future meetings would be held on the first Wednesday of the Month. Location to be arranged . | |