## 1. Welcome, present and apologies
- Andrew welcomed everyone.
- Present: Andrew, Jonathan, Paul, and Fred
- Apologies: Michael & Jeremy;          Absent: Neil and Rob

## 2. Actions from previous meeting
Andrew reviewed the outstanding tasks in basecamp. The task owners provided clarification or updates as needed.
   a. All outstanding actions would be carried over.
**Link**: https://3.basecamp.com/3429175/buckets/7092835/todosets/984930345

## 3. Update from Branch Chair
   a. Andy mentioned he and the other branch chairs were concerned about the increased costs for venues and catering for face-to-face events, and the impact of having fac-to-face events and engaging with our members of our reduced branch budgets.
   b. Andy mentioned he's had a meeting with the new CEO of the BCS and the other Branch chairs. The BCS CEO asked two questions: 'What do you like about the BCS currently?' and 'What are your major frustrations?'. The branch chairs mentioned attracting and retaining volunteers to run the branches who have work commitments as a frustration.
   c. Andy hasn't been able to confirm if Stuart Ball, from CASS, will be able to be our speaker at the AGM. Meaning the AGM will be virtual and without a guest speaker this year.

### 3.1. AGM
   a. Andy mention that Michael doesn't have access to the branch members email list, so when he tried to send the emails it failed. Andy agreed to take an action to send this out.
   b. Andy ask for support in the Treasurer, the STEM Group lead and the Membership Secretary in completing their slides for the AGM, and would check how we could use Zoom for voting for the committee members.

## 4. Update from Mid-Wales Branch Chair
   a. Fred mentioned his costs for their recent AGM, and response from HQ.
   b. Fred provided an update on their AGM which was the first face-to-face meeting in 30 months and included a talk on GDPR. The event was interesting and suggested we all review it when the recording becomes available on YouTube.
   c. The next events are a virtual event. With next weeks from someone that works at YouTube and at the end of the months another virtual event in Welsh. It would be great if we could publicise these events. The committee agreed to promote these events, as Fred had promoted our events.

## 5. Update from Branch Treasure
   a. John has been invited to a Treasure meeting with HQ later this month
   b. No other updates for last month.
**Link:** https://3.basecamp.com/3429175/buckets/7092835/vaults/4748082185

## 6. Update on Early Careers and Equality & Diversity Liaison
   c. Andy mentioned we are still outstanding a person for the 'Early Careers Officer', which will be included in the email for the AGM, the advert on the volunteer's portal has been updated for this role as well.

    d. Andy, confirmed Michael had stepped forward to take the 'Inclusion and Diversity' officer, having contacted HQ, and has been added to the basecamp group. So, he can be part of the conversation and attend the training for this mandatory role. Michael is also a member of another group.

## 7. Update from STEM Outreach Working Group

    a. Andy asked for an update from Paul on the EIT events in March and May, in Jeremy's absence.

    b. Paul provides the STEM group's progress in getting the robots to do new and different things. With the aim the robots can introduce the topics themselves. With Mark investigating them talking via a Bluetooth speaker.

    c. Paul, had opened the DVLA event to the full committee and the Stem group who would be able to attend on the 6 Dec? Andy and Jon would be happy to attend if they are free.

**Links:** https://3.basecamp.com/3429175/buckets/21230719/uploads/4904896975

## 8. History of Computing

    a. Our support on this is pending the agreement on the grant.

    b. John Tucker has asked to rejoin the committee; the committee agreed the role could the known as the 'History of Computing Co-Ordinator'.

## 9. Update from Events Coordinator

### 9.1. Overall Plan

    d. Andy asked for an update from Paul on the EIT event sin march and May in Jeremy's absence.

    a. Andy mentioned the high number of registrations and conversion rate for the recent quantum computer event.

    b. Andy mentioned the recent quantum computing event was well attended

    c. Jeremy suggested digital identities may be an interesting topic for a future event.

    d. We will need to consider an event for Xmas, which Andrew has arranged for the last few years.

    e. Andy reminded everyone that Jeremey suggested a topic of Digital Identities may be interesting. The Christmas event is another we need to consider, as his colleague Claire needs to check her availability, since moving companies and working abroad.

    f. Andy reviewed the schedule of events, that Jeremy last updated, and everything is correct and up to date.

    g. The committee will need to nominate someone to take over from Jeremy as Event Co-Ordinator, and Publicity Officer at our next meeting.

**Links:** https://3.basecamp.com/3429175/buckets/7092835/vaults/1047227793

## 10. Any Other Business

    d. Andy suggested the committee should review our role-based procedures, to ensure they match the recent changes from HQ, such as: AGM and secretaries, AGM mailing lists, sponsorship funding, university prizes etc. We could compare our procedures recently uploaded to basecamp against the roles and guidance on the BCS volunteer portal, links to these are to be added to the resources section at the end of this document.

## 11. Date of Next Meeting

**NB** The next meeting's date was confirmed as 7 December 2022.

## 12.Resources

BCS Organisation Membership site & branch discount code: **BCSSOUWA20**

| **BCS HQ** | **Branch** |
| --- | --- |

**BCS HQ**

- Volunteer hub
  - o Old Branch Roles,
  - o Old Role Guidance
- BCS Discourse
- Member data Microsoft Power BI.
  - All future events

**Branch**

- basecamp
  - procedures
- Discourse
- website.
- linkedin.

- Welsh Senedd Shaping Wales Future consolation link.
- STEM site.

**End of Document**