

THE BRITISH COMPUTER SOCIETY - SOUTH WALES BRANCH

The seventh meeting of the 2001/2 committee of the South Wales Branch will take place on :-

Date Wednesday 6th March 2002

Time 18.00 hrs.

Venue County Hall, Cardiff

AGENDA

106.7.1 - APOLOGIES

Officers unable to attend in person should brief a proxy or report in writing.

106.7.2 - MINUTES OF PREVIOUS MEETINGS

106.7.3 - MATTERS ARISING FROM MINUTES

106.7.4 - CORRESPONDENCE

106.7.5 - BRANCH REPORTS

Membership Secretary's Report: N. Cox to review current membership movement and trends.

Treasurer's Report: S. Harvey to review finances, highlighting progress and current predictions.

Chairman's report: Review of Committee appointments and resignations:

Branches Board/Council Report: G. Willmott to report on meetings as appropriate.

YPG: J. Mullins to report on YPG activities.

Schools: D. Newman to review activity in the education liaison area.

106.7.6 - 2001/2002 EVENTS PROGRAMME

106.7.7- STUDENT PRIZES

106.7.8 - ANY OTHER BUSINESS

106.7.9 - DATE OF NEXT MEETING

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THE BRITISH COMPUTER SOCIETY - SOUTH WALES BRANCH

Minutes of the sixth meeting of the 2001-2002 committee of the South Wales Branch held on Thursday 31st January 2002 at County Hall, Cardiff at which were present P. Bulmer (chair), K. Potter (minutes), D. Smith, S. Harvey, R. Hall, A. Owen, M. Jeffs and J. White. R. Miller as guest.

105.6.1 - APOLOGIES Noel, Jason and Richard

105.6.2 - MINUTES OF PREVIOUS MEETING Were approved

105.6.3 MATTERS ARISING FROM MINUTES None.

105.6.4 - CORRESPONDENCE

The latest ACES invoice has been received by Derek. It contains an item for Labour which he intends to dispute.
Action **Derek**

105.6.5- BRANCH REPORTS

Membership Secretary's Report: N. Cox not present but he rang to say that there is a Review Panel meeting on 23 February. Also he is sponsoring a female Companion member.

Treasurer's Report: Steve said that the changeover point has not been agreed.

The situation about committee members claiming mileage for all meetings will be discussed at the next Branches Board meeting via Lyn Sturgess. This had been raised as an issue because of the large distances traveled by some members due to the large geographic area of the South Wales Branch.

New signatures for the bank were completed after the meeting. These were from P Bulmer chairman, K Potter secretary and S Harvey new treasurer. A signature was also required from T Stuart the outgoing chairman. He was not present at the meeting so it was agreed to post the form to him to sign and forward to the bank. (Post Meeting Note: This has now been acknowledged by the bank and control of the account transferred to S Harvey.

Steve has been charged by HQ for the 2 address label runs in June and December. These need to be shown in our accounts. Action **Steve**

Chairman's Report

Ralph Miller introduced himself to the committee. It was agreed that he should stand for election to the committee and will be invited to our next meeting. Action **Ken**

The Secretary has sent an email to Tony and David about not attending meetings with the option of standing down. He has also spoken to Graham who wishes to continue.

The Freepost facility has been suspended by sending a letter and returning the invoices to Consignia.

Branches Board/Council Report: G. Willmott not present but be aware of the item on mileage being raised at his next meeting.

YPG: . Jason said he needs to know about student prizes as YPG are arranging their own.

Schools : Azana Matthews from Aberystwyth University is looking for industrial placements. Bob will email asking her to contact Paul. Action **Bob**

105.6.6 - 2001/2002 EVENTS PROGRAMME

The January meeting in Newport was not well attended but had a nice buffet.

IEE is split East/West so we should liaise with the 2 chairmen. Paul has the details and will contact Jeremy.

Action **Paul**

Newport attendance has been disappointing so this may be dropped next year. Any suggestions from committee members please email to Jeremy.

Guidance notes

Branch constitution Action **Mike** to email Lyn Sturgess

Who's who	Jeremy	done
Email list	Jeremy	in hand
List based email	Jeremy	in hand
Branch web site	Bob	done
Finance	Arfon/Steve	in hand
Program arrangements	Jeremy	done
Program organisers	Jeremy	done
Program speakers	Jeremy	done
Student prize	Bob	in hand
Assessors guide	Noel	in hand
Publicity	Derek	in hand
YPG	Jason	in hand

105.6.7 - STUDENT PRIZES

Ted not present so not discussed

105.6.8. ANY OTHER BUSINESS

Bob is leaving the committee in May and his expertise in Web site, Student prizes and Program Card printing need to be passed on before he leaves. He offered to write a guidance procedure for this.

105.6.9- DATE OF NEXT MEETING

Wednesday 6th March 2002 - Room D

Tea and coffee will be booked