DRAFT

| Paul Bulmer (Chair) | Ralph Miller(sec) | Beti Williams |
| Jeremy White | Derek Smith | Dave Edwards |

| Jason Mullins | Gareth Jones | Nathan Cooper (NPC) |
| Steve Harvey | Daniel Cunliffe | Richard David |

	The draft was approved, and passed for placing on the Web	
	Guidance notes – see chairman's report	
	DS and SW to arrange to meet Cymru ar Lein. Meeting held on 24th March. A useful communications group. Continue, but one attendee per meeting. PB to arrange for our events programme to be sent to them	
	BW agreed to provide suggestions for future BCS Sponsorship. Betti reported several up-coming conferences to be held at Swansea, eg Linux (4th 66th)August, Calco (Algebra) (6th-7th Sept), Theoretical Computing Science in 2006, Computability in Europe 2006. She would propose areas where BCS sponsorship could be requested	
	November meeting with Cardiff Business School. Ralph had yet to confirm with Roger Mansfiled Noel's Award to be re presented by Paul at the AGM on 25th May. Confirm with Noel. Frames for Citation and certificate. British Quality Foundation logo now on BCS web. Jason to see if this can be incorporated into letter heads, etc- ongoing. RRM to bring copies of Year Book to next meeting	
	PB to circulate email on Mike Stranks' role as our committee mentor. Done. JW and RRM met Mike Stranks at Branches Congress. Said he waits for contacts. Paul to invite MS to Committee. RRM had received letter from Swansea U via BCS, regarding BCS representative position on University Court. Agreed Beti Williams to take this role, subject to employees being able to stand. RRM to check, respond to University, and let Paul and Beti know result	

	Jason and Ralph had taken part in an assessment for CITP. Paul reported contact with Nigel Davies as a prospective committee member.	
	: Nothing to report	
	PB reported again that we had spent up our budget, largely due to Teqniquest expenses. However, sponsorships had contributed significantly. Macafee were to sponsor Buffet at the AGM. It was reiterated that Branches Account could still be asked for support for any item we felt was required. Chairman asked for expenses to be sent to Steve or himself for approval. He also asked for VAT receipts to be provided where ever possible.	
	Nothing further to report	
	JW, RRM and DS attended Branches Conference. DS gave presentation on Techniquest event, which was very well received. We had had notes from Sue Guy in the Congress pack on new Logo design, and prizes Guidelines to be incorporated into Branch Guidelines	
	No report. PB to contact NPC to see what was his intention, as to continuing.	
	No report. However, Dave Edwards had several items, such as Careers in IT, recruitment, for next meeting.	
	The events program was reviewed and updated as shown in Appendix 1. The Committee scored the previous events. Much discussion on outcomes from Techniquest. DS finalising transcript, with JW for checking, as he was Chair for meeting. Possible teachers conference to be held on issue? Transcript would be put on Website. However it was discussed whether sponsors had right of access. PB to discuss with Sponsors. RRM reported that Prof Margaret Ross of Southampton Institute was also involved in this topic. RRM would contact her at Branches Conference Cardiff Business School agreed to hold event, probably November Steve had reported that his event for small businesses was ok for 13th. Much discussion on Christmas event, including Swansea Maritime . DS suggested BBC õDr Whoö Tardis . DS to contact them. DE Suggested Questionnaire to all members seeking opinion, and their suggestions. JW to resurrect earlier similar questionnaire for updating	
	On going	

	RD to tackle the constitutional Guidance ó ongoing PB had reviewed some of the Notes which had been already updated, and distributed for further confirmation and updating	
	Beti Williams reported setting up of new IT Forum. Branch invited to have a representative. RRM to attend. RRM had sent for publication, Agenda/Calling Notice for AGM on 25th May, and Nomination Forms for Elections.	
	5th May at Cardiff, County Hall (THU)í AGM preparation 7th June í provisional. .	

March 8th	Jason Mullins	War Games Luke Fielder (NSC Ltd) Cardiff University, Room 3.14 (Buffet) / Room 3.07 (Presentation), Trevithick Building War gaming is used in todayøs Military to provide support to decision-making, training and concept development.	
April 13th	Steve Wood	Starting a technology Company Steve Wood Informavores Cardiff Experiences of starting a software company from a technologists viewpoint	At the April 2004 meeting SW agreed to follow up his contacts with Swansea Technium with a view to a presentation on 13/4/2005. 19/2/05 PB Spoke to Steve and he has promised to get information on Synopsis etc. to Jason this weekend.
May 25th	Paul Bulmer	Computer Threats Mc Affee Cardiff	16/2/05 PB Spoke to McAffee who are saying they can do this presentation but am still waiting for Synopsis etc. 25/2/05 PB Have requested if this can be moved to 25/5/05 and had an OK for this from Chris Haywood. Currently awaiting a synopsis for the web site.
September	Betti Williams		
October	Dave Edwards		
November	Ralph Miller		IT is not worth what it costs?
December	Derek Smith		
January	Richard David		
February	Jason Mullins		Joint Presentation with IEE on Digital Photography
March	Jeremy White		
April	Daniel Cunliffe		
May			