

**BCS - The Chartered Institute for IT**  
**Minutes of the Second Meeting of the 2010/11 Session of the**  
**Committee of the South Wales Branch**  
**6.00pm, Thursday, 28<sup>th</sup> October, 2010**  
**Committee Room 2**  
**County Hall, Cardiff**

DRAFT

<b>173.2.1 Present</b>		
Mikhaila Burgess(Chair)	Tom Crick	
Paul Bulmer(Vice Chair)	Stilianos Vidalis	
Ralph Miller(Sec)	Fred Long(by Conference Phone)	
Rosemary Dale		
<b>173.2.1 Apologies</b>		
Max Davis	Jeremy White	
Phil Watt	Daniel Cunliff	
Alan Boyce( Treasurer)	Nigel Davies	
Carl Allen		
<b>No other apologies were received</b>		
<b>173.2.2 Welcome</b>		<b>Actions</b>
<p>The new Chair welcomed every one to the meeting. She thanked Paul for his long service as Chair. Paul also thanked everyone for their support while he was in Office. Alan Boyce had been confirmed as Treasurer, and Ralph Miller as Secretary at the AGM.</p> <p>It was agreed that the meeting was quorate.</p> <p>The Chair and Vice Chair proposed a succession process whereby: the outgoing Chair would become vice Chair. After one year in office, this Vice Chair would hand over to a new Vice Chair, who would subsequently stand for election to Chair at the following AGM, with the experience of the year as Vice Chair behind him (her). The candidate for this succession was Tom Crick. The Chair's term of office is two years. The meeting agreed this proposal.</p> <p>The Chair welcomed Rosemary back after her illness.</p> <p>Nigel had sent his apologies for this evening, but had not confirmed his wish to stay on the Committee.</p>		
<b>173.2.3 Reports from Absent Members</b>		
<p><b>The Chair re-inforced the following points:</b></p> <p><b>NB1</b> Reports from absent members are welcome. 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><b>NB2</b> 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.</p> <p>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><b>NB3</b> 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: center;"><b>All</b></p> <p style="text-align: center;"><b>All</b></p> <p style="text-align: center;"><b>All</b></p>
<b>173.2.4 MINUTES OF PREVIOUS MEETING</b>		
The draft minutes of the last meeting were approved for placing on the Web.		<b>CA</b>
<b>173.2.5 Matters arising from the Minutes</b>		

	Mind map (162.6.5). Transferred to Carl Allan – on going	<b>CA</b>
	MB and MD to discuss student Chapters in Swansea and Cardiff - ongoing.	<b>MB, MD</b>
	MB and MD to discuss YPG representation on the Committee - ongoing	<b>MB, MD</b>
<b>173.2.6 CORRESPONDENCE</b>		
	The secretary reported on the letter received from Ystrad Mynach College seeking support for their prizes. He had responded as agreed, but had also seen the author at the e-skills meeting in Llandrindod. They seemed keen, and would respond to us.  There was no further correspondence.	
<b>173.2.7 BRANCH REPORTS</b>		
	<b>Chair's Report</b> Secretary to confirm Guidance notes for Secretary complete. Otherwise the Current series is complete and issued to the Committee. In future a Publicity slot would be added to the Branch reports Mikhaila would suggest to Derek that the work on Publicity could be shared with a small subcommittee	<b>MB DS</b>
	<b>Membership Secretary's Report:</b> Membership Secretary not present. No further report	
	<b>Webmaster's Report:</b> Jeremy and Carl had reported good progress with the new database, but not quite ready for issue	
	<b>Treasurer's Report</b> No further report at this meeting	
	<b>YPG:</b> There was no further YPG report. In the last minutes, Jeremy reported that Mikhaila Burgess had suggested that she would put greater emphasis on YPG activities in her first year as chair. The committee offered its support, recognising that many YPG members were at an early stage in their careers and their families and therefore had constraints on their time. The committee suggested that pairing an older member with the YPG leads might provide some more resource.  It was further suggested that a small committee be created to carry this forward, so that there was not only one person involved.  Newport and UWIC would examine the possibility of Student Chapters at their Universities	<b>MB</b>  <b>MB MD</b>  <b>SV, TC</b>
	<b>Branches Convention and Membership Board:</b> PB and MB had attended Branches Convention. They had reported on the Christmas Lectures at Techniquet, which had aroused great interest. RRM gave brief report on progress at Membership Board. The work continued to rationalise and simplify the rules for the various types of Member Groups	
	<b>Universities:</b> The Autumn meeting in Newport U, on September 15th. was very well attended. There were two main discussions: one regarding the Council of Professors and Heads of Computing . Ian Wells was the Welsh contact for the Council, and he was very willing to act as liaison between the two organisations. The second was the presentation by Peter Sishton, of e-skills Wales, where he referred to the support they could provide for initiative in schools and Colleges, particularly in the matter of the 'Gender Divide'. E-skills invited all those represented at their Llandrindod meeting to join in. Many of the Universities we have in our group were represented there. March/ April at Glamorgan U. Thanks to Stilianos and Eric for meeting arrangements in Newport. Next meeting in March /April at Glamorgan.	<b>DC</b>

	<b>Professionalism:</b> No report	
	<b>Mid Wales Sub Branch:</b> The meeting discussed the success of the recording of the recent agm in Mid Wales. Fred and Mikhaila would examine how this could be developed for meetings and events through out the Branch	<b>MB FL</b>
	<b>Council:</b> No further report	
	<b>Schools:</b> Phil had not made it to the Universities meeting. No further report	
<b>173.2.8 2010/2011 Events Programme</b>		
	The Christmas lecture was being arranged by Beti, with excellent prospects. Jeremy would like to hear of further suggestions for events for Spring and Summer 2011. Further suggestions for the program would be welcome  The Business lecture at Swansea had been good, but had a disappointing turn out.  The Chair urged all Committee members to attend events, and publicise them wherever and whenever they could.	<b>ALL</b>
<b>173.2.9 Welsh Language and BCS in Wales</b>		
	Daniel was not present, but Ralph explained that he had written a report in BCS in Wales and this would go on the web. It was not clear whether a Welsh version should be provided.  The recent inaugural meeting of the BCS in Wales Group was very successful, with a very high level of speaker and Attendees. It was now agreed that this Group should become a Specialist Group with Rich Pickings in the Chair. The Vice Chancellor of University of Wales was a speaker, and contact was made with him to gain representation on the Universities group  Ralph had written, with input from Scotland and Northern Ireland, a report for Membership Board intended to put the Country groups such as BCS in Wales on a firmer footing	<b>DC</b>
<b>173.2.10 Guidance Notes</b>		
The Secretary would confirm the Guidance notes for distribution		
<b>173.2.11 Any Other Business</b>		
	Derek earlier reported that he was working on the provision of strap lines for use with publicity material. There was a general feeling that the current Institute line (“the chartered institute for IT”) could not be improved on or sensibly localised. Jeremy suggested that it might be more fruitful to pursue a series of short statements on how IT was relevant to Wales or how it contributed to Wales (“IT businesses employ xxx people in Wales”, or “IT companies bring xxx income to Wales”, for example) which we could use to convince people of the value of IT and the institute. The evidence needed might be available from the ONS or WAG.- Ongoing : see Publicity  Tom asked for Committee agreement to UWIC receiving the BCS Student prize, this year if possible . This was agreed. RRM to arrange	<b>DS</b> <b>PB</b>  <b>RRM</b>
<b>173.2.12 DATE(S) OF FUTURE MEETING(S)</b>		
	The next Committee meeting is arranged for Thursday 2 <sup>nd</sup> December. Location to be arranged, but possibly the OU in Wales, Cardiff. A skype link or conference facility would be sought.	<b>MB,RD</b> <b>RRM</b>