BCS - The Chartered Institute for IT
Minutes of the Fifth Meeting of the 2010/11 Session of the
Committee of the South Wales Branch
6.00pm, Wednesday, 6th April, 2011
Robert Recorde Room
Faraday Building
Swansea University

176.5.0 Present		
Mikhaila Burgess(Chair)	Beti Williams	John Tucker
Paul Bulmer(Vice Chair)	Jeremy White	
Ralph Miller(Sec)	Fred Long (via Skype)	

176.5.1 Apologies

Stilianos Vidalis	Helen Phillips
Max Davis	Rosemary Dale
Tom Crick	Carl Allan
	Alan Boyce (treasurer)

	Actions
176.5.2 Welcome	
The Chair welcomed every one to the meeting. .	
176.5.3 Reports from Absent Members	
The Chair re-enforced the following points: **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.	**All**
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.	**All**
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.	**All**
176.5.4 MINUTES OF PREVIOUS MEETING	
The draft minutes of the last meeting were approved for placing on the Web.	**CA**
176.5.5 Matters arising from the Minutes	
Mind Map (162.6.5). Transferred to Carl Allan – complete MB and MD to discuss student Chapters in Swansea and Cardiff - ongoing. Include under YPG issues Ralph would ask Ben Pygall of YPG to contact Mikhaila. Ralph had not seen Ben yet – ongoing. Include under YPG issues Chair reported the funding information for the Christmas event was still not complete. She was in	**MB, MD** **MB, MD** **RRM** **MB BW**

	touch with Software Alliance Wales. Beti would deal with this issue .	**TC**
	Tom Crick volunteered to contact Margaret Ross regarding setting up a student Chapter at UWIC. Include under YPG issues ~~MB to contact MD to discuss progress – on going~~	

176.5.6 CORRESPONDENCE

	Secretary reported that he had received the John Invinson Award at the recent members convention. He thanked every one who had helped.	

176.5.7   BRANCH REPORTS

	Chair's Report It was agreed to continue with the fixed day of the Month for our meetings.	**All**
	Chair suggested that the website was being be updated with biopic information on committee members.	**MB**
	CPD info was to be added to the events list to encourage attendance. This could be added to the events information.	**JW**
	Chair reported that she had contacted one or two other people with more industrial /commercial skills and experience on to the committee – ongoing.	**MB**
	Chair reported that Helen Philips had agreed to join the Committee if requested. Accordingly the Committee unanimously voted for her election.	
	Membership Secretary's Report: Membership Secretary not present. Report to be emailed later	**MB**
	Webmaster's Report: No further report	
	Treasurer's Report Fred reported that as the Mid Wales was aiming for full Branch Status, they were preparing their own budget .	**FL**

	Spring Member Groups Convention and Membership Board:
	
	  JW attended and gave an initial report. A further report would be sent later
	  RRM reported that the new rules were presented and would be available.
	  RRM reported that he had not been elected as an International Rep. to Council. Under the new arrangements the International sections were electing their own reps. from International Sections
		JW
		 All

	Council: No further report.	
	YPG: No report,	
	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. On going	**TC**
	Universities: The date for the next meeting had being arranged for 20th May at Glamorgan U.	**DC**
	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.- ongoing	**HP**

Professionalism: No report. A replacement was needed for Alan Boyce		**All**
Publicity: Derek previously provided his guidance note and explained the two functions for Public relations and publicity. This has been circulated and committee is requested to comment on this for the next meeting. On going		**DS** **All**
Mid Wales Sub Branch: See under Treasurer's report. It was agreed that joint meetings should be arranged		**MB FL**

176.5.8 Events programme

The programme was discussed at length. In particular, John Tucker agreed to start investigating an influential meeting in Cardiff to discuss the strategic position of Computing and related issues in the future Welsh economy. The Chair again urged all Committee members to attend events, and publicise them where ever and whenever they could.	**ALL**

176.5 9 Welsh Language and BCS in Wales

BCS in Wales Committee had held a meeting recently. Minutes will be circulated when available. These had not yet been received from the Secretary	**RRM**

176.5.10 Guidance Notes

No further action needed

176.6.11 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.	**RRM**

176.6.12 DATE(S) OF FUTURE MEETING(S)

The next Committee meeting is arranged for Wednesday 4th May at 6.00 pm. To be held at County Hall, Cardiff	**ALL**