BCS South Wales

BCS, the Chartered Institute for IT

Minutes of the Third Meeting of the 2011/12 Session of the

Committee of the South Wales Branch

6.00pm, Wednesday, 4 January 2012

Robert Recorde Room, Swansea University

DRAFT

183.3.0	**Present**		
	Mikhaila Burgess (Chair)	Jeremy White	Carl Allen
	Tom Crick	John Tucker	Rosemary Dale (via Skype)
183.3.1	**Apologies**		
	Paul Bulmer	Ralph Miller	Fred Long
	Andrew Bellamy	Stilianos Vidalis	Helen Phillips

183.3.2	**Welcome**	Actions
	Mikhaila welcomed everyone to the meeting.	
	She congratulated Beti Williams on being appointed an MBE for her services to women in science, engineering and technology. The committee agreed that the honour was richly deserved and that Mikhaila should write to Beti to express the committee's congratulations.	**MB**
	The Branch web site already carried the news of Beti's award and John agreed to send a picture to publish alongside the news item.	**JVT**
	Mikhaila also noted that a number of other BCS notables had been honoured.	
183.3.3	**Minutes Of Previous Meeting**	
	The minutes of the previous meeting were agreed.	
	Jeremy reported that the trophy and certificates for the Ted Stuart Award had been organised and should be available for presentation the at the following week's event.	
	The Committee agreed to support a student prize for Swansea Metropolitan University from 2012.	
	The next meeting of the BCS In Wales Universities Group would be the spring meeting in Swansea.	
183.3.4	**Filling the Secretary Role**	
	Jeremy offered to continue filling the role of branch secretary until the close of the AGM in September. He suggested that this would give the committee enough time to find a new secretary and for an effective handover. He said that he would not continue beyond the AGM as he would prefer to restrict his	

	input to organising the event programme.	
	Jeremy agreed to ask Ralph about the committee's records so that any records in Ralph's possession could be safely archived.	**JW**
	The committee accepted his offer and agreed to identify a new secretary as soon as possible.	**All**
	John Tucker mentioned that he had approached a colleague who might be willing to join the committee. He would invite the colleague to the next meeting	**JVT**
183.3.5	**Web Site Development**	
	Jeremy and Carl had worked with the HQ web team to make a number of changes to bring the site up to date. The process was very quick, easy and effective with the text of changes being sent to HQ by eMail and applied within a few hours.	
	The committee agreed that this arrangement was best for the branch web site and that the additional work of running a web site that we could manage ourselves wasn't justified.	
	Mikhaila suggested that we expand the committee page to have a short profile and a picture for each member as well as their contact details. The committee agreed to supply a profile for Mikhaila to compile and send to HQ.	All MB
	Mikhaila suggested that our event pages should have a short account for each event and perhaps a few pictures. Carl agreed to investigate adding this as an events blog to the site. He also agreed to investigate adding videos to the site using YouTube or Vimeo.	CA
	Jeremy agreed to research and write a page for the Ted Stuart Award.	JW
	Carl agreed to investigate adding an RSS feed to the site for news and events.	CA
	Jeremy agreed to put our events programme into "ical" files and Carl agreed to check that these could be added to our events pages.	JW CA
183.3.6	**Christmas Event Feedback**	
	Jeremy told the committee that the event had gone very well despite the poor weather putting many members off. Though we had over 100 people booked, only 65 had actually attended.	
	Our presenter had done a great job covering the subject in a way that appealed to everyone. His assistant did a great job of weaving live demonstrations with the Stellarium software into the talk.	
	Jeremy had written a short account of the evening to include in the report that Mikhaila would send to HQ.	
183.3.7	**Future Events**	
	Members at the Christmas event had been asked whether they would be interested in a coach trip to Bletchley Park. Everyone had supported the idea and the committee asked Jeremy to begin planning a trip as an event for members and families. The event would have to cover its costs.	JW
183.3.8	**Ordering and Invoicing for Events**	
	Jeremy passed round a one page guide to ensuring that we raise purchase	**JW**

	orders through HQ before ordering goods or services so that we could reliably tie up orders and invoices. The committee offered their comments and Jeremy agreed to send round an updated version.	
183.3.9	**Future Committee Meeting Schedule (2012 Dates)**	
	The committee agreed to continue meeting on the first Wednesday of each month except for September. The August meeting would be brief and precede the annual committee dinner. Jeremy agreed to remind members and extend the list of dates in the events programme.	**JW**
183.3.10	**Any Other Business** **BCS in Wales** Roger Boyle had written to Jeremy seeking the committee's reaction to a proposal to write to Assembly Members. Tom knew the background to this and explained that it arose from Computing At School's intention to demonstrate that Computer Science is a real strength in Wales. The committee agreed in principle to support this initiative and to consider adding more concrete support once it had considered a draft letter. It also suggested that Roger gain the support of the other branches in Wales. **New Committee Member** The committee agreed to invite John Morgan of Bridgend College to join the committee and represent the college. Rosemary knew John well and expected to meet him the following weekend; she agreed to ask John to join the committee and Mikhaila would then follow up if he agreed. **Membership at Large** John spoke about his ideas for creating a temporary exhibit in the Waterfront Museum in 2013. He noted that the branch had started in 1958 as the Cardiff Branch with membership drawn from local authorities. He was keen to establish an archive for the branch. **Theme for Next Themed Meeting** The committee agreed that the next themed meeting would discuss communications with members.	RD MB