



BCS - The Chartered Institute for IT
 Minutes of the Second Meeting of the 2012/13 Session of the
 Committee of the South Wales Branch
 6.00pm, Wednesday, 3 October 2012
 Board Room, Swansea University

191.1.0	Present Mikhaila Burgess (Chair/Sec) Andrew Richards Carl Allen	John Tucker Daniel Cunliffe	Fred Long (Skype) Alan Boyce (Skype)
	Apologies Paul Bulmer Rosemary Dale	Jeremy White John Morgan	Helen Phillips Nigel Davies

191.1.1	Welcome Mikhaila welcomed everyone to the meeting.	Actions
191.1.2	Minutes Of Previous Meeting The minutes of the last meeting were accepted. A small number of typographical errors were spotted, so these will be corrected then minutes placed on branch web site.	
191.1.3	Matters Arising From The Minutes All actions regarding the AGM were completed, and the AGM ran successfully. Letter to John of the IET – awaiting further information then action before action can be completed Mikhaila to speak to Tom regarding the potential of doing a talk about STEM in South Wales – in progress University Prizes – Most have been sorted. If information regarding university prize has not been submitted please submit details as soon as possible	MB MB Uni members
191.1.4	Correspondence Three items of note from Head Office: 1) Survey is being conducted to ascertain member’s opinions about the	



	<p>programme of events being organised by head office.</p> <p>2) Other items to be discussed later in the meeting (under <i>member groups convention & professionalism</i>)</p>	
191.1.5	<p>Branch Reports</p> <p><i>Chair's Report:</i></p> <p>Report from AGM: 12 people attended. Arrangements for the evening went well – thanks to Carl and those at Companies House that helped on the day.</p> <p>All committee members voted in. Some changes worth noting:</p> <ul style="list-style-type: none"> • New member (re-joining the committee): Nigel Davies • BCS in Wales Representation: Beti Williams • Newport University coordinator: Andrew Bellamy • Soon to be leaving: Stilianos Vidalis <p>Committee thanks Stilianos for all the work he has done during his time on the committee. We wish him all the best in his new position at Staffordshire University, and potential new position in the local BCS branch.</p> <p>Paul suggests making AGM minutes easier to find on the web site. Proposed a specific section on the site for recording all AGM documents, including minutes and slides.</p> <p>Minutes and slides to be completed and sent to Carl (via email or CD) to be uploaded to the branch web site</p> <p>Branch has two new banners. Aim is to have one in the South West Wales area and one in East South Wales, to ensure at least one banner makes it to branch events.</p> <p>New badges have been ordered and delivered. If you do not have a badge contact Mikhaila</p> <p><i>Treasurer's Report:</i></p> <p>Alan reiterated request to all event organisers that event planning forms be completed and submitted in advance of the event to include some indication of costing (eg, buffet estimate) and suppliers (to know what events invoices relate to from when received). Mikhaila to re-send form to committee members.</p> <p>Funding for BCS in Wales was requested in the budget again this year. Budget not yet confirmed by HQ, so Alan to report back on this, including provision for BCS in Wales, at the next meeting.</p> <p><i>Webmaster's Report:</i></p>	<p>CA</p> <p>MB</p> <p>ALL</p> <p>ALL</p> <p>MB</p> <p>AB</p>

<p>Web site currently up-to-date with regard to the event information that is available.</p>	
<p>Committee member profiles – no updates have been sent to Carl, but all should check their profile and send any updates (including photos) to Carl, as required.</p>	<p>ALL</p>
<p>Site now contains two new sections: links to associated bodies, and professional development.</p>	
<p><i>Membership Secretary's Report:</i></p>	
<p>Even though the branch has almost 1.5k members very few follow links sent to them in the event notification emails, few attend events, and very few use the online voting system to indicate intention to attend branch events.</p>	
<p>IET appears to do well at engaging with members, particularly regarding members attending events. Daniel to investigate this to see if we can learn anything from their approach.</p>	<p>DC</p>
<p>John proposed a 'BCS Party' to encourage member engagement. See Events Programme section for more details.</p>	
<p>Welcome email to new branch members – to be drafted by Carl then discussed/revised at future meeting.</p>	<p>CA</p>
<p><i>Member Groups Convention and Membership Board:</i></p>	
<p>Autumn MG Convention – Currently no committed representation at the event. Alan may be able to attend. One more place available for another volunteer. Contact Mikhaila if interested then register attendance with HQ.</p>	<p>ALL</p>
<p>HQ has requested 2 slides from each MG for inclusion in the rolling display at the convention. Mikhaila to create and send these on behalf of the branch.</p>	<p>MB</p>
<p><i>YPG & Student Chapters:</i></p>	
<p>Tom is currently YPG rep for the branch. Due to the number of roles he has, including Chair of YPG (national), he suggests it may be useful to find someone else to take up the branch YPG position. Suggestions/nominations/offers to Mikhaila</p>	<p>ALL</p>
<p><i>Schools:</i></p>	
<p>Tom – need to get people to join the new CAS Community website if they care about CS education -- we need more members in Wales: http://community.computingschool.org.uk/</p>	<p>ALL</p>

	<p><i>Universities:</i></p> <p>Next BCS in Wales Universities meeting will be held on 17th October in Cardiff University</p> <p><i>Professionalism:</i></p> <p>CPD Portal – new site launched to help members manage CPD</p> <p><i>Publicity:</i></p> <p>Nigel Davies has joined the committee with an interest in taking this topic forward.</p>	
<p>191.1.6</p>	<p>Events Programme</p> <p>Annual Business Lecture – Peter Black, AM</p> <p>Needs publicising by all committee members. If we can get as many people to attend as possible this may show him the importance of BCS and help us increase our presence and influence on assembly and WG issues.</p> <p>Professional Development events – Carl</p> <p>John proposed a ‘BCS Party’ to provide an informal social & networking event for branch members. Idea seconded by Carl. The event could include short talks on, BCS, BCS South Wales, BCS in Wales SAW, Technocamps & Computing At Schools. Short talk, approx. 20 minutes, to provide structure for the evening, but the primary aim would be a social and networking opportunity with a buffet. Potential to be more costly than a typical event, with venue & buffet. Potential to run this jointly with another organisation, such as SAW, to spread cost, or apply for Special Funding (if this can be justified). Also proposed – posting invites to members rather than email. These could be in the form of branch postcard invitations. Initial investigation to be done by Mikhaila (and any other volunteers).</p> <p>John proposed considering bus trips to engage with members – examples, Bletchley Park (already under consideration, Science Museum (with speaker there to give a talk to the attendees). Noted to be considered when appropriate.</p> <p>History Lecture 2013 – John to send information to Jeremy.</p> <p>Proposed investigation into repeating past branch partnership with the Distinguished Lecture Series and Swansea University</p> <p>Event advertising – John proposed considering the ‘Combined Calendar of Events – Wales’. (http://www.cc-events-wales.org.uk/) to be used to advertise BCS events to a wider audience. As this would be appropriate for BCS in Wales this will be raised at their next meeting on 5th October.</p>	<p>ALL</p> <p>MB</p> <p>JT</p> <p>JT</p> <p>MB/JT</p>



	<p>National Science Week – Mikhaila attending conformation session on National Science Week on the 4th October. To report back on session regarding linking Bloodhound event to this national event.</p> <p>Reminder – when organising events please submit the appropriate form to both the events coordinator (Jeremy) and treasurer (Alan).</p>	<p>MB</p> <p>ALL</p>
191.1.7	<p>BCS in Wales</p> <p>Beti Williams now Chair of BCS in Wales. She has also agreed to re-join the branch committee as the BCS in Wales representative.</p> <p>Next BCS in Wales meeting – Friday 5th October</p>	
191.1.8	<p>Welsh Language</p> <p>Previously combined in the agenda with BCS in Wales item. Now a separate item, with role adopted by Daniel.</p> <p>Leighton Andrews AM, is working with a new (started early 2012) Welsh Language, Technology and Digital Media Group. This group is interested in programming clubs through the medium of Welsh. Daniel to look into this and report back.</p>	DC
191.1.9	<p>Guidance Notes</p> <p>Mikhaila reiterated request for volunteers to assist with updating of the guidance notes, but will also be updating them slowly. Documents will be distributed via email for specific updates, as required.</p>	<p>MB</p> <p>ALL</p>
191.1.10	<p>Any Other Business</p> <p>None</p>	
191.1.11	<p>Date Of Future Meeting</p> <p>The next meeting will be in Cardiff on 7 November 2012. Venue either OU or Companies House.</p>	