South Wales Branch

BCS - The Chartered Institute for IT

Minutes of the Third Meeting of the 2012/13 Session of the

Committee of the South Wales Branch

6.00pm, Wednesday, 5 December 2012

Board Room, Swansea University

193.3.0	**Present**		
	Mikhaila Burgess (Chair/Sec)	Jeremy White	Andrew Richards
	Carl Allen	Paul Bulmer	John Tucker
	Apologies		**Present, but unable to join due to technical issues with Skype connection**
	Fred Long	Daniel Cunliffe	Alan Boyce
	Helen Phillips		Rosemary Dale

193.3.1	**Welcome**	**Actions**
	Mikhaila welcomed everyone to the meeting.	
	Due to internet connectivity problem unable to welcome Rosemary and Alan.	
193.3.2	**Minutes Of Previous Meeting**	
	The minutes of the October meeting were accepted and will be published online.	
	Due to low attendance at the November meeting no formal minutes were noted.	
	Summary of the November committee meeting (192.2)	
	Date November 7 2012,	
	Location Companies House, Cardiff	
	Attended by Carl Allen, Jeremy White & Nigel Davies	
	Nigel was updated on the changes that have occurred on the committee since he was last a member	
	Nigel stated he is keen to be active with branch publicity. He now works within SW Chamber of Commerce, and can advertise branch events through this network.	
	Discussion about emails to members – Jeremy contacted HQ to request template, this is now being used to contact branch members. No major issues notes with this, so plan to continue with this method of contacting members.	

	Tom to contribute article to news on STEM/related	**TC**
	ALL welcome to add news items	**ALL**
193.3.3	**Matters Arising From The Minutes**	
	History Lecture 2012 – John to send information to Jeremy.	**JT**
	Alan was due to report on the branch finances, but due to technical issues was unable to join the meeting. Will therefore do this at a future meeting.	**AB**
	Mikhaila to speak to Tom regarding the potential of doing a talk about STEM in South Wales – in progress	**MB**
	Welcome email to new branch members – Mikhaila to draft email using the template from Jeremy, then send to Carl for further work	**MB/CA**
	Daniel to investigate the "Welsh Language, Technology and Digital Media Group" and report back.	**DC**
	Daniel also to investigate IET's approach to engaging with members to see if we can learn anything as a result to improve membership engagement with our branch.	**DC**
	YPG: Tom to suggest individual(s) for branch YPG role(s).	**TC**
193.3.4	**Correspondence**	
	Three items of note from Head Office:	
	1) Email received from Head Office regarding the Upcoming Council Elections. There is one vacancy for regional representation, and one candidate – Adrian Hall. Committee to return single vote. Jeremy explained process as known so far & went through Adrian's online election statement. All present committee members happy with candidate. Mikhaila to forward details to committee, in order to confirm vote at next meeting.	**MB**
	2) Letter from Prof R Whittaker, Cardiff University School of Computer Science 7 Informatics: Letter sent to Jeremy to thank the branch for participating in the student prize ceremony and for the branch sponsored prize. Jeremy to compose response.	**JW**
	3) Paul noted that he had received positive feedback from people regarding the professional events.	
193.3.5	**Branch Reports**	
	Chair's Report:	
	Webmaster's Report:	
	Carl has requested web site analytic data from HQ – he can get analytics on request	
	Number of site visitors is relatively low - potentially an area to concentrate	

on for publicity.
Carl to get more analytic data and keep track of branch web site usage

Nigel has a number of ideas regarding publicity. Mikhaila to email Nigel, sorry didn't se him at meeting, publicity interest, pushing the web site. **MB**

Possible option for future: Links on branch emails for events, potentially linking to place where calendar event is downloaded.
Also suggested, a public calendar to which people can subscribe.
Events added to branch calendar now automatically added to main BCS event calendar.

Main BCS event booking system is being used for upcoming the Kanban event. Report now available in secure area to get booking details rather than previously having to request a spreadsheet of current bookings from HQ (as required previously).

Treasurer's Report:

Alan due to report back, as sated in last minutes – postponed to next meeting. **AB**

Budget update from Carl – after communication with Jonathan Jeffery it has been established that the £250 for event catering per month that we requested in last years budget request has been declined, and we have been allocated £32 per month for catering expenses.
Last catering purchase order was therefore declined by HQ. Jon Jeffrey advices that we need to reallocate the funds in our budget from non-essential expenses to cover catering costs.
Alan to check this ASAP and clarify the situation – further discussion to be undertaken once more information is obtained. **AB**

Suggestion: room hire & speaker expenses are considered and reallocated to release funds for event catering.
Appropriate committee members to assist Alan in following this up.

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. **AB**

Membership Secretary's Report:

Member Groups Convention and Membership Board:

Jeremy is now a member of the 'Government Relations Group'
PPRB to meet and vote new member onto Government Relations Group, so

	we will have welsh representative (aka, Jeremy). Opportunity for BCS to feed into this group. Responses to issues should be organised across the branches in wales, and through BCS in Wales. Discussion to be continued in the next BCS in Wales meeting	
	Map of IT in Wales, previously discussed – Jeremy to resurrect this, recirculate this to the committee, and report back in next meeting.	**JW**
	YPG & Student Chapters:	
	Development of Student Chapter at University of Wales, Newport on hold whilst institution merges with University of Glamorgan. To be revisited in 2013/14.	
	Schools:	
	Universities:	
	Newport University student prize – presentation of prize to selected student to be arranged with Andy Bellamy.	**JW**
	Professionalism:	
	Publicity:	
193.3.6	**Events Programme**	
	Discussion on potential future events: Exhibition – John to consider this and report back before starting special funding process. Potential o holding this in National Waterfront Museum, Swansea.	**JT**
	History of IT in Wales – a publication on this topic was discussed previously. John to consider this further.	**JT**
	John to find out about the distinguished lecture series and inform committee. If any events are appropriate to BCS we can advertise and maybe link with them.	**JT**
	John to investigate possibility of an event with DVLA. Potential to link this event with Data Centre specialist group. Suggested future talk from John - Martin Guest of HPC Wales/Cardiff University.	**JT**
	Future event suggested by John –an event at The Sennydd. Need an AM to host an ever here. David Rees AM potential contact for this. Need an idea for an event before proceeding with this.	**JT/ALL**

	SAW is organising a summit in March. Andy to find out more and report back, if relevant to branch.	**AR**
	Report on Annual Business Lecture from Jeremy – event went well, good student turnout, low turnout from branch members. Overall event was well received with positive feedback.	
	Prof Development Series – again well received, but need to encourage more members to come along.	
	Next event – Christmas Event. Need good turnout from committee members.	
	Carl to investigate possibility of a rerun of the fully-booked Kanban event.	**CA**
193.3.7	**BCS in Wales**	
193.3.8	**Welsh Language**	
193.3.9	**Guidance Notes**	
193.3.10	**Any Other Business**	
	Carl's Space Mission	
	Carl discussed his idea for a 'space mission' – launching a weather balloon, conducting an as-yet-undecided experiment, take photos,	
	Need to consider the challenge of collecting the balloon (or data) once it returns to earth.	
	Potential for school involvement, such as competitions	
	Committee to consider branch support for this venture, based on appropriateness to BCS.	**ALL**
	Need further thoughts on 'the experiment'	
	Carl to continue feasibility study and report back in future	**CA**
193.3.11	**Date Of Future Meeting**	
	The next meeting will be in County Hall, Cardiff on 9th January 2013.	