



Minutes of the Second Meeting of the 2014/15 Session  
 Committee of the South Wales Branch BCS, the Chartered Institute for IT

**Wednesday 3rd Dec 2014** 18:00 -20:00

Companies House, Cardiff

**DRAFT**

<b>1415.2.0</b>	<b>Present</b> Jeremy White (Chair); Paul Bulmer (Vice Chair); Derek Smith [Minutes]; Rosemary Dale [Skype]
	<b>Apologies</b> Phil Hopkins (Treasurer); Carl Allen (Secretary); Andrew Bellamy; Daniel Cunliffe; Neal Harman; Fred Long; Helen Phillips

<b>1415.2.1</b>	<b>Welcome and discussion</b>	<b>Actions</b>
	JW welcomed everyone to the meeting.	
<b>1415.2.2</b>	<b>Minutes of previous meeting</b> PB confirmed that the minutes of the 5th November meeting (1415.1) were a true record of the business transacted at that meeting and may now be published.	<b>PB</b>
<b>1415.2.3</b>	<b>Matters arising</b>  <b><u>207.5.2 Admin - 207.4 Finalised Minutes:</u></b> JW confirmed now published. <b><u>207.5.4 Female Fellows Initiative:</u></b> JW will revisit shortly; C/fwd. <b><u>1415.1.4 Fellows' Dinner:</u></b> PB/JW reported no activity since BW had spoken to Metropole Hotel, Llandrindod Wells; C/fwd. <b><u>1415.1.5 BCS in Wales:</u></b> TC not available to report. PB noted that there were no minutes on the website and JW will check with TC; C/fwd. <b><u>1415.1.7 Webmaster's Report:</u></b> DS confirmed that an exchange of emails with CA and FL had resolved the confusion. <b><u>1415.1.7 Treasurer's Report:</u></b> PH reported (tabled email) that there was nothing to report this month. <b><u>1415.1.7 Membership Report:</u></b> PB reported having received no feedback from November's Committee Questionnaire. The issue over acceptable substitutes for Council had been raised with HQ and permission had been	<b>JW</b> <b>JW</b> <b>PB/TC/BW</b> <b>PB/JW/TC</b>

	<p>received to cast the net wider (if necessary) for the next meeting.</p> <p><b>1415.1.7 Publicity:</b> DS confirmed having made progress in this area.</p>	
<b>1415.2.4</b>	<p><b>Digital 2014, including Fellows dinner</b></p> <p>Dealt with under Matters Arising above.</p>	
<b>1415.2.5</b>	<p><b>BCS in Wales, including future chair</b></p> <p>Dealt with under Matters Arising above.</p>	
<b>1415.2.6</b>	<p><b>Correspondence</b></p> <p>Dealt with under specific headings.</p>	
<b>1415.2.7</b>	<p><b>Branch Reports</b></p> <p><b>Chairman's Report:</b> JW thanked PB for pulling events together during his illness and hoped to be fully recovered shortly.</p> <p><b>Webmaster's Report:</b> PB reported that HQ were implementing the necessary updates to the Branch Website in CA's absence.</p> <p><b>Treasurer's Report:</b> Dealt with under Matters Arising above.</p> <p><b>Membership Secretary's Report:</b> Dealt with under Matters Arising above. JW added that there had been 1447 recipients of his latest branch mailing. There was an apparent shrinking in Student Memberships compared to previously. PB noted that the IET makes a point of fostering a "reunion spirit" to help retain and motivate its large retired membership.</p> <p><b>YPG/Student Chapters:</b> TC n/a to report</p> <p><b>Membership Board and Council Report:</b> Dealt with under Matters Arising above.</p> <p><b>Mid-Wales Report:</b> FL reported by email that Mid-Wales had held two talks, one on ethics in project management and the other on health data.</p> <p><b>Schools/Universities:</b> Officers n/a.</p> <p><b>Professionalism:</b> Officer n/a.</p> <p><b>Publicity Officer's Report:</b> DS reported action taken so far with the December event.</p> <p><b>Dropbox Update:</b> All to continue to develop this facility, reporting problems as they arise.</p>	<b>All</b>

1415.2.8	<b>Events Programme</b>	
	<p>The latest <b>Outline Programme</b> sheet, individual <b>Event Template</b> sheets, and <b>Programme Ideas</b> sheet were tabled.</p> <p><b>Event Management in General:</b> JW to approach HQ for a stock of event give-aways as available. DS to consider same from an advance publicity angle.</p> <p><b>2014-12-16 (Xmas) Event:</b> PB reported that all was in hand. Noted that for whatever reason this had now become a 6pm start. Housekeeping was discussed.</p> <p><b>2015-01-22 (Conflict Management) Event:</b> DS to commence publicity in December. PB reviewed progress and confirmed all on schedule.</p> <p><b>2015-02-12 (Compact Muon Solenoid) Event:</b> DS to commence publicity in January. PB reviewed progress and confirmed all on schedule. The Institute of Physics are interested. SAW to be reminded. Some travel expenses are expected. Registration not necessary.</p> <p><b>2015-02-23 (Swansea Special) Event:</b> PB noted a number of unknowns with this event. SAW registration will be essential.</p> <p style="padding-left: 40px;"><b>NOTE:</b> DS checked the Swansea University website 29th December 2014 and the event is already fully and accurately described. DS to consider integrating our own publicity in January.</p> <p><b>2015-03-19 (Autonomous Systems) Event:</b> PB reviewed progress. Awaiting confirmation of Faraday Lecture Room, Swansea University, as venue. IET to invite. Catering to sort with HQ. Registration not necessary. DS to commence publicity in February.</p> <p><b>2015-04-xx (History) Event:</b> PB noted a number of unknowns with this event. JT to make preliminary arrangements - Urgent.</p> <p><b>2015-05-14 (Computers and Art) Event:</b> DS to make preliminary arrangements, ideally with Cardiff University's History Dept. Registration not necessary. PB to check need for SFIA skills box.</p> <p><b>2015-06-xx (?NHS Data Systems?) Event:</b> Under investigation. JW to consider link with Royal Statistical Society, possibly at the Heath Hospital. JW to email contact at NHS Wales Informatics.</p> <p><b>2015-08-xx (Committee Meal) Event:</b> Under investigation.</p>	<p><b>JW/DS</b></p> <p><b>JW/PB/DS</b></p> <p><b>PB/DS</b></p> <p><b>PB/DS</b></p> <p><b>PB/JT (Urgent)</b></p> <p><b>DS</b></p> <p><b>PB/JT (Urgent)</b></p> <p><b>DS</b></p> <p><b>PB/JT (Urgent)</b></p> <p><b>DS/PB</b></p> <p><b>JW</b></p> <p><b>PB</b></p>

	<p><b>2015-09-xx (?AGM/Windows 10?) Event:</b> Under investigation. PB to consider as AGM event, last Tuesday in September, venue Companies House.</p> <p><b>2015-10-xx (?AGM?) Event:</b> Under investigation.</p> <p><b>2015-11-xx (? ?) Event:</b> Under investigation.</p> <p><b>Programme Ideas:</b> PB to add archaeology to the list [done]. JW to check with DC about future use of University of South Wales.</p>	<p><b>PB</b></p> <p><b>JW</b></p>
<b>1415.2.9</b>	<p><b>Welsh Language</b></p> <p>DC n/a to report.</p>	
<b>1415.2.10</b>	<p><b>Committee Guidance Notes</b></p> <p>These need updating with the passing of time. All to check through.</p>	<p><b>All</b></p>
<b>1415.2.11</b>	<p><b>Any Other Business</b></p> <p>No issues raised.</p>	
<b>1415.2.12</b>	<p><b>Date(s) and format of next meeting(s)</b></p> <p>The next meeting will be on Wednesday 7th January 2015</p>	