



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

**Wednesday 5th Nov 2014 18:00 -20:00**

Companies House, Cardiff

**DRAFT**

<b>1415.1.0</b>	Present Paul Bulmer (Vice Chair)  Fred Long [Skype]	Phil Hopkins (Treasurer)  Carl Allen [apologies for lateness]	Derek Smith (Publicity Officer and Minutes)
	<b>Apologies</b> Tom Crick John Tucker Mikhaila Burgess	Jeremy White Daniel Cunliffe Neal Harman	Andrew Bellamy Beti Williams

<b>1415.1.1</b>	<b>Welcome and discussion</b>	<b>Actions</b>
	PB welcomed everyone to the meeting.	
<b>1415.1.2</b>	<b>Minutes of previous meeting</b>	
	PH confirmed that the minutes of the 2nd April meeting (207.5) were now up-to-date in respect of budgetary issues, and [new action] will now be published.	<b>PB</b>
<b>1415.1.3</b>	<b>Matters arising</b>	
	207.5.2 publish 207.4 Finalised Minutes: JW n/a to confirm; C/fwd. 207.5.3 consider 207.4 Matters Arising: Believe nothing outstanding. 207.5.4 consider a Female Fellows Initiative: JW n/a to report; C/fwd. 207.5.4 finalising the Digital 2014 event: BL (n/a) had delivered on this action 207.5.5 BCS in Wales: due date had passed 207.5.7 rescheduling of March event: PB confirmed that the event had gone ahead in April. 207.5.7 John Tucker's historical event: PB reported that the event had been	<b>JW</b>  <b>JW</b>

	<p>dropped.</p> <p>207.5.7 Agile event: PB reported that the event had been dropped.</p> <p>207.5.8 Familiarisation with Member Groups Issues: The archived presentations from the Convention 11 March remain a valuable source of information, but no specific action point now required.</p> <p>207.5.9 Budgetary: see Treasurer's Report at 1415.1.13 below.</p> <p>207.5.10 August Social event: had been cancelled</p> <p>207.5.10 Venue Booking OU and Pontypridd: Actions carried forward</p> <p>207.5.10 Hadron Collider event: was now adopted - see control sheets</p> <p>207.5.10 Antikythera event: was now adopted - see control sheets</p>	
<b>1415.1.4</b>	<b>Digital 2014, including Fellows dinner</b>	
	JW n/a to report. PB to enquire as to progress.	<b>PB/JW</b>
<b>1415.1.5</b>	<b>BCS in Wales, including future chair</b>	
	Tom Crick had been elected to replace Beti Williams, but n/a to give a liaison report. PB to enquire as to current situation.	<b>PB/TC</b>
<b>1415.1.6</b>	<b>Correspondence</b>	
	PB reported that no correspondence had been received	
<b>1415.1.7</b>	<b>Branch Reports</b>	
	<p>Chairman's Report: JW n/a to report</p> <p>Webmaster's Report: CA n/a at this juncture but confirmed at the debriefing that there were no outstanding actions. FL asked whether the Mid Wales and South Wales websites could be interlinked for publicity purposes. Their webmaster is Neil Taylor. DS to look into and liaise with both webmasters.</p> <p>Treasurer's Report: PH reported that the 2014/2015 budget had been agreed at £3500 running expenses and £2900 special provisions. New Action - The September Account will be placed in the Dropbox, and shows no spendings. We expect a £54 rollover fund top-up, an AGM invoice for £250, and another for £500 for the Waterfront Museum for the Xmas event.</p> <p>Membership Secretary's Report: PB fed back on the recent Committee Questionnaire (attached at Appendix A). Everybody was generally stretched but satisfied. Improvements were suggested to communications both within the branch and elsewhere. Virtual meetings should be considered. The status of Dropbox should become an Agenda Point to ensure we get the most out of it - DS to see to this.</p>	<p><b>DS</b></p> <p><b>PH</b></p> <p><b>DS</b></p>

	<p>YPG/Student Chapters: TC n/a to report</p> <p>Membership Board and Council Report: The next meeting will be on 13th November, but it was proving difficult getting reps together due to outside commitments and illness. FL said that it was Mid-Wales' view that HQ's restrictions on substitute attendees were too strict, and all agreed. PB to write HQ.</p> <p>Mid-Wales Report: FL reported that Mid-Wales had had a successful Lovelace celebration (using a themed six-speaker format) and also a talk by Rob Clarke (Hewlett Packard) on cloud security.</p> <p>Schools/Universities: Officers n/a.</p> <p>Professionalism: Officer n/a.</p> <p>Publicity: DS will take over this duty, and will find out how best to use the available HQ assistance.</p>	<p>PB</p> <p>DS</p>
<p><b>1415.1.8</b></p>	<p><b>Events Programme</b></p>	
	<p>The latest <b>Outline Programme</b> sheet, individual <b>Event Template</b> sheets, and <b>Programme Ideas</b> sheet were tabled.</p> <p>Xmas Event: PB reported having liaised with Software Alliance Wales; PH will ensure speaker has correct Expenses Claim Form; PB to think on suitable foyer stalls and displays; PB to consider after-event meal; DS to liaise with Maria at SAW re. potential schools and SMEs; PB to speak to STEM.</p> <p>Bartley event (March): PB reported all in hand. This event is funded in alternate years by South Wales Branch and the IET, and for the 2015 event is our turn. PH to chase refreshments and room with Neil Harman of IET.</p> <p>Hadron event (date uncertain): PB reported having established contact with the Institute of Physics, and will now see if they are interested in a February slot.</p> <p>Conflict Management event (date uncertain): PB to offer speaker January or May slot.</p> <p>Business Lecture: PB suggested NHS</p> <p>The following items were then taken from <b>Programme Ideas</b> onto the <b>Outline Programme ...</b></p> <p>Science of Painting - DS to raise an Event Template for a re-run of a paper he had presented at the BCS Electronic Visualisation Conference, BCS HQ, July 2014.</p> <p>The following items were to be added to <b>Programme Ideas...</b></p> <p>WW1 Analog Computing for Naval Fire Control - Derek Smith - for May 2016, the Centenary of the Battle of Jutland</p>	<p>PB/DS</p> <p>PH</p> <p>PB</p> <p>PB</p> <p>DS</p> <p>DS</p>

<b>1415.1.9</b>	<b>Welsh Language</b>	
	DC n/a to report.	
<b>1415.1.10</b>	<b>Committee Guidance Notes</b>	
	These need updating with the passing of time. All to check through.	<b>All</b>
<b>1415.1.11</b>	<b>Any Other Business</b>	
	No issues raised.	
<b>1415.1.12</b>	<b>Date(s) and format of next meeting(s)</b>	
	The next meeting will be on Wednesday 3rd December	



## **Appendix A - Membership Secretary's Report**

### **(re. 1415.1.7 Branch Reports)**

#### **Questionnaire Feedback from the South Wales Branch of the BCS Committee**

##### **Background**

The South Wales Branch Committee were asked a number of fairly open questions about their role on the committee in order to identify better ways of working and understand the things that motivates and demotivates members involvement.

The membership secretary has then summarised these replies, as far as is practical with free format replies, in order to identify trends in the answers given. This summary is presented below.

**Question 1:** What do you see as the prime reasons for you being on the committee?

Most people have a clear aim of what they intend to achieve through Committee membership, generally it is a communications objective to a specific group. The chair has a much wider focus.

**Question 2:** What can the Committee management team do to make it easier for you to participate in committee activities?

General support was expressed for virtual meetings in order to ease travel requirements.

**Question 3:** Do you intend staying on the committee next year.

Most people wish to stay with the committee at least for another year.

**Question 4:** What committee roles would you like to try your hand at?

Most people show a reluctance to take on any further roles that may increase the current demands on their time. People are generally already stretched in what they currently do.

**Question 5:** Do you feel that being a member of the committee helps your career development?

For most people they feel their career gains little from their input to the committee and the Profession although most do feel that there could be greatest benefits for younger members.

**Question 6:** Do you have suggestions for improving how the Branch Committee operates?

There were some suggestions but no single theme.

**Question 7:** Any other points you would like to air?



The importance of good communication in all areas of activities was seen as important. This was not so much internal Branch communications but communication to all BCS members and potential members by both the Branch and the BCS as a whole.

**Question 8:** Perceived barriers to attending meetings

The biggest barrier is clearly finding time in busy lives. Any actions that help with this such as virtual meetings would appear to be appreciated. Time is like money we do not like to waste it but a good return on the investment always helps.

**Other points from the survey:**

There was a clear satisfaction from the interaction with like-minded people and the feeling of contribution to the profession.

Raising the profile of the BCS with new students and the benefits of membership for them was seen as an area of communication requiring attention.

The benefits of close interaction between adjacent Branches were raised. Should this be encouraged more?

The general view that active participation within the profession such as Branch Committee membership does little for people's career suggests that employees do not appreciate the benefits that the companies can gain from employees who are engaged with their profession and stay current with developments within their profession. This is an area that has been addressed in the past by the institute but clearly needs more work.

The interaction with other professional bodies was seen as good and should be encouraged further.