

---

## Minutes of Meeting

---

Minutes (last updated on 21-Oct-2016) of Meeting 344 held at Staffordshire University in Stoke-on-Trent on Thursday 13th October 2016 from 6:00pm to 10:00pm.

### 344.0 Present

Chris Richardson (CR), Jonathan Westlake (JW), Richard Hall (RH), Chris Snee (CS), Ian Sunley (IS), Sangeedha Kodam (SK).

### 344.1 Absent

Colin Pearson (apologies given), Simon Munns (SM).

### 344.2 Approval of Minutes from Previous Committee Meeting

The minutes were accepted as true record with no amendments required.

### 344.3 Chair's Report – Chris Richardson

This is my second report as Branch Chairman and I have to report that it has been a quiet BCS year for the Branch and its Committee. Once again we have all been challenged by the demands on our time and the need to work “out of area”. Despite the IT / IS productivity aids available, the demands of our clients has adversely affected availability of committee members and the branch members to attend meetings. Continued pressure on IT services, suppliers and vendors to be ever more efficient translates into the organisations requiring more tangible evidence that there is a return for their support for events, particularly at a local level and certainly if it involves a site visit. Even arranging an annual social event proved too challenging! The good news is that the BCS has the financial strength to support branches by subsidising events.

As agreed at last year's AGM, the Committee focused on a baseline of quarterly meetings based at Staffordshire University's 2 campuses: Leek Road for our northern meetings and The Octagon Building at Beaconsfield for our southern meetings. It is very noticeable that the quality of the facilities at the Octagon have been drawn down and it is unlikely that we will use the building again. The branch membership did not require the committee's assistance on organising any “on demand” events. This may be because we did not publicise with sufficient clarity that assistance was available. We have continued the practice of following the quarterly meetings with a Committee meeting. Over the last year, we have not tried any new technology to enhance our meetings. We remain open to ideas on how we could utilise technology to expand or improve our capability and effectiveness.

Of the meetings that were held during the year 2014/2015, the following were particularly noteworthy:

- The presentation by Captain “Gaz” Stokoe of the Royal Signals
- The update on ITIL in the real world by Jim Davies.

During the year we also supported:

- Gradex
- IT in Schools
- The BCS Spring Convention

- Student Paper prizes
- Student prizes at the Keele University graduation

The BCS has decided to ensure that all of the BCS Staff and Committee members at all levels are diversity aware. Consequently all committee members are encouraged to receive a diversity briefing. This will be an ongoing feature of Branch Committee member training.

I would like to thank Staffordshire University for its ongoing support of BCS North Staffordshire Branch over the year. The link with Staffordshire University continues to be very important to both sides; we get support from the university with the rooms and in exchange the branch supporting several student prizes and sponsorship of GRADEX.

Thank you to all of the Committee members for continuing to support the Branch over the last year. Particularly Jonathan Westlake, Richard Hall and Chris Snee. These three stalwarts take on several roles during the year and without their support the branch would cease to operate and develop.

We are very keen to welcome new members on to the Committee to help us develop Branch activities and to move the BCS forward. If you feel that you can assist in any way the message remains please step forward and **PLEASE VOLUNTEER.**

#### **344.4 Treasurer's Report – Chris Snee**

Provisional accounts for the financial year Sep 2015 – Aug 2016 are as follows and show an underspend of £1836.71:

<i>Category</i>	<i>Actual YTD</i>	<i>Budget YTD</i>	<i>Amount over/under budget</i>
Sales	£0.00	£0.00	£0.00
Purchases	£0.00	£0.00	£0.00
Gross Profit	£0.00	£0.00	£0.00
Overheads			
Catering	£836.29	£1,260.00	£423.71
Room Hire	£525.00	£0.00	£475.00
Speakers Expenses	£0.00	£550.00	£550.00
Sponsorship Expenses	£1,187.00	£0.00	-£1,187.00
Student Prizes & Membership	£300.00	£400.00	£100.00
Subscriptions to other bodies	£0.00	£240.00	£240.00
Travel/Subsistence (other)	£0.00	£275.00	£275.00
Other Costs General	£0.00	£1,960.00	£1,960.00
Operating Profit	£2,848.29	£4,685.00	£1,836.71
Other Income	£0.00	£0.00	£0.00
Other Expenses	£0.00	£0.00	£0.00
Net Profit/Loss	£2,848.29	£4,685.00	£1,836.71

#### **344.5 Membership Secretary's Report – Richard Hall**

**Events Held and Membership Recorded**

22/09/2015 – Wavemaker Project, Windows 10 & Branch AGM  
08/12/2015 – Massively Open Online Courses (MOOCs)  
15/03/2016 – Making I.T. Good for Society  
14/06/2016 – Royal Signals (22 Sig Regt)

	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
2014-2015	40	8	38	48	-	19	34	-	-	9	-	-
2015-2016	16	-	-	9	-	-	15	-	-	15	-	-
	-60%	-	-	-81%	-	-	-56%	-	-	+67%	-	-

**Demographics: Gender**

	Male	Female	Unknown	Total
2014-2015	637 (85%)	108 (14%)	4 (1%)	749
2015-2016	609 (84%)	116 (16%)	1 (<1%)	726
	-4%	+7%	-75%	-3%

**Demographics: Branch Membership (members select up to 3 branch memberships in order)**

	Primary	Secondary	Tertiary	Total
2014-2015	793 (84%)	148 (16%)	-	749
2015-2016	599 (83%)	87 (12%)	40 (5%)	726
	-24%	-41%	-	-3%

**Demographics: Age Range**

	10-19yrs	20-29yrs	30-39yrs	40-49yrs	50-59yrs	60-69yrs	70-79yrs	80-89yrs
2014-2015	15 (2%)	58 (8%)	153 (20%)	193 (26%)	188 (25%)	96 (13%)	38 (5%)	5 (1%)
2015-2016	12 (2%)	54 (7%)	125 (17%)	197 (28%)	191 (26%)	95 (13%)	46 (6%)	6 (1%)
	-20%	-7%	-18%	+2%	+2%	-1%	+21%	+20%

**Demographics: Membership Grade**

	Affiliate	Student	Honorary	AMBCS	MBCS	FBCS	CITP	CSci	IEng	CEng
2014-2015	25	25	1	107	536	44	243	3	2	109
2015-2016	24	10	1	131	499	44	227	3	2	101
	-4%	-60%	-	+22%	-7%	-	-7%	-	-	-7%

**Membership Associated Branches**

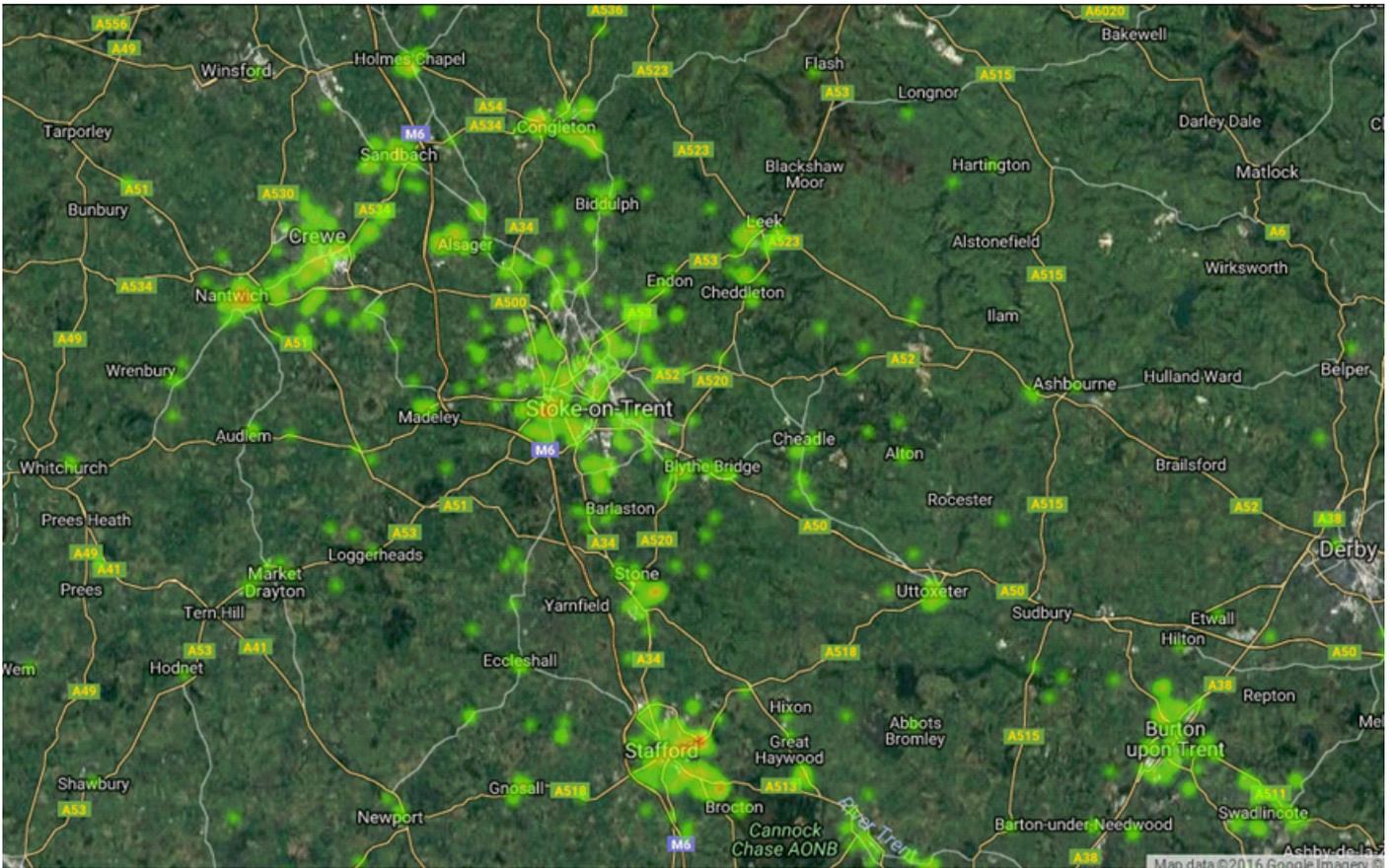
1	Manchester (89)	6	Nottingham and Derby (29)
2	Birmingham (47)	7	London Central (16)
3	Wolverhampton (40)	8	Merseyside (10)
4	Shropshire (38)	9	Leicester (6)
5	Chester and North Wales (34)	10	Coventry (5)

**Membership Associated Specialist Groups**

	Specialist Group 1	Specialist Group 2	Combined (Groups 1-5)
1	ELITE	Information Security (ISSG)	Information Security (ISSG)

2	Internet	Business Info. Systems	Project Management
3	Business Info. Systems	Consultancy	Internet
4	Cybercrime Forensics	Data Management	ELITE
5	Business Change	Enterprise Architecture	Consultancy
6	Agile Methods	Advanced Programming	Enterprise Architecture
7	Consultancy	Info. Risk Mgmt & Assurance	Info. Risk Mgmt & Assurance
8	Data Centre		Data Management
9	Advanced Programming	Service Management	Business Info. Systems
10	Information Security (ISSG)	ELITE	Business Change

**Member Geography**



**344.6 Election of Officers**

<i>Role</i>	<i>Candidate</i>	<i>Nominator</i>	<i>Second</i>
Chair	Chris Richardson	Peter Coates	Ian Sunley
Vice Chair	Jonathan Westlake	Chris Richardson	Richard Hall
Treasurer	Chris Snee	Ian Sunley	Jonathan Westlake
Secretary	Richard Hall	Jonathan Westlake	Tim Chapman
Membership Secretary	Richard Hall	Jonathan Westlake	Tim Chapman
YPG Representatives	Sangeedha Kodam	Chris Richardson	Richard Hall
Committee Members	Colin Pearson Ian Sunley Tim Chapman William Houston-Brown	(not required)	(not required)

**344.7 Any Other Business**

- William Houston-Brown requests that due to the decreasing attendance numbers and the poor response from the last survey conducted in October 2014, a new incentivised member survey should be conducted to establish the reasons for non-attendance so that actions can be taken accordingly to boost attendance in future. Committee will explore this further with BCS headquarters.

**344.8 Future Committee Meetings – Date, Time and Place**

The next committee meeting will take place immediately following the next branch meeting on Tuesday 8th December 2016 at Stoke-on-Trent.