

BCS Teesside & District Committee meeting
Wednesday 16th April 2008

Venue
Parkmore Hotel.

Present:
Dave Binns (DB), Dave Fuller (DF), Craig Bates (CB), Andrew Lumley (AL), Alan Shaw (AS) Claire Donlan (CD), Erika Downs (ED),

Apologies:
Alan Hunter (AH), Simon Boardman (SB) , Alan Jones (AJ),

1. Previous Minutes

Minutes from the 6th March 2008 meeting were agreed as accurate.

2. Matters Arising

There were no matters arising.

3. Finance (P8)

06/03/08 - Erika circulated the branch statement via email.

06/03/08 - Perhaps there is a need to advertise to people who are not directly working in IT but just working with IT a lot in their job, perhaps use Phil Eadon's network of people

06/03/08 - £825 spent (20%).

06/03/08 - Next year to spend more money we perhaps need 3 meetings at the Parkmore and travel around for the other 3 meetings, perhaps Middlesbrough / Darlington and Sunderland. We need to Identify another hotel and use those in addition to the Parkmore.

06/03/08 - Looking to spend around £120 on each event for conference room fees, look at Darlington and look at Middlesbrough.

16/04/08 - Suggestion to buy a screen by DF, this part of project purchase project. (P5)

16/04/08 - Darlington hotels discussed – Kings head, dolphin centre, arts centre and coachman. To plan in for next year's meetings. Arts centre favoured for first meeting next year.

Task	What	Raised	Who	Status
8-1	Identify good hotels with conference facilities	06/03/08	All	Open
8-2	Need to ask at next meeting if people will attend from Darlington and where they are from or would prefer	06/03/08		Open
8-3	To email details of the venues in Darlington to the team	16/04/08	AL	Open
8-4	To increase the budget by speaking with Parkmore. Budget to be increased to £200 per meeting to include food and room.	06/02/08	AJ	Open

4. Events Management (P1)

16th April – Globalisation on the ground.

This event went well with an excellent presentation given by Craig and a healthy discussion

7th May – AGM Speaker from BT, Nick Poulton. (P11)

Task	What	Raised	Who	Status
11-1	Check Room Bookings	16/04/08	DF	Open
11-2	Investigate enhancements to food	16/04/08	DF	Open
11-3	Discuss General theme for next year and bring suggestions to AGM. It was thought that perhaps we should discuss what speakers we can get before deciding on a theme.	16/04/08	ALL	Open
11-4	To increase the budget by speaking with Parkmore. Budget to be increased to £200 per meeting to include food and room.	06/02/08	AJ	Open
11-5	Send out email asking for nominations before AGM	16/04/08	DB	Open
11-6	Investigate the formalities around the AGM, liaise with AJ	16/04/08	DF	Open

Future meetings. (P9)

03/02/08 - AL has offered to speak about the IT infrastructure.

03/02/08 - AJ pointed out that Swindon sent a flyer from a security company who will do a presentation about security.

Task	What	Raised	Who	Status
9-1	To investigate a visit to Ladgate lane	06/03/08	AJ	Open
9-2	Open source as the topic for next year. Perhaps discuss the benefits of open office. Including things like calendar sharing and Open source / free services on the internet.	16/04/08	ALL	Open
9-3	Think about having a meeting like a discussion or interview where two people talk together and allow questions from the audience on a specific topic.	16/04/08	ALL	Open
9-4	Researching new venues around Darlington – Kings head, dolphin centre, arts centre and coachman. To plan in for next year’s meetings. Arts centre favoured for first meeting next year. Email details of the venues above.	16/04/08	AL	Open

5. YPG Update (P12)

10/01/08 - Craig B reported difficulty of communication with Animex organisers. It looks like our YPG launch will be May time when there are warm evenings.

07/03/08 - Animex didn’t work out.

07/03/08 - We don’t currently have a YPG representative. We need to identify what is missing from the committee and fill the vacant positions accordingly to be done by the AGM deadlines. It is noted on the BCS website that general committee members are there for the purpose of stepping in to help other members where appropriate hence Craig’s involvement in this area.

Task	What	Raised	Who	Status
12-1	To progress an email received by DF and to push things forward as much as possible.	06/03/08	CB	Open

12-2	Committee members to get as involved generally in the open positions and do what they can. Summary of all open positions is in appendix A of these minutes.	06/03/08	ALL	Closed
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6. Branches Congress Update

06/03/08 – Branches Congress Meeting is 22nd April, not in London.

7. Projects

Blue Board (P2)

07/02/08 - Alan Jones has created a functional specification, discussed at this meeting.

07/02/08 - DB has forwarded version 2 of the document to DF and AJ

07/02/08 - Project plan circulated and discussed. DF to resend it.

06/03/08 - Discussion of Blueboard ensued for around 1 hour to agree project timescales and further discuss the specification.

Task	What	Raised	Who	Status
2-1	Maintain project plan with timescales	7/02/08	DF	Open
2-2	Spec to be coordinated by DF to be completed in the next two weeks after review.	7/02/08	DF	Open
2.3	To produce version 3 of the spec and then circulate to DF and then to DB	06/03/08	AJ	Closed
2.4	Send spec to customer	16/04/08	DF	Open

Podcasting (P3)

16/04/08 - We tried podcasting the meeting on Globalisation. We determined we needed more experiments, possibly with audio only and better equipment.

Task	What	Raised	Who	Status
3-1	Try to podcast the AGM.	16/04/08	DB	Open

Questionnaire number 2 (P4)

20080416 – Send out questionnaire based on questions circulated by AL.

Task	What	Raised	Who	Status
4-1	To send out an email asking questions or pointing to the old on-line questionnaire, to liaise with committee for the questions.	06/03/08	DB	Closed
4-2	To gather questions and get the final list sent to DB	16/04/08	AL	Open
4.3	Circulate results from last survey	06/03/08	AJ	Open

Buy projector and screen (P5)

06/03/2008 – it was suggested we purchase a projector.

16/04/2008 – it was suggested by DF that we purchase a projector screen.

Task	What	Raised	Who	Status
5-1	To dig out suggestion from Swindon about purchasing a projector	06/03/08	AS	Closed
5-2	To speak to branches manager about variation in spend so we can purchase a projector by the end of this year.	06/03/08	DF	Closed
5-3	To research the screen 8 ft projector screen.	16/03/08	DF	Open

8. Any Other Business

None.

9. Next meeting : TBC.

APPENDIX A – BRANCH GUIDELINES - Roles for Committee Members

These roles are required or recommended as indicated, or optional. Committee members can be flexible in sharing these duties amongst each other. The duties outlined in the required roles must be done by someone on the Committee. Please ensure that anyone working with member details is a chartered member, and that at least two of Chair, Treasurer and Secretary are chartered members.

Chair (Required)

- Chairs all General (AGMs and EGMs) and Committee meetings.
- Responsible for the supervision of all matters concerning the effective administration of the Branch.
- Ensures the formulation of strategies for the Committee and implements appropriate actions to achieve the strategic goals.
- Must normally be a chartered member
- Must be registered for BCS Connect online services⁸

Treasurer (Required)

- Role can be undertaken by the Chair or Secretary
- Responsibility to the Branch Committee for the Branch funds.
- Administers annual budget.
- Reports at fixed intervals to Branch Committee.
- Takes responsibility for any other financial business appropriate to the Committee's work.
- Submission of income and expenditure statements produced by HQ for the AGM
- Liaises with HQ over payments and receipts to and from branch allocation.
- Deals with payments and receipts.
- Notification, through Branches Manager, of any forecast overspend together with (a) circumstances leading to this position and (b) proposed action plan to resolve the situation
- Notification in advance of any spend of Branch reserves in excess of a total of £500 per financial year
- Must be registered for BCS Connect online services⁸

Secretary (Required)

- Giving due notice of all General Meetings (AGMs and EGMs) to all Branch members.
- Giving due notice of committee vacancies to all Branch members.
- Arranges suitable locations for committee meetings.
- Prepares and issues agenda for all General Meetings and committee meetings.
- Records the minutes of all General Meetings and committee meetings and issuing copies to HQ.
- Handles BCS HQ correspondence.
- Must be registered for BCS Connect online services⁸

Membership Secretary (Required)

- Must be a chartered member⁹
- Records attendance at events.
- Writes up reports on events.
- Maintains Committee address list.
- Co-ordinates the recruitment of IT professionals at Branch events and through other methods.
- Using data provided on a monthly basis by HQ contacts:
- Welcomes new local members and issues information on forthcoming Branch events

- Encourages individuals who have enquired about membership to join and issues information on forthcoming Branch events
- Identifies and maintains a database of contacts in key organisations
- Complies with the BCS Data Protection Guidelines
- Must be registered for BCS Connect online services¹⁰

Email Co-ordinator (Required)

- Issues emails to Branch members notifying forthcoming events using the BCS list server facility. Can be asked to send emails to own Branch members by other Branches.

Webmaster (Required)

- Creates and maintains the Branch website, liaising with HQ over the various methods.

Branches Congress Representative (Recommended)

- Attends the twice yearly Branches Congress and reports to Branch Committee.
- Must be registered for BCS Connect online services

Education Liaison Officer (Recommended)

- Corresponds with colleges and schools.
- Organises suitable events to represent the BCS in local schools/colleges, such as careers evenings or attends those organised by local schools and Careers Offices.

Publicity Officer (Recommended)

- Ensures maximum coverage of branch events, both before and after they occur.
- Writes copy for media on Branch activities.
- Liaises with BCS Editor over diary entries in 'Computing', 'Computer Weekly' and 'e-Bulletin'.
- Liaises with local press and radio.
- Organises mail shots, programme cards, posters, etc.

Young Professional Group (YPG) Representative (Recommended)

- Liaises between the Branch Committee and the YPG national Committee, as well as representing the views of the young professionals within the Branch and liaising with local University Liaison Officers.
- Arranges and publicises YPG events, provides details of special offers and YPG Projects.
- Sometimes takes on Education Liaison Officer role (see above) or Student Representative role (see below).

Branch Communications Officer

- Co-ordinates the mailing of any notices, newsletters, etc., to members.
- Prepares the Branch Programme Card.
- Edits a newsletter to advise members of activities within the branch.

Branch Meetings (Events) Officer

- Organises and staffs Branch events to ensure their smooth operation.
- Corresponds with speakers re travel, equipment, meals and expenses.
- Writes to thank speakers.
- Books venues and arranges special equipment.

Branch Programme Officer

- Prepares a programme of suitable speakers for the coming year of Branch events.

Continuous Professional Development (CPD) Officer

- Ensures that events are eligible and assessed for CPD/Career Builder scheme.

Disability Support Officer

- Acts as a focus for local initiatives and actions where the use IT is to the benefit of disabled people.
- Identifies and organises events to increase the awareness and understanding of the IT industry towards the needs of the disabled.

Group Address Administrator

- Updates Branch members' contact details on the BCS central database, i.e. address, phone number, email
- Must be registered for BCS Connect online services

Industry Liaison Officer

- Liaises with local companies and any local representative bodies such as the Chamber of Commerce.
- Liaises with local public sector bodies and other organisations such as charities as appropriate.
- The purpose of the liaison is to promote the BCS and professionalism in IT, particularly as it relates to the local context and the Branch.
- Responsibility may include promoting Branch activities and encouraging suggestions for events; facilitating BCS membership enquiries and assisting with awareness of BCS products and services.

Moderator

- Places documents and committee discussion topics on the Committee Discussion area on secure site
- Oversees any items placed on Committee Discussion area on secure site
- Must be registered for BCS Connect online services

Social Events Officer

- Organises suitable social events for the Branch.

Special Projects Officer

- Identifies and organises suitable prestige events for the Branch.

Sponsorship Officer

- Raises sufficient sponsorship to meet budgeted requirements.

Student Representative

- Represents student members from an individual college or university.

Committee member (Required to meet total of 6 committee members)

- Helps run Branch generally.
- Deputises for other officers as required.
- Particularly required for suggestions for the season's programme.

Please note:

We recommend that all committee members register for BCS Connect online services so that they can access all of their Branch's secure data on the web site and access Branches' Congress information