# Minutes of Meeting

Minutes (last updated on 23-Sep-2015) of Meeting 341 held at Mitchell Arts Centre in Stoke-on-Trent on Tuesday 22nd March 2015 from 6:30pm to 8:15pm.

**341.0      Present**
Chris Richardson (CR), Jonathan Westlake (JW), Richard Hall (RH), Chris Snee (CS),
Ian Sunley (IS), Simon Munns (SM), Sangeedha Kodam (SK).

**341.1      Absent**
Tim Chapman (work commitment), Colin Pearson (family commitment).

**341.2      Approval of Minutes from Previous Committee Meeting**
The minutes were accepted as true record with no amendments required.

**341.3      Chair's Report – Chris Richardson**

This is my first report as Branch Chairman and I have to report that it has been a challenging year for the Branch and its Committee. We have been challenged by the nature of the IT industry and the increasing demands on staff time. This has adversely affected availability of committee members and the branch members to attend meetings. Another feature becoming apparent this year is that IT services / suppliers / vendors are much less willing to support a local BCS led event. This has made it difficult to arrange visits to vendor sites etc.

During this year, following reduced attendance at meetings and after consultation with the Branch membership, the Committee decided to focus on a baseline of quarterly meetings. Other meeting and events would be organized on a "demand" basis driven by the Branch membership. The quarterly meetings continue to be based at Staffordshire University's 2 campuses, Ashley Building, Leek Road for our northern meetings and The Octagon Building at Beaconside for our southern meetings. Other than the quarterly meetings, the onus is on the branch members to ask for support to arrange a meeting or event in an area or location of interest to them. The Committee meetings now follow the Branch meetings.  Our experiments with using Google hangout for additional committee meetings met with limited success; mainly because of connection or bandwidth issues.

Of the meetings that were held during the year 2014/2015, the following were particularly noteworthy: (a) the joint meeting with IET (December 2014) - An insight into Formula-1 motorsport telemetry; (b) ITIL and IT Service Management (February 2015). During the year we also supported: (a) GradEx; (b) I.T. in Schools; (c) The BCS Spring Convention; (d) Student Paper prizes.

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.

Once again, 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. Particular thanks go to Jonathan Westlake and Richard Hall for acting in several roles over the last year. Without their continued support and guidance, the Branch would not have succeeded in so many of the areas where progress has been made.

As I mentioned at the start, this has been a very challenging year for the Branch and the Branch Committee. 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 the same as last year. Please step forward and PLEASE VOLUNTEER!

**341.4** **Treasurer's Report – Chris Snee**

Chris Snee reported a branch underspend of £2657 over the last 12 months and an approved allowance of £4685 for the next 12 months.

### YR 14/15 Aug Management Accounts Report
BC28: North Staffordshire

| | | Aug Period Actual | Aug Period Budget | Variance | Variance % | Aug YTD Actual | Aug YTD Budget | Variance | Variance % | Full Year Budget |
|---|---|---|---|---|---|---|---|---|---|---|
| **REPORTS TOTAL** | | -100 | 0 | -100 | 0% | -2,420 | -5,450 | 3,030 | -56% | -5,450 |
| **INCOME** | | | | | | | | | | |
| 1600: Miscellaneous Income | BC28: No | 0 | 0 | 0 | 0% | 373 | 0 | 373 | 0% | 0 |
| Income | BC28: No | 0 | 0 | 0 | 0% | 373 | 0 | 373 | 0% | 0 |
| **EXPENSE** | | | | | | | | | | |
| 3010: Travel/Subsistence (Other) | BC28: No | 0 | 0 | 0 | 0% | 0 | 300 | 300 | 100% | 300 |
| 4000: Stationery | BC28: No | 0 | 0 | 0 | 0% | 0 | 120 | 120 | 100% | 120 |
| 4100: Postage | BC28: No | 0 | 0 | 0 | 0% | 0 | 280 | 280 | 100% | 280 |
| 4130: Speakers expenses | BC28: No | 0 | 0 | 0 | 0% | 0 | 600 | 600 | 100% | 600 |
| 4150: Catering | BC28: No | 0 | 0 | 0 | 0% | 870 | 2,250 | 1,380 | 61% | 2,250 |
| 5101: MG Special Projects. SFR FY2015.52 £1000 Gradex Sship May15 AND 2015.51 £500 Sship Computer Science in Schools conf Jun15 | BC28: No | 0 | 0 | 0 | | 1,000 | 1,500 | 500 | 33% | 1,500 |
| 5102: Student Prizes & Membership | BC28: No | 100 | 0 | -100 | 0% | 550 | 400 | -150 | -38% | 400 |
| 5104: MG Income Related Expenses | BC28: No | 0 | 0 | 0 | 0% | 373 | 0 | -373 | 0% | 0 |
| Expenditure | BC28: No | 100 | 0 | -100 | 0% | 2,793 | 5,450 | 2,657 | 49% | 5,450 |
| **Allocations Debit** | | | | | | | | | | |
| Overhead Allocation (Charge) | BC28: No | 0 | 0 | 0 | 0% | 0 | 0 | 0 | 0% | 0 |
| **Allocations Credit** | | | | | | | | | | |
| Overhead Allocation (Credit) | BC28: No | 0 | 0 | 0 | 0% | 0 | 0 | 0 | 0% | 0 |

**341.5    Membership Secretary's Report – Richard Hall**

*Events Held and Membership Recorded*
23/09/2014 – I.T. Procurement & Branch AGM
14/10/2014 – Open Branch Meeting
04/11/2014 – Agile Experiences (joint with Agile Staffs)
09/12/2014 – Formula 1 Insight (joint with IET NW Midlands)
10/02/2015 – ITIL & IT Service Management
11/03/2015 – Reliable Software Development (joint with IET NW Midlands)
14/04/2015 – Short Papers Evening (CANCELLED)
12/05/2015 – Business App Development (CANCELLED)
02/06/2015 – Shape the Branch

| | Sep 2014 | Oct 2014 | Nov 2014 | Dec 2014 | Jan 2015 | Feb 2015 | Mar 2015 | Apr 2015 | May 2015 | Jun 2015 | Jul 2015 | Aug 2015 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Members | ~20 | 8 | 13 | 17 | - | - | - | - | - | - | - | - |
| Guests | ~20 | 0 | 25 | 31 | - | - | - | - | - | - | - | - |
| Combined | ~40 | 8 | 38 | 48 | - | 19 | 34 | - | - | 9 | - | - |

*Demographics*
Gender: 749 Total; 637 Male (85%); 108 Female (14%); 4 Unknown (1%)
Branch Type: 793 Primary (84%); 148 Secondary (16%)

| *10-19yrs* | *20-29yrs* | *30-39yrs* | *40-49yrs* | *50-59yrs* | *60-69yrs* | *70-79yrs* | *80-89yrs* |
|---|---|---|---|---|---|---|---|
| 15 (2%) | 58 (8%) | 153 (20%) | 193 (26%) | 188 (25%) | 96 (13%) | 38 (5%) | 5 (1%) |

| Affiliate | Student | AMBCS | MBCS | MBCS CITP | FBCS | FBCS CITP | Hon. | CITP | CSci | IEng | CEng |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 25 | 25 | 107 | 332 | 204 | 7 | 37 | 1 | 243 | 3 | 2 | 109 |

*Membership Associated Branches*

| | | | |
|---|---|---|---|
| 1 | Manchester (88) | 6 | Chester and North Wales (32) |
| 2 | Birmingham (51) | 7 | London Central (17) |
| 3 | Shropshire (43) | 8 | Merseyside (10) |
| 4 | Wolverhampton (43) | 9 | Leicester (7) |
| 5 | Nottingham and Derby (30) | 10 | London West (5) |

*Membership Associated Specialist Groups*

| | *Specialist Group 1* | *Specialist Group 2* | *Combined (Groups 1-5)* |
|---|---|---|---|
| 1 | ELITE | Information Security (ISSG) | Information Security (ISSG) |
| 2 | Agile Methods | Consultancy | Project Management |
| 3 | Business Info. Systems | Business Info. Systems | Internet |
| 4 | Consultancy | Advanced Programming | ELITE |
| 5 | Internet | Data Management | Consultancy |
| 6 | Cybercrime Forensics | Enterprise Architecture | Data Management |
| 7 | Advanced Programming | Agile Methods | Business Info. Systems |
| 8 | Business Change | ELITE | Enterprise Architecture |
| 9 | Info. Risk Mgmt & Assurance | - | Advanced Programming |
| 10 | - | - | Info. Risk Mgmt & Assurance |

**341.6    Election of Officers**

| Role | Candidate | Nominator | Seconder |
|---|---|---|---|
| Chair | Chris Richardson | Ian Sunley | Chris Snee |
| Vice Chair | Jonathan Westlake | Chris Richardson | Richard Hall |
| Treasurer | Chris Snee | Jonathan Westlake | Richard Hall |
| Secretary | Richard Hall | Ian Sunley | Jonathan Westlake |
| Membership Secretary | Richard Hall | Ian Sunley | Jonathan Westlake |
| YPG Representatives | Simon Munns<br>Sangeedha Kodam | Jonathan Westlake<br>Richard Hall | Ian Sunley<br>Jonathan Westlake |
| Committee Members | Ian Sunley<br>Colin Pearson<br>Tim Chapman | (not required) | (not required) |

**341.7    Any Other Business**
(none)

**341.8    Future Committee Meetings – Date, Time and Place**
The next committee meeting will take place immediately following the next branch meeting on Tuesday 8th December at Stoke-on-Trent.