

**MINUTES OF A COMMITTEE MEETING OF THE SOUTH
WEST BRANCH OF THE BCS HELD AT EXETER UNIVERSITY
ON JANUARY 17th, 2006**

Present: Dr P Dowland (Acting Chairman), Dr N Clarke, Mr S Razak, Mrs S Atkinson, Ms J Kneller, Mr E Draper, Mr P Davies

Apologies: Dr S Furnell, Mr J Hall

MATTERS ARISING FROM MEETING OF NOVEMBER 8TH 2005

1. The following matters arose from the last meeting:
 - Website Competition. Reference the last minutes, SR reported that he had emailed the schools and requested that they should study the current details placed on the Branch website.
 - PDow reported that he had received details of the “45 years in Computing” event from JH.
 - By copy of the minutes, SF was asked to confirm with Exeter University the date for the student project evening. It was noted that this event would be held at Plymouth University.

TREASURER’S REPORT

2. In JH’s absence PDow reported that the financial position had changed little since the last meeting and, due to time limitations, it was agreed that discussions be postponed until the next meeting.

SCHOOLS WEBSITE COMPETITION

3. The arrangements for the schools website competition were discussed and the following noted and agreed:
 - SR reported that seven schools had expressed a definite interest
 - The bid for funding of £920 from the MSB Designated Fund, as proposed by SF and SR, was agreed
 - Various options for the prizes were discussed, but it was agreed that the precise nature of the prizes be decided at the time of the judging, although it was felt that cash prizes would be inappropriate. The schools would, however, be informed of the likely value of the prizes
 - The Committee should aim to maximise publicity for the competition both through the winning school and via the BCS
 - The prizes for the winning school are to be presented at the AGM
 - The Committee are to judge the entries

AGM ARRANGEMENTS

4. The arrangements for the AGM, to be held at the Met Office on May 9th, were discussed:

- JK tabled the indicative costs of security and catering staff, estimated to be in the order of £280, excluding VAT, but dependent on numbers. This amount was agreed.
- Because of the costs, it was agreed that a cap of 50 be placed on those wishing to attend the event. Those present agreed that, based on past AGM numbers, it was unlikely that this limit would be breached.
- Menu option 2 was agreed at the indicative cost of £3.95 per head, excluding VAT. Fruit juice, but not wine, would be added to this.
- Security requirements noted. All those attending would need to register at least two weeks before the event.

A.O.B.

5. PD reported that the Society had emailed him asking for nominations of suitable individuals for Fellowship status. He would be happy to nominate Committee members and agreed to forward details.
6. It was agreed that a meeting was not required for several weeks. SF and PD to consider in March/April to see if a meeting could coincide with an event, or be delayed until the AGM.

PD
18.01.06