

## Minutes

Attendees: Gary Lefman (GL) (Chair), Peter Eldridge (PE) (Treasurer), Chris Lynch (CL) (Secretary), Paul Stevens (PS) (Membership Secretary), Tracy King (TK) (Events Coordinator), David Miller (DM) (General Committee), Ste Nadin (SN) (General Committee), Subramonian Krishna Sarma (SKS) (General Committee), Craig Barber (CB) (General Committee), Bev Cook (BC) (General Committee), Kathryn Baguley (KB) (General Committee), Nicholas Eworth (NE) (Member), Ed Magnuszewski (EM) (Member), Graham Turner (GT) (Member)

Apologies: Kedisha Taitt (KT)

#	Content	Type	Assignee	Due Date
	Meeting opened at 19:00			
1	<b>Welcome, Introductions, and Apologies</b> GL welcomed everyone in the room and extended apologies for KT.	I		
2	<b>Minutes of 2017 AGM</b> <ul style="list-style-type: none"> <li>• Link to minutes <a href="http://goo.gl/8vL8XH">goo.gl/8vL8XH</a> was shared with attendees.</li> <li>• No outstanding items and no matters arising.</li> <li>• GL asked attendees to send matters arising later to <a href="mailto:nottm-ch@bcs.org.uk">nottm-ch@bcs.org.uk</a>.</li> </ul>	I I I		
3	<b>Chair's Report</b> <ul style="list-style-type: none"> <li>• GL thanked the 2017 – 2018 committee: <ul style="list-style-type: none"> <li>○ Begonia Almena (Industry Liaison Officer)</li> <li>○ Kathryn Baguley (General Committee)</li> <li>○ Craig Barber (General Committee)</li> <li>○ Oliver Betts-Richards (Social Media Officer)</li> <li>○ Bev Cook (General Committee)</li> <li>○ Peter Eldridge (Treasurer)</li> <li>○ Tracy King (Events Coordinator)</li> <li>○ Subbu Krishna Sarma (General Committee)</li> <li>○ Chris Lynch (Secretary)</li> <li>○ David Miller (General Committee)</li> <li>○ Ste Nadin (General Committee)</li> <li>○ Matthew Pitt (General Committee)</li> <li>○ Paul Stevens (Membership Secretary)</li> <li>○ Kedisha Taitt (Education Liaison Officer)</li> </ul> </li> <li>• GL was pleased with the improvement in diversity on the committee, with an increase to 33% women (we still need to aim towards 50%). Committee members span a broad background,</li> </ul>	I I		

#	Content	Type	Assignee	Due Date
	<p>and most have taken the Unconscious Bias training.</p> <ul style="list-style-type: none"> <li>• GL described three new policies introduced in the year: <ul style="list-style-type: none"> <li>○ Mission Statement</li> <li>○ Committee Election Policy</li> <li>○ Communication Strategy</li> </ul> </li> <li>• Ten events were held throughout the year, with guest speakers talking on topics that includes cyber security, robotics, artificial intelligence, devops, career development, GDPR, and bitcoin.</li> <li>• Annual attendance 551, down 10% y/y.</li> <li>• Attendance was recorded at 100% of bookings before a sign-in kiosk was setup to record attendance.</li> <li>• Attendance at the 2018-06-18 event was low, most likely due to the England vs. Tunisia game in the World Cup.</li> <li>• Average attendance of 63.11% is above expectations of 40% of bookings. This figure will be helpful in calculating the catering budget.</li> <li>• On 2018-08-31 the branch had 1222 members. <ul style="list-style-type: none"> <li>○ 17% female, 82% male, 1% undetermined. An increase of 1% y/y for female members. Overall a reduction of 149 members y/y. The reason for this decline is unknown.</li> <li>○ 497 chartered members constitutes 41% of the membership.</li> <li>○ MBCS: 787 AMBCS:279 FBCS: 68 Student: 50 Other: 38</li> <li>○ International:12 Lifetime: 24 YPG:209</li> </ul> </li> <li>• GL presented a pyramid chart that showed the shape of gender distribution in the branch compared with the rest of the BCS. GL Noted an interesting spike in females aged between 30 and 34 (Millennials). The branch female age peaks around the advent of modern computing (50-54) and is equal to the male peak (Generation X).</li> <li>• GL presented charts describing the geographic distribution of branch members. The order of the five largest groups of members from most to least are: <ul style="list-style-type: none"> <li>○ Nottingham</li> <li>○ Derby</li> <li>○ Lincoln</li> <li>○ Newark</li> <li>○ Belper</li> </ul> </li> <li>• The majority of branch members reside along the M1 corridor and there are very few clusters of</li> </ul>	<p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p>		

#	Content	Type	Assignee	Due Date
	<p>members in Lincolnshire.</p> <ul style="list-style-type: none"> <li>• Three students were awarded the BCS Student Prize consisting of £150, one-year membership of the BCS (AMBCS or MBCS), and a certificate. The winners were: <ul style="list-style-type: none"> <li>○ Rebecca Tickle, BSc Computer Science, BCS, The Chartered Institute for IT Prize</li> <li>○ Adam Slack, BSc Computer Science, Best Student in Computer Science Cluster</li> <li>○ Cullen Gaskell, BSc Games Computing, Outstanding Contribution to Computer Science</li> </ul> </li> <li>• The only BCS Student Chapter in the region is at Nottingham Trent university.</li> </ul>	I		
4	<p><b>Treasurer's Report</b></p> <ul style="list-style-type: none"> <li>• 2016 – 2017 expenditure was £2,762</li> <li>• 2017 – 2018 expenditure was £3,610, an increase of £848: <ul style="list-style-type: none"> <li>○ £1,578 room hire</li> <li>○ £912 catering</li> <li>○ £514 speakers' expenses*</li> <li>○ £538 student prizes</li> <li>○ £69 other costs</li> </ul> <p>* Chair's note: All three student prizes were requested and issued by 2018-07-31, but the cost of only two is rendered in the accounts.</p> </li> <li>• PE explained the variance in expenditure and the relation to BCS payment of VAT.</li> <li>• 2017 – 2018 budget was £4,713: <ul style="list-style-type: none"> <li>○ £1,540 room hire</li> <li>○ £1,265 catering</li> <li>○ £340 special projects</li> <li>○ £1,100 speakers' expenses</li> <li>○ £808 student prizes</li> </ul> </li> <li>• PE explained that special project funding is centrally managed by HQ and does not form part of the branch expenditure.</li> <li>• 2018 – 2019 budget is £4,250, which is a reduction of £108 (10%) y/y: <ul style="list-style-type: none"> <li>○ £1,400 room hire</li> <li>○ £1,042 catering</li> <li>○ £1,280 special projects</li> <li>○ £1,000 speakers' expenses</li> <li>○ £808 student prizes</li> </ul> </li> </ul>	I I I I I I		
5	<p><b>Election of Officers</b></p> <ul style="list-style-type: none"> <li>• An election was held for the roles of Chair, Treasurer, and Inclusion and Diversity Officer.</li> <li>• GL and PE stood for re-election as Chair and Treasurer respectively.</li> </ul>	I I		

#	Content	Type	Assignee	Due Date
	<ul style="list-style-type: none"> <li>Nominations closed on 2018-10-08. GL stated that CL received no additional nominations before the closing date.</li> <li>Voting was carried out as a show of hands.</li> <li>Nominee for Chair: GL, proposed by DM and seconded by TK.</li> <li>Members in favour of GL as Chair: 7, and those against: 0.</li> <li>GL was duly re-elected as the Nottingham and Derby Branch Chair.</li> <li>Nominee for Treasurer: PE, proposed by GL and seconded by CL.</li> <li>Members in favour of PE as Treasurer: 7, and those against: 0.</li> <li>PE was duly re-elected as the Nottingham and Derby Branch Treasurer.</li> <li>Nominee for Inclusion and Diversity Officer: GL, proposed by CL and seconded by PE.</li> <li>Members in favour of GL as Inclusion and Diversity Officer: 7, and those against: 0.</li> <li>GL was duly elected as the Nottingham and Derby Branch Inclusion and Diversity Officer.</li> <li>GL invited members to consider a role on the branch committee and to join the next committee meeting on 2018-12-10 for selection.</li> </ul>	I I I I D I I D I I D I		
6	<p><b>Any Other Business</b></p> <ul style="list-style-type: none"> <li>PS raised the topic of an Identity and Access Mgt Session for the 2018/2019 Programme. TK asked PS to send her the notes he had on the topic so they could determine a way forward for the topic</li> <li>PE wished to record his thanks to GL for the stewardship and management of the Committee through the year</li> </ul>	A I	PS	TBA
	Meeting closed at 19:40.			

NOTE: QUORUM IS 1/3 OF COMMITTEE MEMBERS. CURRENTLY THERE ARE 14 SERVING COMMITTEE MEMBERS, SO QUORUM IS >= 5.