

## UK Inmagic User Group

**Date:** Thursday 2<sup>nd</sup> September 2010

**Time :** 9.30am

**Venue:** UNICEF UK, 30A Great Sutton St, London, EC1V 0DU

<b>Present</b>	
Angela Cleaver (AC) - via phone	Chair
David Bates (DB)	Newsletter Editor
Emily Heath (EH)	Secretary & Web Editor
James Griggs (JG)	Events Co-ordinator

	<b>Action</b>
<p><b>1. Apologies</b></p> <p>Shaulan Chanlewis (SC), Treasurer &amp; Membership Secretary</p>	
<p><b>2. Minutes of Last Meeting</b></p> <p>Agreed.</p>	
<p><b>3. Matters Arising</b></p> <p>None.</p>	
<p><b>4. Website</b></p> <p>EH reported that the UKIUG website is now up and running with the new hosting company, Webhosting UK. So far the transition has gone smoothly and Webhosting UK have been helpful in answering any queries.</p> <p>The annual hosting payment with Webhosting UK is £29.99, which EH paid for by debit card and has been reimbursed for by UKIUG with a cheque.</p>	
<p><b>5. Newsletter</b></p> <p>The last newsletter was sent out to members on 12<sup>th</sup> July by SC. No offers to speak have been received as a result. DB will aim to send a short newsletter out within the next three weeks.</p>	DB

<p><b>6. Next AGM and Bright Ideas day</b></p> <p><b>Speakers</b></p> <p>JG needs to reorganise the program as Nicola Wood at the <a href="#">Police Federation</a> would like to change her speaking slot. Once the program is altered JG will forward the new times to EH, who will put the program on the website. JG will also send EH a booking form based on last year's version.</p> <p><b>Booking fees</b></p> <p>The group discussed appropriate fees to charge for the day. It was agreed at the previous UKIUG meeting that members who register before October 1st will be able to attend free of charge, which was promoted in the July newsletter.</p> <p>Non-members will be charged £75 each to attend, or alternatively can join as an individual member for £25 for 2010/2011, to encourage people to join.</p> <p><b>Event promotion</b></p> <p>AC will promote the event on the LIS Law mailing list, DB on the LIS Medical mailing list, and EH will post the programme on her Twitter account and on the UKIUG website.</p>	<p>JG EH</p> <p>AC DB EH</p>
<p><b>7. Any other business</b></p> <p>EH asked whether the group wanted to reimburse our former Chair Karen Skiffington for her previous payment of Crystaltech hosting fees since 2007 at \$5.24 a month, totalling \$177.17. The group agreed that Karen should be given an Amazon voucher for £120, which AC will arrange.</p> <p>AC reported that Potenza Atigobe, our previous Secretary, contacted her regarding a data protection form which needs to be signed by the group. AC will send the form to EH to sign as Secretary.</p> <p>AC reminded DB and JG that they need to hand their bank forms into HSBC so that they can sign cheques for the group.</p>	<p>AC</p> <p>AC EH</p> <p>DB JG</p>
<p><b>8. Date, time and place of next committee meeting</b></p> <p>Early October suggested for the next meeting, hopefully at Unicef if possible. Venue &amp; date tbc – 7<sup>th</sup>-8<sup>th</sup> October or week beginning 11<sup>th</sup> October a possibility if convenient for all.</p>	