

UK Inmagic User Group

Date: Tuesday 5th October 2010

Time : 2pm

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

Present	
Angela Cleaver (AC)	Chair
David Bates (DB)	Newsletter Editor
Emily Heath (EH)	Secretary & Web Editor
James Griggs (JG)	Events Co-ordinator
Shaulan Chanlewis (SC)	Treasurer & Membership Secretary

	Action
<p>1. Apologies</p> <p>None.</p>	
<p>2. Minutes of Last Meeting</p> <p>Agreed.</p>	
<p>3. Matters Arising</p> <p>AC reported that Karen Skiffington, our previous Chair, thanked the group for her Amazon voucher given as thanks for her past payments towards UKIUG website hosting.</p>	
<p>4. Treasurer's Report and related Matters</p> <p>SC noted that since the last statement there have been two expense payments - £35.00 to the Information Commissioner for data controller registration renewal and £29.99 to EH to reimburse her for web hosting payment to Web Hosting UK. Income of £25.00 has been received from Macmillan for an individual membership payment.</p> <p>Opening balance on statement 30/7/10: £3,480.96 Closing balance on statement 29/8/10: £3,440.97</p>	

<p>5. Website</p> <p>EH confirmed that the UKIUG website is still running smoothly.</p>	
<p>6. Newsletter</p> <p>The group discussed whether to send a newsletter out before the AGM/Bright Ideas Day. It was decided that we do not currently have enough content for a newsletter, so instead DB will draft an email promoting the event and email it to the committee for any feedback/comments.</p>	DB
<p>Next AGM and Bright Ideas day</p> <p>Bookings</p> <p>Seven bookings have been made so far.</p> <p>Possible speakers – short sessions</p> <p>AC to ask Sally Walsh if she would like to speak for a few minutes. EH to ask Catherine Cosgrove.</p> <p>Group discussions</p> <p>AC suggested having short discussions on what people would like from the UKIUG usergroup. We could also ask people to list 3 things they'd like, 3 they don't like and 3 they would like to see in Inmagic, which would then be fed back to Phil Green at a later date.</p> <p>DB to lead reporting of feedback from discussions at 12.00.</p> <p>Possible speakers – afternoon</p> <p>DB to ask National Childrens Bureau.</p> <p>DB and SC both volunteered to speak. DB will talk about how Inmagic software is used at the MS Society and SC will demonstrate her Genie Images database for Unicef. SC to speak after Phil Green and Graham Beastall.</p> <p>Slides</p> <p>JG to contact speakers, including Phil Green and Graham Beastall, for slides the week before the event, and check with Sue Jaiteh what she would like to speak about. DB suggested asking her to cover top helpline topics people ask.</p> <p>JG also to check whether any members of staff from Soutron apart from Sue and Graham are attending.</p>	<p>AC EH</p> <p>DB</p> <p>JG</p> <p>JG</p>

<p>Projection</p> <p>SC to ask the Unicef IT team to check how the projector looks against the wall, as last time there were complaints the screen size was too small. If it projects onto the wall too faintly we may need to hire equipment.</p> <p>Catering</p> <p>M&S catering will be preordered again and collected on the day.</p>	<p>SC</p>
<p>Any other business</p> <p>Free membership</p> <p>The group discussed offering free membership to all members, both existing and new, next year. This would encourage more people to join the group, as membership is declining. DB commented that the number of users for Textworks etc is going down, whereas Presto, which requires less customization, is becoming more popular. There is therefore a shrinking user base using a mature product they are familiar with – so the group may be running out of topics to cover.</p> <p>Auditors</p> <p>SC to ask auditors to audit the accounts before the AGM. AC will forward emails sent to auditors last year to SC.</p> <p>Online banking</p> <p>SC asked whether the group would like to move to online banking. The group decided against the idea as it would no longer be possible to have double checking and signing of payments.</p>	<p>AC SC</p>
<p>9. Date, time and place of next committee meeting</p> <p>Thursday 11th November looks like a likely possible date.</p> <p>SC has also provisionally booked the Africa/Asia conference room on Tuesday 16th November, 1-4pm, so that we can view the room again beforehand.</p>	