

UK Inmagic User Group

Date: Tuesday 8th June 2010

Time : 9.30am

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>None</p>	
<p>4. Treasurer's Report and related Matters</p> <p>Opening balance on statement: £2,455.96 – 30/4/2010</p> <p>Closing balance on statement: £2,780.96 – 29/5/2010</p> <p>SC reported that conference payments for the 2009 AGM and membership renewals contributed towards the increase in the closing balance. The group now has 40 current members.</p>	
<p>5. Website</p> <p>EH reported that Crystaltech will accept UK cheques. AC queried whether there was any extra charge to pay in pound sterling. EH to investigate this.</p>	EH

<p>SC reported that the pre-paid credit cards she had looked into involved various charges, both for setting up the card and for making payments. It was therefore decided that paying by cheque was the most suitable option if doing so incurs no extra charges.</p> <p>EH will put a booking form on the website before the newsletter is sent out. The committee decided that booking will be free for current UKIUG members provided they book before 30th September.</p>	
<p>6. Newsletter</p> <p>AC to send DB her AGM & Bright Ideas Day 2009 report & photos by Thursday 10th June. He will aim to send out the newsletter in the next 3 weeks. He will include information on the next Bright Ideas Day, with a link to the booking form on the website, and a call for speakers.</p>	<p>AC DB</p>
<p>7. Next AGM and Bright Ideas day</p> <p>General ideas</p> <p>JG suggested having an attendees list with contact details for each attendee – the booking form could ask whether people are willing to share their details on the list. This would encourage greater collaboration and contact between members.</p> <p>Small groups, perhaps of 4-6 people, could answer questions such as ‘1 thing I love about Inmagic is...’, ‘1 thing I find difficult about it is...’. ‘What would make Inmagic better?’ and also list what they do with the software. Groups could be split up according to the Inmagic software they use. Flip chart feedback would be collated and sent to Phil Green.</p> <p>SC suggested putting bowls of healthy snacks such as strawberries or grapes on the tables for people to nibble on as they work. If people have questions throughout the day they can write these on post-it notes and stick the notes on paper held up by magnets, which Unicef meeting rooms have. She has a book of short icebreaker games which she will look at for ideas.</p> <p>It was agreed that having a few attendees giving short 5-10 minute talks on how they use Inmagic products is a good idea. DB mentioned that Graham told him about someone who had used Inmagic software to generate text messages for overdue! DB to ask Graham for their name.</p> <p>Speakers</p> <p>JG reported that he has found a contact at the Police Federation who may be able to give a talk on Presto – Nicola Wood. She would like to have a quick chat about the event with him first before agreeing to speak, so JG will contact her and check what time she would like to speak if she agrees.</p> <p>DB has a contact at the Multiple Sclerosis Society who he will ask to co-collaborate on a talk about their experiences with Genie.</p> <p>Time plan</p> <p>A rough agenda for the day was put together by the committee as follows:</p>	<p>SC</p> <p>DB</p> <p>JG</p> <p>DB</p>

<p>9.30 – 10.00</p> <p>10.00 – 10.30</p> <p>10.30 – 11.00</p> <p>11.00 – 11.20</p> <p>11.20 – 11.40</p> <p>11.40 – 12.00</p> <p>12.00 – 12.20</p> <p>12.20 – 13.00</p> <p>13.00 – 14.00</p> <p>14.00 – 15.00</p>	<p>Registration & coffee + icebreaker activity, e.g. ‘things I like/would like/favourite application and a ‘zany’ question</p> <p>Welcome & AGM</p> <p>Nicola Wood, Police Federation, discussing Presto (subject to her agreeing!)</p> <p>Short speaker sessions</p> <p>Coffee</p> <p>Group discussions</p> <p>Feedback from group discussions</p> <p>Sue Jaiteh. Sue could base her section on common Helpdesk FAQs she receives and also any relevant queries arising from the group feedback.</p> <p>Lunch</p> <p>Phil Green & Graham Beastall</p> <p>Need another speaker for the afternoon, will call for speakers in newsletter.</p>	
<p>8. Any other business</p> <p>None</p>		
<p>9. Date, time and place of next committee meeting</p>	<p>Early July or early August suggested for the next meeting, as some members are on holiday in late July. Venue & date tbc.</p>	