

UK Inmagic User Group

Date: Tuesday 3rd November

Time : 10.00am

Venue: Telephone conference organised by Angela Cleaver

Present	
Angela Cleaver (AC)	Treasurer and Membership Secretary
Potenza Atiogbe (PA)	Minutes Secretary
Emily Heath (EH)	Web Editor

	Action
<p>1. Apologies</p> <p>Isla Irvine</p>	
<p>2. Minutes of Last Meeting</p> <p>All agreed. One error noted date of the meeting needs to be changed from the 3rd July to 9th July. PA to update.</p>	PA
<p>3. Matters Arising</p> <p>See combined AGM and Bright Ideas day</p>	
<p>4. Combined Annual General Meeting (AGM) and Bright Ideas day (BID)</p> <p>There were lots of discussions about the impending BID and AGM. PA to contact Shaulan Chanlewis about the booking of the room for the 28th January.</p> <p>AC to contact Phil Green about him, doing a recorded or live link up during the conference. It was suggested that Phil Green would be recording the talk attendees need to be asked for specific questions and topics that they would like Phil to cover via the booking form.</p> <p>AC will contact Karen Skiffington to write a short piece about her new job in</p>	<p style="text-align: center;">PA</p> <p style="text-align: center;">AC</p> <p style="text-align: center;">AC</p>

<p>Bermuda and officially say goodbye to the UKIUG.</p> <p>As per discussions at the last AGM/BID it was suggested that we offer an early bird price of £50 for members. This would rise to £60 for members. Non members would be given the opportunity to join the UKIUG for £25 and attend the conference for an additional £50. Non members can also attend the BID for £85 without joining the UKIUG. Non members can also choose to join the UKIUG and not attend the conference as individuals for £25 (individual) or £75 as corporate members.</p> <p>It was agreed that if there were less than 20 attendees to the BID, it would be best to cancel it.</p> <p>PA will contact II to find out whether she will be able to continue on the committee given that she is working with Canon who do not use Inmagic products.</p> <p>AC to contact Soutron about doing two talks, one of their choice and also one to be decided by attendees to the AGM/BID via the booking form.</p> <p>AC is going to give a presentation at the AGM/BID.</p> <p>There were discussions about printing off and putting together the paperwork for the AGM/BID. AC said that she has pens and notebooks. AC and EH both said they could produce colour copies of the paperwork. AC to check number of folders and USB sticks left.</p>	<p></p> <p>PA</p> <p>AC</p> <p>AC</p>
<p>5. Treasurer's Report and related Matters</p> <p>Opening balance at 30/6/09 £1971.56 Transactions: Income: £385 (membership fees) Expenditure: £60 (Information Commissioner £35 and refund of membership paid twice £25) Closing balance as at latest bank statement dated 29/9/09: £2296.56</p> <p>Since then: Membership renewal cheque £25 banked New member invoiced £25 Final balance: £2346.56</p>	<p></p>

<p>6. Newsletter AC to produce the newsletter which will include:</p> <ul style="list-style-type: none"> • Booking form for the AGM/BID • Introduction piece from EH • Piece hopefully from Karen Skiffington • A piece about the new venue • Post meeting PA to write a piece about her trip to Uganda in March 2009 and II to write a short leaving piece. 	AC
<p>7. Website EH is away on holiday for a few weeks, she will be looking at adding the membership directory to the website.</p>	
<p>8. Any other business None</p>	
<p>9. Date, time and place of next committee meeting 8th December at 10am</p>	