


UK Inmagic User Group

Date: Tuesday 19th January 2010

Time : 9.30 am

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>None</p>	
<p>2. Minutes of Last Meeting</p> <p>To be agreed</p>	All
<p>3. Matters Arising</p> <p>See 'Combined AGM and Bright Ideas Day' heading</p>	
<p>4. Combined Annual General Meeting (AGM) and Bright Ideas day (BID)</p> <p>There are now 13 paying attendees. Post meeting there are 16 paying attendees. Two are coming from Sweden. The full AGM and BID will go ahead. Discussions about the AGM and BID took place.</p> <p>Catering</p> <p>All looked at the Marks and Spencer website and chose a variety of food to suit vegetarians and meat eaters. PA to tally the cost of how much the food selections will cost. Post meeting PA completed this action. Spreadsheet embedded below.</p> <div style="text-align: center;">  <p>Marks and Spencer food quote.xls</p> </div>	

AC said it was important that ensure that we don't spend more than we are making from the conference fees.

AC to ask Shaulan about the following:



- Location of nearest Marks and Spencer
- Fridge
- Coffee, tea and water facilities

AC

If necessary, crisps and biscuits will be bought on the day from Marks and Spencer.

Paper work

The necessary paperwork for the AGM/BID is as follows:

Paperwork	Notes/embedded objects	Action
Programme	To be put together using the programme sent with conference booking form	AC
AGM agenda	Attached below  UKIUG AGM & Conference 2010 AGI	PA to amend if necessary
Minutes of last AGM	Attached below  Minutes of the 25th Annual General Meeti	PA to amend if necessary
Statement of accounts/Treasurer's report	To be completed	AC
Motions	No motions need to check whether we need a Motions sheet stating that there are no motions	AC
Speakers biographies		AC
Committee biographies	All on the website need to be copied	

	and pasted from the site		
List of delegates	AC has the list of delegates	AC	
Feedback sheets	AC has found some so will adapt for the forthcoming AGM/BID	AC	
Members database update form	AC will put together	AC	
			AC and EH
<p>AC has asked Karen to write a chairman's report. Karen needs the minutes for the period she was chairing. EH to send to AC and AC to send to KS.</p>			AC and EH
<p>Folders</p> <p>AC said that there are enough folders. She will check for UKIUG labels. Post meeting she found enough labels for the folders.</p>			AC and EH
<p>Badges</p> <p>EH said she should be able to borrow some badge holders and print off badges for attendees. AC to send EH delegate list. AC will also ask Shaulan if she can produce badges.</p>			AC and EH
<p>Notepads and pens</p> <p>EH to supply pens and AC notepads. Quantity needed is about 25.</p>			AC and EH
<p>Printing of paperwork</p> <p>This will be shared out amongst the group.</p>			ALL
<p>Sweets</p> <p>PA to look in Poundland for affordable sweets like Chewits.</p>			PA
<p>5. Treasurer's Report and related Matters</p> <p>Opening balance at 29/11/09 £2396.56 Transactions: Income: £250 (conference fees) Closing balance as at latest bank statement dated 29/12/09: £2646.56 2 new members invoiced but payment not yet received £50 Conference fees due £440</p>			

Current balance: £3136.56	
6. Newsletter No news. New newsletter will be produced following the AGM.	
7. Website EH reported that the UKIUG website is functioning well at the moment. The hosting agreement with Crystaltech has expired. EH to contact Karen to find out whether she has received a renewal notice. EH contacted Soutron to find out whether they would consider hosting the site again. They said no. She has had a quote from Fast Hosts. She will compare this with Crystaltech. It was agreed that UK hosting would be better.	EH
8. Any other business None	
9. Date, time and place of next committee meeting 21st January 2010 at 9.30am (Telephone conference)	