


UK Inmagic User Group

Date: Tuesday 23rd March 2010

Time : 3.30pm

Venue: Maitland, Berkshire House,168-173 High Holborn, London, WC1V 7AA

Present	
Angela Cleaver (AC)	Treasurer and Membership Secretary
Potenza Atiogbe (PA) (via telephone conference)	Minutes Secretary
Emily Heath (EH)	Web Editor
David Bates	Role to be decided
James Griggs	Role to be decided
Shaulan Chanlewis	Role to be decided
Rob Haran (via telephone conference)	Role to be decided

	Action
<p>1. Apologies</p> <p>None</p>	
<p>2. Minutes of Last Meeting</p> <p>Agreed</p>	
<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) and next event</p> <p>The feedback from the event was very positive. Post meeting AC grouped all the results into the following embedded Excel document.</p> <div style="text-align: center;">  <p>I:\UKIUG\AGM 2010\ UKIUG_2009_10_fee</p> </div> <p>Sally Walsh suggested having more hands on sessions. There were a lot of comments regarding not being able to read off the screen during Powerpoint presentations. Everybody liked the food and the venue.</p>	

<p>The general consensus was to have the AGM and BID on a Thursday. The next one needs to take place this year. The date will be either the 7th or the 14th October.</p> <p>Post meeting Shaulan was able to confirm that Unicef may be able to be used again as a venue. She will feedback to the committee.</p> <p>EH and AC to contact Phil Green and Soutron about their availability to speak on the 7th/14th October.</p> <p>The date will be advertised in the forthcoming newsletter.</p>	<p>SC</p> <p>EH and AC</p>										
<p>5. Treasurer's Report and related Matters</p> <p>Opening balance at 29/12/09: £2646.56</p> <p>Transactions:</p> <table data-bbox="236 958 986 1025"> <tr> <td>Income:</td> <td>£554 (conference fees)</td> </tr> <tr> <td>Expenditure:</td> <td>£854.60 (conference expenses)</td> </tr> </table> <p>Closing balance as at latest bank statement dated 28/02/10: £2345.96</p> <p>Still outstanding:</p> <table data-bbox="236 1200 686 1301"> <tr> <td>1 new members invoiced:</td> <td>£25</td> </tr> <tr> <td>Conference fees due:</td> <td>£160</td> </tr> <tr> <td>Balance:</td> <td>£2530.96</td> </tr> </table>	Income:	£554 (conference fees)	Expenditure:	£854.60 (conference expenses)	1 new members invoiced:	£25	Conference fees due:	£160	Balance:	£2530.96	
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<p>6. Newsletter</p> <p>The newsletter needs to be distributed soon.</p> <p>EH has written the following embedded article on canned searches which will feature in the newsletter.</p> <p>The following articles will be included:</p> <ul data-bbox="288 1713 1181 1915" style="list-style-type: none"> • Profile of the new UKIUG committee members and their roles on the committee • AGM/Bright Ideas Day report 	<p>RH, JG, SC and DB</p> <p>AC</p>										

<p>7. Website</p> <p>EH filled in RH, JG, SC and DB on the problems with the UKIUG website including problems for some users trying to log into the site to access the members only area. She mentioned the need to change the host from CrystalTech to a new one. EH asked whether anyone had heard of Drupal – Open Source software. Hosting with Drupal would be cheaper. EH has had a number of quotes which seems to be about £4 - £5 per month.</p> <p>There were discussions about using Word Press but this software wouldn't facilitate newsletters being uploaded onto the website.</p>	EH														
<p>8. Nomination forms for new members</p> <p>These were filled in, signed and countersigned by face to face attendees. RH still to fill in his form and have it signed by AC and EH.</p>	RH														
<p>9. Allocation of roles</p> <p>The following roles were allocated:</p> <table border="1" data-bbox="240 999 1222 1447"> <thead> <tr> <th data-bbox="240 999 515 1066">Name (Initials)</th> <th data-bbox="515 999 1222 1066">Role</th> </tr> </thead> <tbody> <tr> <td data-bbox="240 1066 515 1126">AC</td> <td data-bbox="515 1066 1222 1126">Chair</td> </tr> <tr> <td data-bbox="240 1126 515 1189">EH</td> <td data-bbox="515 1126 1222 1189">Website Editor</td> </tr> <tr> <td data-bbox="240 1189 515 1252">SC</td> <td data-bbox="515 1189 1222 1252">Membership secretary and Treasurer</td> </tr> <tr> <td data-bbox="240 1252 515 1314">JG</td> <td data-bbox="515 1252 1222 1314">Events Coordinator</td> </tr> <tr> <td data-bbox="240 1314 515 1377">RH</td> <td data-bbox="515 1314 1222 1377">Minutes Secretary and Minutes Secretary</td> </tr> <tr> <td data-bbox="240 1377 515 1447">DB</td> <td data-bbox="515 1377 1222 1447">Newsletter Editor</td> </tr> </tbody> </table> <p>PA will liaise with RH about the minutes secretary role.</p>	Name (Initials)	Role	AC	Chair	EH	Website Editor	SC	Membership secretary and Treasurer	JG	Events Coordinator	RH	Minutes Secretary and Minutes Secretary	DB	Newsletter Editor	PA
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<p>10. Any other business</p> <p>EH asked about the possibility of visiting places who have DBTextworks. RH said that this may not always be possible due to security issues.</p> <p>There were discussions about raising the profile of the UKIUG e.g. ensuring that UKIUG is featured in both the InMagic and Soutron newsletters and websites. Also having leaflets on the Soutron stand at the December Online Exhibition and CILIP showcase. Sara Ellis will be contacted by SC.</p> <p>There were discussions about possibly having a forum but it was felt that</p>	SC														

this wasn't necessary.	
11. Date, time and place of next committee meeting Host: JG Date and time: Tuesday 20th April at 3.30pm Venue details: 6 Grosvenor Street, W1K 4DJ - close to the junction with New Bond Street. A location map can be found at: http://www.djdeloitte.co.uk/?doc=1&office=1	