

UK Inmagic User Group (UKIUG)

Minutes

Date Wednesday 4th March
Time 10.30am
Venue Telephone conference organised by Isla Irvine

Present	Karen Skiffington (KS)	Chair
	Isla Irvine (II)	Deputy Chair and Events Coordinator
	Angela Cleaver (AC)	Treasurer and Membership Secretary
	Emily Heath (EH)	Web editor
	Potenza Atiogbe (PA)	Minutes Secretary

1. Apologies **Action**
None, all present. Karen welcomed Emily to the committee. Angela to have Emily as a signatory for the bank account in place of John Kerr. John to be removed from the list. **AC**

2. Minutes of combined AGM/Bright Ideas Day (BID)

Potenza to send as soon as possible. **PA**

3. Matters arising from the AGM/BID

Timing of the event

A number of attendees questioned the timing of the event. The event was held during half term which may explain the low numbers.

No InMagic presence

People were disappointed that Phil Green was not present to give the update on InMagic.

Publication of the event

A comment was made that even if the contents of the event have not been firmed up, it should be advertised at least six months in advance so that people have the date in diary.

Venue

Shaulan at UNICEF has offered use of the Unicef facilities free of charge for the next AGM/BID.

General matters

The committee needs to recruit new members because there will be a number of changes taking place this year. These are as follows:

- o Isla is due to be made redundant by the end of June. She will probably be staying on doing some contracting work.
- o Karen will be leaving the country and moving back to Bermuda towards the end of the year. She will continue to chair the group until she leaves.
- o Potenza's library is getting a new Library Management System as part of a regional Kent Surrey and Sussex initiative. The implementation for the system is due to start in May of this year.

4. Combined AGM and Bright Ideas day

The combined day will continue this year. A date needs to be confirmed before the event is publicised.

Karen will contact Phil Green to ask when he will be in London and set the date for the next BID/AGM event around this. She will also contact Shaulan at UNICEF to find out when the venue is available and whether the UKIUG committee members could see the venue at some point. **KS**

Karen will send committee members an email from David Bates regarding ideas for next AGM/BID day.

Post the meeting Angela sent committee members a email which indicated that Shaulan has designed some nice screens for the Unicef Intranet so she may be one to approach to do a talk for the event.

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II

Isla will investigate cheaper catering options for the event.

5. Treasurer's Report and related Matters

At the last UKIUG meeting (29th July 2008) the closing balance was £2019.66

Transactions since the 29th July 2008:

Income: £525

Expenditure: £1612.18

Closing balance at 29/1/09: £932.48

We are still awaiting payment from 3 AGM/BID attendees @ £50 and 1 membership fee @£15, totaling £165.

One cheque for conference 2008 expenses for £20.97 has not yet been cashed.

Once these have been settled our balance will be £1076.51

The membership renewals have not been sent out yet. Angela will send them out soon.

AC

Angela will contact John about paying in his cheque for his last expenses claim.

AC

6. Newsletter

Karen will start a draft of the newsletter and send to committee members for comment. This will include the date of the AGM/BID day and also the nomination form asking for new committee members.

Soutron also publish a quarterly newsletter and are always on the hunt for items so the committee could contribute to it. Sara Elliss is the contact.

7. Website

Emily has managed to log onto the website and add her details to the website. Potenza will send Emily the UKIUG nomination form for new committee members to add to the website.

PA

Emily also needs the presentations from the AGM/BID to put on the website. Isla will send these to her.

II

Emily and Karen will work on password protecting the presentations on the website. The password would be given to members upon receipt of their membership fees. The password would change on an annual basis. **Past editions of the newsletter would be password protected and the current edition would be available for everybody? (Not sure if that is the right way round).**

EH &KS

EH &KS

They will also create a password protected area of the site for committee members only. It will contain the agenda and the minutes.

8. Any other business

None

9. Date, time and place of next committee meeting.

Thursday 23rd April 10.30am, telephone conference meeting.