

# Minutes for ACCU Committee meeting

## 22nd May 2016, Online meeting

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Meeting started at 13:30.

### 1. Attending

Matthew Jones (remotely), Nigel Lester (remotely), Ralph McArdell (remotely), Malcolm Noyes (remotely), Robert Pauer (remotely), Bob Schmidt (remotely), Roger Orr (remotely)

### Apologies for absence

Seb Rose, Jonathan Wakely.

### 2. Minutes from last meetings

The minutes of the meeting on 20th March and 23rd April 2016 were approved.

### 3. Actions in progress from previous meeting

#### Actions from previous meeting:

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- 42. *Bob needs to consider potential wording for statement on diversity (including disabilities). Bob has a draft which looks OK; review by a few others would be useful (perhaps Anna-Jayne/Fran). Could also ask for views in CVu before publication.*
- 46. *Bob to consider incentives for writing Overload/CVu articles for the next meeting. Awaiting new Chair.*
- 47. *Matt to contact Julie and ask her what is the best way of doing member checks for conference. Waiting for a response. Ongoing.*
- 50. *Matt will ask Archer Yates what their policy is re. security of membership information and also confirm with Tim Pushman how the ACCU server is secured.*
- 51. *Nigel Lester will organise the ACCU session at the AGM in the absence of Alan Lenton. Nigel will contact Fran/Steve to see if they will also do something. Plans for something on Publications and Local Groups. Also planning Lightning talks - perhaps value of being a member and standing for committee. Done.*
- 53. *Nigel will contact Meetup and see whether the existing deal is still available - we can make this work with 3 groups per meetup account. We will use multiple groups of 3. Done.*
- 54. *Nigel will speak to Martin to see if Local groups can easily be move to a more prominent position on website (may defer until website is moved from current hosting). Done.*
- 55. *Nigel will organise a google Doc so that people can sign up for looking after conference stand. Done.*
- 56. *Jon will talk to Gavin, Martin and Tim to see if we can begin planning website migration. Jim Hague is looking into this; see Website report. Done.*
- 57. *Roger will ask Martin if we have stats for how many time the ePub version is downloaded. Martin has provided these; will be interesting to see future stats. Done.*
- 58. *Roger will ask Steve/Fran to consider whether older articles might be considered for republication (perhaps with updates) if there are not enough articles for current magazines.*
- 59. *Malcolm to send note to accu-members anticipating a Committee meeting at the conference.*

#### Actions added by this meeting:

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- 60. *Matt will liaise with Jim on website progress (and Martin & Tim) and report back in 1 week.*
- 61. *Matt to ask Archer Yates whether their proposals would allow direct debit.*
- 62. *Nigel to ask local group leaders if they want magazines.*
- 63. *Nigel will follow up whether we can help with equipment for Silicon Valley group and whether they have archives that we could put on our YouTube channel.*
- 64. *Roger will continue to investigate having adverts in pdf versions of magazines.*
- 64. *Roger to ask for feedback on which talks were most popular.*

### 4. Reports

## 4.1 Advertising

Seb has asked why adverts do not appear in pdf versions of magazines; Roger noted that this is probably because they make the size considerably larger (around 2Mb bigger). If we could add them (maybe with smaller images) it is not clear whether they should be clickable links or static images. Roger will continue to investigate this with Alison.

## 4.2 Conference

Russel hopes to be able to continue as Chair. In the past Code Club has had a limited involvement; the feeling is that members would like this to increase.

Next year will be the same venue; after that we may need to think about a new venue. The conference committee are not sure if a USB stick is relevant any more; perhaps a mug/t-shirt instead? Next conference may not have 'conference bag'. Maybe speakers/conf committee/ACCU committee/magazine authors could be identified somehow on conference badges?

Conference app; security of the Android version was an issue for many attendees. The developers are looking into whether this can be improved for next year. The iOS version worked well however.

Video recording much improved this year (and uploads much quicker).

Roger to ask for feedback on which talks were most popular.

Conference committee will discuss how to increase number of people joining ACCU when they book for the conference.

The committee noted that we do not really understand what our potential liabilities from the conference are; we need to consider this for next year.

## 4.3 Local Groups

Report from Nigel Lester:

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### Notes from conference

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#### General Points

We did touch on a Code of Conduct (COC) quickly - ideally we would have one common COC which which had different escalation routes depending on where incident happened e.g. local group, BB, Conference etc.

Need to plug the ACCU at the beginning of the conference day.

Find a better name for the ACCU issues session.

#### Publications

Blogs can be published as articles.

Pub-Quiz is a good candidate for writing up.

Email Q/As can be turned into articles.

If a non-member submits an article - how do we get copy? We would send them a copy.

Local group Coordinators/ALL - Encourage Speakers to write up talks as articles.

Roger - to find out about citing rights for CPP.

#### Local groups

Local group dry runs went well. Need to create more capacity for dry runs.

Need to be able to sign up at local groups. This is worth experimenting with. Give a discount and determine if managing is easier if price set as the contactless limit. Matt to determine what the actual costs of a member is.

Roger to determine the best rated conference talks and share with Local Groups Coordinators as they are excellent candidate talks for local groups.

ACCU carries no insurance for any meeting activities. The risks here are not fully understood therefore are not fully managed or controlled. The additional challenge is rules will be different in each country we operate.

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We do not have access to email lists on Meetup so have limited opportunities to encourage Meetup local group members to join ACCU. Local group leaders can promote membership; possibly sending magazines to local groups. Nigel to ask local group leaders if they want magazines. Meetup will be organised as multiple groups of 3.

Silicon Valley group have previously asked whether we could fund a video camera to record sessions. Nigel will follow up whether we can help with equipment and whether they have archives that we could put on our YouTube channel.

#### **4.4 Membership**

Report from Matt Jones:

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##### **Notes from conference:**

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###### The Stand

We need a proper banner.

People weren't aware the magazines were free to take. We assumed this would be obvious. Maybe we need a sign or notice.

As expected most of the traffic was at the start of the conference.

One person wanted to give us cash to join (credit card problems with World pay). While we have no formal mechanism for this we were prepared to do, but he didn't come back!

We were able to sell ACCU to a few passers by.

It served as a focus for questions, as we hoped. We had one member interested in a Manchester area local group. Unfortunately he was hoping one would start, rather than offering to start it himself, but we did as much as we could to persuade him a slow start would be low effort for him (or anyone else!).

I got 100 extra overloads printed and we shifted 1/3 to 1/2 of them. Likewise the other back issues were taken by some people but there were lots left at the end. Julie move them to the AYA table at the end - I don't know if many more went at the end. Nonetheless I think the back issues are a valuable marketing tool, and having plenty looks better than a few lonely copies!

###### Conference/ACCU Integration

Could we put a magazine in every conference bag?

Should we revive the membership/how to join flyer and put one in every bag?

Julie mentioned there might not be bags next year!

We could get AYA to ask (or know, via the membership system) each delegate whether they are a member, then give them a special non-members bag (with a magazine), or just offer them a magazine.

We could produce a "conference special" overload for these give-aways.

Although there are reduced member rates, there is no obvious way to join, linked from the conference page. We could offer a package - membership and reduced conference fees. This would create some admin: transferral of the £45 from AYA to ACCU, and manually entering their membership details. This might all be solved by moving to Cvent for our membership.

We could offer (or automatically give) a free membership to non members. Say 3 or 4 months, with only electronic magazines. After this period the usual automated reminder would give the member the chance to renew "properly", or drop it.

###### General Points

There might be a problem with a company taking out membership for a delegate, to get the reduced conference fee. This is a taxable benefit. We concluded it might be too much trouble for some (many?) companies just to save a few £££ on the conference.

A show of hands indicated about 40% of the conference delegates were non-members (did I get this figure right? I wasn't there.)

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#### **4.5 Treasurer**

Bob Schmidt noted that we do not have a budget. The committee have previously indicated that we could spend up to £1000 on local groups (spread across all groups). Website costs also need to be considered.

Bob Schmidt will sign off last year's accounts.

#### **4.6 Publicity**

No report (no publicity officer)

#### **4.7 Standards**

No report (reports continue in CVU).

## 4.8 Website

Website migration:

Jim Hague has ssh access; our best option in the short term is to host the site on a Virtual Machine (VM). Matt will liaise with Jim (and Martin & Tim) and report back in 1 week.

Future membership database:

Archer Yates have provided some information on potential costs; not clear whether this would allow direct debits (which would be useful). Matt to ask Archer Yates.

Note from Martin Moene:

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ePub downloads (CVu and Overload)

In the ACCU Committee meeting of 20th March 2016 (minutes: 4.11 Publications) download statistics for the ePub version of the magazines were asked. See the following list:

Month	Downloads	Notes
Jun 2015	458	(first time)
Jul 2015	119	
Aug 2015	114	
Sep 2015	107	
Oct 2015	120	
Nov 2015	67	
Dec 2015	67	
<b>Total 2015</b>	<b>1052</b>	
Jan 2016	87	
Feb 2016	137	
Mar 2016	65	
<b>Total 2016</b>	<b>289</b>	
<b>Overall total</b>	<b>1341</b>	

Skipping Jun 2015 (458): Mean over Jul 2015 - Mar 2016: 98 downloads / month

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## 4.9 Mentored developers

No report.

## 4.10 Social Media

No report.

## 4.11 Publications

No report.

## 5. Any other business

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## 5.1 Officer for Disabilities

At the AGM Francis Glassborow raised the issue of an ACCU officer for disabilities. ACCU previously had a an officer for disabilities but apparently this officer was never required to carry out any actions so the post lapsed. The committee felt that it was something that ACCU *should* have a policy on and something should be added to the webpage - possibly a statement on diversity on the 'About' page? Chair needs to consider potential wording.

## 5.2 Were the conditions for a quorum at the SGM met?

There was some discussion about how to interpret the constitution; the view of the committee at the time was that the only things that could be decided at the SGM were items that would be voted on using electronic voting (which clearly did have sufficient numbers), however a strict interpretation of the constitution (7.8) suggests that there the meeting should have had a quorum of 10 voting members. There was also some discussion about what it means for voting members to be 'present' at the meeting (Hangouts, phone-ins, chat are all possibilities). Malcolm's view is that the constitution does not need changing as it is now clear for any future SGMs that 10 members should be present and SGMs are rare (AGMs generally have well above the quorum as they are held at the conference venue). The 10 members limit should not be hard to achieve and is beneficial as a check on the committee.

Chair will consider this for future meeting.

## 5.3 Computing in Schools

Chair has been asked (by Russel Winder) to consider what we can do to support computing in schools. See also <http://www.computingatschool.org.uk>.

## 5.4 Membership costs on website

Bob Schmidt noted that the membership costs on the website were confusing; Bob will pull together proposed changes and email committee list.

# 6. Schedule for Special General Meeting (provisional)

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Announce date (90 days before): 30th June 2016

Proposal date (60 days before): 30th July 2016

Draft Agenda deadline (42 days before): 17th Aug 2016

Agenda freeze (28 days before): 31st Aug 2016

Voting opens (21 days before): 7th Sept 2016

SGM: 28th Sept 2016

# 7. Date of next meeting

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The date of the next committee meeting will (provisionally) be Saturday 23rd July 2016 @ 2:30 UK local time, physically at Roger's house (35 Kitto Road, SE14 5TW).