

Minutes for ACCU Committee meeting

8th May 2022, via Google Meet

Meeting started at 2.31 pm UK.

1. Attending

Robin Williams, Ralph McArdell, Roger Orr, Bob Schmidt, Felix Petriconi, Geoff Daniels

Apologies for absence

Guy Davidson, Patrick Martin, Adeel Nadeem, Matthew Jones, Jim Hague, Phil Nash

2. Minutes from last meetings

The committee approved the minutes of the previous meeting

3. Actions in progress

Note: the Google Sheet for actions is here:

https://docs.google.com/spreadsheets/d/1RMTorasYR_A94VBjv-Dn6ghhTVWLbW0w1ekhN994qFI

Actions from previous meetings:

143	Patrick: suggestions to define some central storage solution for ACCU documents. etc. consider GDPR - talk to Rob Pauer
146	Phil: Local groups: propose to add "affiliated groups" section underneath - Phil to send details to Bob
153	Patrick: to investigate setting up the safety account for the Paypal payments
185	All: Review Phil's local group affiliations draft towards approval at next meeting.
187	Robin: Contact Ian to clarify that only one elected committee role can be held at once, so it's not possible to do both Study Groups and Reviews Editor
188	Robin: Add agenda item for next committee meeting to discuss documentation of officers' processes in shared storage, and options for location of this
189	Robin: Add agenda item for next committee meeting to discuss updating processes for communication with members

143: Patrick: the total load of files is not "21st Century big" - paid options that allow effective solutions for sharing across the committee are fairly pricey and we don't make much use, IMHO. Non-profit status gives us a lot of this and more from Microsoft and Google.

Q: Are people still working on exploring ACCU-managed resources?

None of those working on this issue was present at the meeting to discuss this issue. Pending

146: Bob: Confirmed that he still needs to be sent an authoritative list of affiliate groups. Pending.

153: Patrick: safety accounts - Natwest have indicated that they in fact do not offer this. I will have another go, but please assume this does not exist as an option per se with the extant accounts we have. Closed.

185: Document has been reviewed by a number of the committee, and was approved by those present. Closed.

187: Done. Closed.

188: Agenda item included below, but need to return to this at next meeting, after today's discussion. Pending.

189: Done. Closed.

Actions added by this meeting:

190: Felix: coordinate thanks for Julie Archer (appropriate gift & CVu article).

191: Bob: Draft update to advertising card.

192: Bob: Contact SemaphoreCI to discuss possible advertising.

193: Robin: share link and ask for people to send updates on their roles

4. Reports

4.1 Advertising

Geoff: there is now no advertiser on website, QBS ads have been pulled and advertising slots now only shows ACCU material. There is no current interest in advertising.

Bob: Some contacts have come in offering sponsored links for the website. Suggest that we shouldn't include links, which might be interpreted as an endorsement, where we can't speak for the quality & legitimacy of the linked material. In future, Bob will look into offering advertising space to any requests which appear to relate to substantive products. Committee endorsed this approach.

Also suggested that something might be added to the advertising card to note that we reserve the right to refuse advertising which we feel does not reflect the values of ACCU.

4.2 Conference

Felix: Successful conference, albeit with only 150 on site and 150 online attendees. Fewer attendees made it easier to navigate the conference, with less crowding, however we hope for more attendees next year so next year's conference is more financially viable without technical cuts. Still waiting for Jim Roper to export the schedule in a form which can be archived on an ACCU system – Jim has offered to hold it on his system, but this does not seem like a sensible option for archival storage. Julie Archer has stepped down as organizer, and other members of her team have left – AY have introduced Sarah Byrne to the conference committee as a possible option to take over as organizer. Timur & Felix have been looking into recognizing Julie Archer's contribution over the period from 2006 onwards for which she has been supporting the conference. A notebook with notes of thanks presented at the end of the conference, but they feel that it would be appropriate to make a further gesture given the valued long term support we have had, such as including a note on the members' page in a CVu in the near future. Felix to contact Charlotte/Marsha to discuss.

Roger: As a remote attendee, it was difficult to contact people. Online option very valuable to attendees without the resources to attend in-person, or where making travel arrangements would be very difficult.

Felix: Online presentations have a significant organizational (and hence financial) overhead, so it may be better to concentrate on exclusively in-person presentations in future, while retaining the option for online attendance.

Bob: Need to work out how this interfaces with the meeting organization as we move onward from AY.

Bob: What is the schedule for posting videos (so links can be added to the ACCU website)?

Felix: Will contact Jim Roper about video schedule.

In response to a question, it was noted that the lightning talks are split up into individual videos as this gives them higher impact.

Looking to move schedule management for the conference to Frab (<https://github.com/frab/frab>). This system is used by the Chaos Computer Congress, and has integrated support for the Call for Papers and schedule management. Virtual gathering in gather.town also didn't seem very lively in practice, compared to the system used in previous years.

Roger: many thanks to volunteers supporting online attendees, endorsed by committee. This contribution should also be acknowledged in future CVu.

Bob: thanks to Felix for another great conference.

4.3 Local Groups

Phil: Not much to report, for now, other than that Ralph has been rightly chasing me to start discussing the restarting of local groups.

Ralph: This has been about potential London meetings.

Robin: Jim Pascoe has sent around a survey via Meetup with the aim of getting the Bristol & Bath local group active again.

4.4 Membership

Matt: Nothing to report on membership - all systems nominal.

4.5 Treasurer

Patrick: [Items [i] and [ii] were progress on actions, included above.]

[iii] The FCA came back and we are an Unincorporated Association. So that status is settled.

[iv] I've had a chat with Jim Roper; more are scheduled

[v] We have actioned the suggestions to make improvements in the conference videos to highlight joining ACCU.

[vi] Youtube verification is still in progress, and this blocks making changes to ad settings. The Youtube US Tax status has been "accepted", so Jim and I will try to get the ACCU constitution accepted next time. Given [iii]: if that works, then great, if not, then it's time for Plan B.

[vii] Youtube revenue is going up, but it's in the £50 mark, so no massive impact on the reserves yet.

[viii] Archer Yates have asked me to raise an invoice for workshop and tee-shirt sales - it comes to £3156.30 this year, which is a drop from last year, probably to be expected. This places us on course to be flat revenue year on year if this persists.

[ix] Jim has suggested a WordPress front end for the main site as they have plugins that would allow for archiving and accessing past conference content automatically

[x] Finally I had a chat with Jim about "setting up an area" (there are many approaches) on the conference Discord server which would be for members to create proposals and debate them, such as: charitable status, reach-out to Universities, Student sponsorship.

Geoff: [vii] – short videos may not be monetizable.

Felix: [ix] – highlighted potential security issues with an active system. Bob noted that the choice to move to Hugo was explicitly to avoid opaque database back-end systems, given prior experience.

4.6 Publicity & Social Media

Adeel: There is nothing significant to note.

Bob: Adeel is continuing to maintain Twitter publicity for publications, which is appreciated.

4.7 Standards

Reports on developments are published regularly in CVu.

4.8 Website

Bob: Continuing to extend new website to display and manage user details, has been tested by committee and improvements made in review, still working on error management details so not live yet. Working on pages to handle e-mail address updates, subscription status & display current and previous invoices. Overload 169 & Cvu 34.2 posted & e-pubbed by Daniel (current month may be delayed due to other commitments). Daniel will package up scripts onto Github for reference. Space sufficient on server for website updates.

Jim: Not much to report on the hosting front - everything has been working normally apart from one issue. I recently found that backups had not been proceeding to plan due to disc shortages, and we were a month behind. I've reconfigured our backup retention period to 12 days to try to reflect current reality, and backups have been proceeding normally since. Our own backups are retained on the server and also copied onto my home server. Bytemark also take their own backups, but I do not know the retention period of those.

Felix: slides from conference talks are likely to strain backup capacity.

Discussion of site space, needs to continue when Guy & Jim are about.

Website has been updated for minutes & constitution changes voted on at AGM.

Jim: In other news, I am working towards redoing how we obtain server certificates from Lets Encrypt. The current setup is very tied into the certificate being obtained by the host running the service, and as part of an end goal of eventually distributing the services onto separate hosts I want to break this link. Time to work on this, though, has been in short supply.

4.9 Publications

Roger: contingency planning: Alison has been looking towards using InDesign rather than Framemaker, which looks more flexible. Month-by-month subscriptions are available, should temporary cover for the journal production process be required. InDesign licence includes cloud storage, access to which can be shared as necessary.

Fran & Steve are doing well as usual obtaining and handling articles. Looking at including reviews from conference and write-ups of conference talks.

Bob: Daniel may write up e-pub process in future.

5. Any other business

5.1 Documentation of officers' processes in shared storage, and options for location of this

Need to complete documentation of "Posts and Roles" on website, including detail on processes. The page <https://accu.org/members/posts-and-roles> should be updated.

Action: share link and ask for people to send updates on their roles

Action: return to this at next meeting, return action 188 to pending.

5.2 Updating processes for communication with members & discussion of society business

The committee felt that bringing in platforms additional to those we already use would mean that there was more to follow, archive and moderate. However, it may be worth making more of a prompt to encourage discussions when

matters relevant to the running of the society are raised on the existing accu-members channel. We are happy to set up ad hoc meetups in any suitable format, if this is requested.

6. Date of next meeting

The date of the next committee meeting will (provisionally) be 3rd July 2022 @ 2.30, via Google Meet.