

# Minutes for ACCU Committee meeting

## 20th November 2022, via Jitsi / Google Meet

Meeting started at 14.35.

### 1. Attending

Ralph McArdell, Bob Schmidt, Geoff Daniels, Matt Jones, Roger Orr, Jim Hague, Patrick Martin, Robin Williams

### Apologies for absence

Felix Petriconi, Guy Davidson, Adeel Nadeem

### 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](https://docs.google.com/spreadsheets/d/1RMTorasYR_A94VBjv-Dn6ghhTVWLbW0w1ekhN994qFI)

### Actions from previous meetings:

146	Phil: Local groups: propose to add “affiliated groups” section underneath - Phil to send details to Bob
195	Phil: Document role of Local Groups Officer, share by e-mail to accu-committee
196	Guy: Document role of Standards Officer, share by e-mail to accu-committee
201	Matt: follow up on ACCU Bay Area balance.
204	Patrick: Send a card & flowers to Robert Pauer’s widow in memory of his contributions.
205	Bob: Remove ACCU Bay Area listing on local groups page.
206	Patrick: Contact HMRC about tax status
207	All: think of other processes (beyond those included in minutes of 18/9/2022) which might be useful to document.
208	Patrick: update media pack with cost-level advertising rates.
209	Adeel: consider targeting advertising contacts, pending agreed media pack (#208).

146: No update, pending

195: No update, pending

196: No update, pending

201: Matt has been in touch with Jon Kalb in the last couple of weeks, still waiting for reply. Ongoing.

204: Patrick: Done.

205: Bob: Done.

206: Patrick: Have tried, no response, so will try again. Ongoing.

207: All: Matt & Bob noted processes worth recording. Ongoing.

208: Patrick: Will double check, update print-level costings and change web-served advertising numbers to suggest contact. Updated version needs to be shared with Bob. Ongoing.

209: Adeel: I haven't been able to make as much progress as I would have wanted so needs to remain open. I do however have the media pack. Ongoing.

### **Actions added by this meeting:**

210: Patrick: update signatories on ACCU bank accounts.

211: Matt: coordinate memorial notice for Robert Pauer for CVu, contact Francis Glassborow.

212: Matt: document membership processes

213: Bob: document publication web processes

214: Patrick: document treasury processes

215: Roger: liaise with Felix about conference processes and interaction with committee.

216: Jim: Write up plan for hosting for next committee meeting, w.r.t. options for upgrading hosting; looking at breaking apart infrastructure to enable future moves between hosts.

217: Patrick: Investigate setting up membership Discord channel. Contact Jim & Felix about extending conference Discord channel.

## **4. Reports**

### **4.1 Advertising**

Geoff: Have been contacting other companies via contacts, no concrete leads.

Bob: Serve rate for website ads is good, but click-through rate is poor.

Robin: Suggest offering free website advertising for good causes/reciprocal benefit.

Patrick: Suggest making Discord channel available for general conversation. Requires moderation policy, and mechanism for validation of membership status.

### **4.2 Conference**

Felix: The call for papers did run and we have 104 submissions and the reviewing has started. It is a little less than the years before, but the quality looks very promising so far. We will have the schedule assembly meeting at the beginning of December. The new conference system seems to work as expected. Mosaic Events, the new organising company has set up a new website <https://accuconference.org> where all the information that AYA had displayed on the CEvent page is listed. At the moment I refer from [accu.org](https://accu.org) directly to this new page. I don't think that it makes sense to have two pages for the same stuff. I know that it caused some amount of confusion for the attendees that the information was spread over two sites. Later I will include the schedule into their page via an iframe.

The four keynote speakers were announced. Bio and photos are on the new page already displayed.

So far there is the glitch that [conference.accu.org](https://conference.accu.org) refers to the admin page of the new conference system and as long as there is no schedule, it does not show anything meaningful. I hope this will change as soon as the schedule is published.

Jim: will contact Felix w.r.t. setting up an automatic redirect from [conference.accu.org](https://conference.accu.org) to the new URL.

Bob: will look into updating website links for 2023 meeting. Would it be useful to look into advertising ACCU 2023

*at other meetings? Roger will contact Felix to discuss this.*

### **4.3 Local Groups**

*No report. ACCU Bristol have started to hold in-person meetings, hosted by Jim Pascoe. ACCU Oxford have held joint social event. There was some discussion about re-starting London meetings, including potential venue offers.*

### **4.4 Membership**

*Matt: Nothing specific to report, business as usual. Current numbers are around break-even level, so will need to think more seriously about maintaining viability longer term, e.g. activities to attract new members. Not clear how surplus from conference will change with post-Covid recovery (including likely permanent move to hybrid schedule) and change in conference organizers. Will discuss potential for further discounts or other promotional activity to attract student members at next conference.*

### **4.5 Treasurer**

*Patrick: Not much to report. Discussions with Jim Roper, attempted to contact HMRC.*

*Robert Pauer's name will need to be removed from the bank account mandate. Patrick proposed, Roger seconded, passed unanimously. Will need to review other dormant signatories.*

### **4.6 Publicity & Social Media**

*Adeel: Nothing significant to report.*

### **4.7 Standards**

*No report.*

### **4.8 Website**

*Jim: Disk space became tight on the Bytemark server, so have upgraded data storage at extra cost of a few pounds per month. Need to expand web serving infrastructure in medium term. Otherwise systems appear to be working as normal. Currently on debian-old-stable operating system, would like to update but need to deal with loss of Python 2 and Mailman 2, so moving mailing lists will require full reconfiguration & hence short-term disruption. Suggest leaving this until after activity dies down post-2023 conference. The change to Mailman will require users to re-register if they want to change delivery options.*

*Bob: Overload 171, CVu 34.5 published. Daniel continues to produce ePub. Noted that some links to old website addresses still need to be handled/updated. Further membership system updates under development.*

### **4.9 Publications**

*Roger: Progressing as per usual, managed well by Steve & Fran. Poll for best article of 2022 will appear in next magazine.*

## **5. Any other business**

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

*Working OK for the time being. Longer term, needs to be dealt with as part of server reconfiguration.*

### **5.2 Raffle for 1 year's membership at conference?**

*Worth discussing mechanisms, e.g. possible quiz challenge?*

## **6. Date of next meeting**

The date of the next committee meeting will (provisionally) be 22 January @ 14.30, via Jitsi.