

Minutes of the Inaugural Meeting of HackSpace High Wycombe

**Held on 7th March 2018 @ 21:05
@ Hilltop Community Centre, High Wycombe**

9 people attended the inaugural meeting.

- Opening welcome – Meeting was opened at 21:05 - Kim and Robin gave a brief welcome and introduction to the inaugural meeting.
- Statement of intent – Kim made a statement of the intent to inaugurate HackSpace High Wycombe as an unincorporated association during the meeting, subject to agreement and adoption of the constitution and relevant election of officers. The primary benefit of this would be to facilitate the opening of a bank account by the HackSpace and thus facilitate the payment of rent for the Hilltop Community Centre and any other expenses associated with the running of the HackSpace.
- Decision on HackSpace name – After some discussion amongst the attendees, it was agreed that given there is a small risk of a bank potentially taking exception to a society name having the word 'hack' in it, it was agreed that the new name for HackSpace High Wycombe would be; The HSHW Society, or HSHW Society
- Agreement on final wording of constitution – it was noted that Tom and Robin have done a lot of background work researching and assimilating information in order to produce a draft constitution for the HackSpace. This draft had already been circulated by email to the attendees (and others not present) and the intent was to seek agreement on the final constitution at the meeting after any final changes had been discussed and agreed by all present at the meeting.
- Most of the discussion centred around the membership section of the constitution but it was also agreed to amend the society name (section 1), the minimum membership age and the action to take on the resignation of a committee member (section 4).
After much discussion amongst all attendees the following changes were agreed to unanimously by all present and are therefore to be adopted as part of the HSHW Society constitution;
→ Sect. 1 – The name of the society is “HSHW Society”

- Sect. 3 – Eligible people – the text of sub-section d. will be amended to;
 - ◆ d. “are aged 18 or over”
- Sect. 3 – Appointment of new members – the following text will be added/amended;
 - ◆ a. replace old text with: “the payment of the annual membership fee”
 - ◆ b. retain old text and add: “and the payment of the annual membership fee”
- Sect. 3 – Termination of membership – the following text will be amended;
 - ◆ a. replace old text with: “does not pay membership fee at designated renewal time”
 Two new sub-sections will be added to Sect. 3 as follows;
 - ◆ “the committee shall decide the annual membership fee”
 - ◆ “the membership shall fall due on March 7th regardless of the date of joining”

The initial annual membership fee was agreed upon by all present as being £10

- Sect. 4 – Resignation of committee members – the following text will be amended;
 - ◆ a. change “30 days” to “60 days”
 - ◆ b. change “60 days” to “90 days”

Kim and Robin signed a copy of the amended constitution that captured the agreed changes to signify the adoption of these changes by all present.

- Voting on adoption of constitution – it was unanimously agreed by all present to adopt the amended constitution for the HackSpace
- Election of officers – the following officers were elected to form the committee;
 - Chairman – Robin Kay was proposed by John B, seconded by Duncan and unanimously agreed by all present
 - Treasurer – Kim Speller was proposed by Duncan, seconded by Malcolm and unanimously agreed by all present
 - Secretary – Tom Speller was proposed by Kim, seconded by Malcolm and unanimously agreed by all present
- Registering of members – All present agreed to become members, duly completed and submitted a registration form to the secretary and paid the £10 membership fee to the treasurer. The society therefore has an initial membership of 9 people.
- Statement on GDPR – Tom spoke about the impending mandatory adoption of Data Protection policies by all clubs, societies, etc. and that we will have to confirm to these by the required deadline. Tom will send out an appropriate consent form in due course to allow the member to register their consent, or otherwise, to having their data held by the society.

- Meeting frequency – it was agreed that the current format of 2nd Wednesday and 4th Thursday works well and should not be changed for the time being.
- Any other business – The only topic discussed here was that of society communications. It was agreed that there are essentially three types of communications the society needs to use;
 - urgent contact/information dissemination, e.g. meeting cancellation
 - group chat to continue idea sharing, information transfer (e.g. useful URLs, project info, etc.) and technical assistance outside of the HackSpace meetings
 - a wider presence 'online' to allow potential members to find out about the existence of our HackSpace

There was much discussion around the different types of communication mediums available, such as; Facebook, Meetup, Web based Chat Forums, eg. PHP BB and traditional email distribution lists.

Robin confirmed that the Meetup fees for using the service for a 6 month period are \$89.94 and the current subscription runs until 14th April.

The possibility of engaging with other local, like-minded organisations was also discussed, such as attending groups locally in High Wycombe to 'advertise' our HackSpace. Perhaps contact could be made with the local Bucks New University to see if they have any extra curricular technical clubs or societies that may share common interests.

After much discussion, it was agreed that we should continue to use Meetup for the next 6 month renewal period, as it has after all been one of the main avenues to recruiting new members and raising awareness of our existence.

It was agreed that we should explore other 'billboard' type mediums, such as Facebook to see if there are cheaper alternatives that could be effective.

It was also agreed that we should explore the use of a web hosted chat forum that we could host and administer ourselves, such as PHP BB that Paul suggested. Kim and Robin have existing hosting/domains that could facilitate this.

Finally it was agreed that we should use an email distribution list as our principle communication method between society members for the time being to provide a channel for communications amongst members between meetings.

Kim thanked everyone for attending and for becoming members of the newly formed HSHW Society. The meeting was closed at 22:45

Kim agreed to distribute minutes of the meeting in due course.