



ANNUAL GENERAL MEETING MINUTES

Date: Tuesday 6th June 2017

Time: 11:00 Location: Future Business Centre (Bistro)

In attendance:

- | | | |
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| 1. Tia Lush | 4. Liz Randell | 7. Richard Yule |
| 2. Jonathan Frascella | 5. Nigel Goddard | 8. Gareth Jones |
| 3. Andy Reedman | 6. Richard Wishart | 9. Helena Hansen-Fure |

1. Apologies for absence

Received from: Lorena Hodgson, Julian Bray, and Richard Kendall.

2. Chair's report (JF)

We continue to involve stakeholders and members by inviting them to speak at the monthly DPiP meetings as well as hosting and running workshops and events.

The benefits to our members and wider community have been achieved through the following types of activities:

- *Partnership with PetRasJam to run free Raspberry Pi Jams and family coding days*
- *Member-run workshops from Riselabs (VR)*
- *Sue Keogh's digital marketing workshop for small businesses and entrepreneurs*
- *Social events such as the retro gaming nights and family days*
- *Sponsored Hack the Holidays and supporting young people in technology*
- *Raised funds via paid workshops in addition to monthly meetups*
- *Donated money to charity through paid workshops - namely Riselabs VR workshop which raised £182.45 and was presented to Code Club/Raspberry Pi Foundation and Sue's Digital Marketing workshop which raised £250 for Arthur Rank Hospice Charity*
- *Founded and ran the first ever Peterborough STEM Festival in October 2016 when we had over 500+ visitors on the main festival day.*

We have also attracted speakers from across the immediate region and nationally with speakers coming from Cambridge, Huntingdon, London, Leeds, and as far as the USA. We have attracted high-profile companies such as Microsoft, Raspberry Pi Foundation, BuzzFeed, Ada Lovelace Day, and Euro-IX to our monthly meetings.

Members expressed an interest in seeing the stats and numbers attending each monthly DPiP and to establish any trends and as well find out the number of new people we are reaching on a monthly basis.

(JF)

3. Financial report (TL)

TL presented the summary of accounts for 2016 (see Appendix A). It was noted that the bulk income last year came from sponsorship of Peterborough STEM Festival, our expenditure for the event came to just under £6k which took us under budget. The other income came from sponsorship of the monthly meetings.

4. Secretary's report (All)

The following points summarise the group's goals and aims for 2017/2018.

It was discussed and agreed that we need to raise more funds via paid workshops with our partners such as PetRasJam and Allia. We would also be looking into applying for funding such as National Lottery and other grants so that we are not reliant purely on sponsors. (Team)

NG suggested that we seek ways to make us the authority on digital matters in the area. He suggested looking into producing a research or digital report and engage with partners and businesses within the City - (NG) offered will help devise a framework for such an endeavour.

RW offered to run a drone flying workshops with an educational focus in partnership with Allia. (RW)

Team to look at investigating new opportunities such as raising additional revenue streams via sales of merchandise to raise funds. (Team)

Currently sponsors have been sponsoring the monthly meetings only. As we are increasing our offerings beyond the monthly meetings, we will be changing the sponsor package to reflect the new plans. We will be contacting current sponsors to ask for their feedback to the new terms. If we proceed with changes, we will need to ensure that any new package rate reflects the enhanced benefits being offered to sponsors and supporters. (JF)

The members discussed how can we add value to the talks that have happened. We currently add slides and presentations to a post-event blog, but was this working? At the May 2017 meeting we trialed live streaming via facebook with the help of Matthew at Hereward Radio. We discussed if this format worked or does it go against the ethos of DPiP, in that we are encouraging real-life interaction? The members agreed that it was worth exploring live broadcasting as a way of marketing to a wider audience, but under controlled method, to encourage more people to the monthly DPiP meetings.

JF explained that MK Geek night does a quarterly event which is well subscribed and tickets are very popular and go very quickly. However, we don't want to put off regular members if we get over subscribed. It was agreed that we should hold informal surveys asking half a dozen members for feedback at a DPiP night itself in a structured format about how frequently meetings are held and how they feel about the numbers limited each month. The organising team to devise a suitable questionnaire for the next meetup. (Team)

Members discussed if there were any known trends for attendance. It was noted that meetings tend to be quieter during nice weather and during holidays. We agreed that business related topics have always proved popular in the past and we should be exploring more topics relating to starting your own business and aiming towards entrepreneurs. We can do this by engaging with other digital organisations like Agile Peterborough and Hack The Holidays, this will also help allow us to be seen in a position of authority.

We discussed the idea of a directory or expertise board on the website. It was agreed that there might be legal implications regarding associations and recommendations and this would have to be investigated further.

We discussed the pros and cons for using Meetup platform. One of the big drawbacks is that we don't have access to people's contact details directly and at the mercy of meetup when wanting to contact members as it has to be done via meetup messaging. Cost is also prohibitive - currently at US\$14.99 per month. It is also complex when running multiple groups. We also have to allow for fees and costs with organisations such as paypal when running paid workshops or events. It was agreed that we should investigate other methods and platforms to replace meetup. A discussion followed as to how we can utilize mydpip.com more and with less emphasis on meetup for capturing data. Can we replicate meetup on dpip? It was confirmed that we could get an events plugin on the website but concern was raised about losing exposure via the meetup platform. It was agreed that outreach needs to be outside of the community using contacts such as Allia and PECT.

It was agreed that we should trial using mydpip for workshops to see if it would be successful, but retain the monthly meetings on the meetup platform.

RW suggested looking at other social tools such as Slack and hangouts. We are covering channels such as fb, twitter and instagram. We use flowdock which is an equivalent to Slack. TechPeterborough Slack channel exists via Agile, but not being fully utilized. Would LinkedIn appropriate for DPiP? RW has offered to help set up the linkedin group and page and keep it updated on our behalf. (RW)

We need to retain our core 'social community' aspect of the organisation as that is considered as one of our core strengths as a group. But it was agreed that there is a growing need to drive DPiP forward as an organisation. It was acknowledged that because the organising team is made up of volunteers there are issues relating to the time needed to action tasks. It was agreed that we should hold a funding meeting to brainstorm how we can obtain funding towards having a full or part time person to assist with the running of the group. A Funding meeting will be held on Tuesday 27th June at 10am @ Allia and members present were invited to attend. (All)

5. Election of committee (All)

The following positions were unanimously voted on and agreed by everyone present:

Chair and Director - Jonathan Frascella

Director - Andy Reedman

Director - Liz Randell

The Directors will all share the work of the Secretary and be responsible for duties relating to reporting on the CIC. The Directors will continue in their roles as organisers of DPiP.

TL tendered her resignation as a Director of DPiP CIC and it was accepted. She will continue to help with the organisation until such time as she is no longer physically in the Country. Arrangements will be made to inform Companies House and changes to Barclays Bank in due course. (Team)

The committee welcomed Helena Hansen-Fure on as Treasurer. HHF and TL to do a handover and make arrangements for adding HHF and LR to Barclays Bank and Companies House. (TL, LR & HHF)

6. Any other business (All)

A funding meeting was confirmed for Tuesday 27th June at 10am @ Allia.

The meeting was concluded at 11:44am.

APPENDIX A

DIGITAL PEOPLE IN PETERBOROUGH - ACCOUNTS SUMMARY 2016

Expenses

Planned	£0	
Actual	£8,609.08	
STEM	£5,396.31	

Income

Planned	£0	
Actual	£8,959.10	
STEM	£6,000.00	

Expenses

	Planned	Actual	Diff.
<i>Totals</i>	£0	£8,609	-£8,609
Food/Drinks	£0	£1,191	-£1,191
Merchandise	£0	£171	-£171
Equipment/Hardware	£0	£236	-£236
Fees/Subscriptions	£0	£565	-£565
Speakers/Travel Exp	£0	£401	-£401
Sponsorship	£0	£100	-£100
Advertisting	£0	£0	£0
Venue Hire	£0	£0	£0
Workshop Venue Hire	£0	£216	-£216
Printing	£0	£332	-£332
STEM Insurance/Hire	£0	£593	-£593
STEM Printing/Ad	£0	£375	-£375
STEM Speakers Exp	£0	£489	-£489
STEM Workshops	£0	£2,097	-£2,097
STEM Merch	£0	£669	-£669
STEM Equipment	£0	£628	-£628
STEM Food/Drinks	£0	£300	-£300
STEM Prizes	£0	£245	-£245

Income

	Planned	Actual	Diff.
<i>Totals</i>	£0	£8,959	+£8,959
Sponsorship DPIP	£0	£2,390	+£2,390
Sponsorship STEM	£0	£6,000	+£6,000
Workshops	£0	£0	£0
STEM Merch Sales	£0	£0	£0
Refund	£0	£293	+£293
Social Events	£0	£276	+£276