

Minutes for the Manchester SIAM Student Chapter Annual Business Meeting 12:00-13:00, Tuesday 4th May 2010 Frank Adams Room 2, Alan Turing Building

June 1, 2010

Present

Maha Al-Ammari, Luluwah Al-Fagih, Badr Al-Kahtani, Shaimaa Aljuhani, Hanefa Al-Qasmi, Rüdiger Borsdorf, Prof. Nick Higham (Faculty Advisor), Qifeng Liao, Lijing Lin (Secretary), Chris Munro, Prof. David Silvester (Faculty Advisor).

Apologies for Absence

There were no apologies for absence.

1 President's Report – Chris Munro

Chris Munro reported achievements since the chapter was established, from drafting rules of procedure, constructing the website, setting up the bank account and the recent conference. As of 4th May 2010, there were 26 members (18 PhD students, 2 MSc students, 3 staff, 1 post-doctor, 2 undergraduates) including 3 from outside the School of Maths (1 from Computer Science, 1 from Electrical and Electronic Engineering, 1 from Social Sciences). Chris highlighted the effectiveness of the use of Twitter feed, blog, LinkedIn group to advertise the chapter, make new contacts, and maintain a visible web presence. The Chapter has been able to make contact with a number of people at the University as a result of Twitter which led to other opportunities.

Chris talked about the challenges and aims/plans of the chapter for future including other smaller events in 2010. Future challenges also include

- Possible event with new intake of applied PhD students in September.
- Increasing member numbers (especially outside Maths)
- Increasing undergraduate involvement
- Links with past members (LinkedIn group, involving them with future events).
- Regular blog and Twitter feed activity.
- Before election: treasurer's report (treasurer), annual report (secretary).

Chris reminded the audiences of the upcoming election in September this year and then described the nomination and election process. He discussed a response to SIAM UKIE secretary Timo Betcke's comments regarding the SIAM UKIE Section support for Student Chapters, such as finding academic speakers for Student Chapter events, linking between Chapters and companies, encouraging student participation at SIAM UKIE meetings and a possible national SIAM Student Chapter Conference.

Comments/Actions:

- Chris Munro to set date for election on website and inform members when the nomination period is open.
- Rüdiger Borsdorf and/or someone else to form nominating committee to speak to chapter members to encourage them to nominate themselves for election. After approval with faculty advisors the election procedure should be agreed, e.g., what happens if votes are equal for one position.

2 Webmaster and Vice-president's Report – Rüdiger Borsdorf

Rüdiger Borsdorf demonstrated the Chapter website. The homepage provides information about SIAM and the Manchester SIAM Student Chapter (rules of procedure, committee, advisors etc). Rüdiger pointed out some main features.

- Online registration to become a member of the Chapter.
- Event page providing information on the past and upcoming events and online registration for these events.
- Login as a member to manage personal account, email committee, nomination for committee positions and voting in elections.
- Login as a committee member to email all Chapter members, update the database (delete/change members etc), email attendees/speakers of a conference and start an election (for president only).
- Bulletin Board providing a platform for members to share information and keep up to date with Chapter news.
- Election process through website (nomination/voting/making final decision; for members only)

Comments/Actions:

- David Silvester commented on how members are removed from the web database once they have left the university (and are then no longer members). Although for small numbers of members it is possible to delete each person manually, this is not practical if there are more than 100 members.
- Rüdiger Borsdorf to implement an additional field in the registration form for expected graduation date. A member is deleted one month after this, with potential for being sent a reminder if for example they enrolled an PG study and wish to remain a member after the undergraduate study. For undergraduates, membership length defaults to three years.

3 Treasurer's Report – Maha Al-Ammari

Maha Al-Ammari stated the financial status after the Chapter conference. Total financial support received from SIAM and NAG was £526 and the expenditure on the Chapter conference was £400. As of 4th May 2010, there is £126 remaining.

4 Any Other Business

Nick Higham pointed out the need for informing members of the Chapter when the website has new features, such as slides of talks from conferences being available online etc. He suggested that during the election there is a webpage for nominees to state what they would do if elected. He suggested distributing handouts introducing the Chapter to undergraduates in the coming new semester. Staff should be reminded in the new semester to mention the chapter to students in their classes. Handouts explaining chapter and purpose etc could be given to staff chapter members to distribute.

Comments/Actions:

- Chris Munro will email the conference attendees a list of those registered for the conference and inform them that some of the talk slides are available.
- Rüdiger Borsdorf to add page to website for nominees to write paragraph on what they would do if elected to the committee position for which they have nominated themselves.
- A reminder will be sent to staff at start of new semester, also there is a handout that will be available to give to students with information on the chapter.

David Silvester mentioned the possibility of having a minisymposium for SIAM Student Chapters at a conference like the British Applied Mathematics Colloquium, and potential growth for chapter from recruiting/finding members from the large number of undergraduate students. He talked about the SIAM UKIE section annual meeting at Manchester in January 2011 and asked what might be useful for SIAM chapter involvement, for example, a 15 minute talk slot for the student chapter.

Comments/Actions:

- Chris Munro to include idea of minisymposium in email reply Timo Betcke about UKIE support for SIAM Student Chapters.
- Chris Munro will discuss with committee and email response to David Silvester.