National Centre for Computing History

Minutes of Meeting Held on 3rd July 2007
at The Counting House, Haverhill

Present:
Jason Fitzpatrick, Elaine Collins, Lisa McGerty, Peter Robson, Russell Boulton

Apologies:
Nick Keeble

Minutes recorded by:
Lisa McGerty

Summary of Discussion

1. EC reported that Graham Page of Ensors (accountants) had agreed to join the Committee and had offered Ensors' financial services to the project.

2. Ensors will register the Centre as a company limited by guarantee. **All proposed directors (JF, EC, LM, PR, NK) need to provide EC with information about themselves asap to allow this to happen. Details required are: date of birth, full residential address, full name, occupation, nationality, mother's maiden name, town of birth and colour of eyes.**

3. A debate took place on the company's intended name. All agreed on 'The Centre for Computing History'. The term 'museum' should be used to describe one of the functions of the Centre but should not be its actual registered name. We should state in our literature that we intend to become the National centre for computing history but that we can't be this right from the start. Once we have objective evidence that we are pre-eminent in the field then we can apply to include the word National in our name.

4. EC also reported that Genzyme have confirmed their involvement in the project but details have yet to be finalised.

5. JF reported progress to date on the Centre's website and on cataloguing the Centre's artefacts/materials. Cataloguing everything is the next major task. All agreed that the cataloguing procedures JF has begun will lead to a very powerful tool with a much greater level of detail than exists with any other collection of computing

artefacts currently available.

6. RB suggested involving some Gifted & Talented children from Samuel Ward in the cataloguing in the next couple of weeks before the end of term. JF and RB to liaise to do this. A series of press releases about the children's involvement could then be issued which would begin to publicise the Centre. Press releases would be aimed at the local press, regional press (e.g. East Anglian Daily Times) and the computer magazines. As well as reporting on the involvement of the children in the project the press releases would also allude to the Centre's need for further donations of computer equipment and for items like shelving, desks etc. It should also mention that the Counting House is the Centre's temporary home and we hope to move to more suitable premises in the near future.

7. A one page synopsis of the Centre's proposal document needs to be drafted so that it is ready for when the press releases are issued. EC/LJM to look at this.

8. A discussion then took place about the need for a household name to be associated with the Centre. Tim Berners-Lee and Sir Clive Sinclair would both be good people to do this if we could get them involved. More research is needed to see if this might be possible. The project perhaps needs to be further advanced before these kinds of people are approached though.

9. JF reported that an Acquisitions and Disposal policy is already on the website and all agreed that this is sufficient at this point in time. We do not need to be too specific on what donations we will accept until we have run out of space!

10. PR suggested that we need to draft a strategy/timeline for the project, working backwards from where we want to be in 2 years' time. All agreed to think about this.

11. A discussion then took place about the need for the project to have a dedicated project manager who has more time available than the members of the Committee. This person needs to be a 'doer', to get things moving. JF approached a potential candidate by telephone at the meeting. JF to meet with this person on 4/7/07.

12. All agreed that we need to get one room of the Counting House with a specific collection of artefacts ready asap. This room needs to be perfect so that it encapsulates our vision for the Centre. Further rooms can then be made ready. To get this first room right, however, a budget is required. We also need to start sourcing images suitable for large format display.

13. All agreed that we should make contact with the

Haverhill History Society and with UCS to try to take things forward.

Actions
1. **JF, LM, PR and NK to give the personal details listed above to EC so that Ensors can register the company.**
2. JF and RB to liaise to involve Samuel Ward students in cataloguing during the next 2/3 weeks.
3. EC to draft a synopsis of the Centre's proposal document and send to LM for input.
4. JF to meet with proposed project manager on 4/7/07.

Date of next meeting: 18 July 2007. All agreed to hold more frequent meetings over the next few months to get things moving. Meetings now to take place on the first and third Wednesdays of every month.