CILIP SOUTH WEST MEMBERS NETWORK

COMMITTEE MEETING 27TH NOVEMBER 2014

GRADUATE SCHOOL OF EDUCATION, UNIVERSITY OF BRISTOL

In attendance:  Lizz Jennings (Chair), Surekha Agarwal, Valerie Bearne, Kate Murray (SWRLS), Sandra Pentney, Nicky Stavrinides, Emma Stuart Edwards.

Apologies:  Claire Back, Christina Carson, David Cawthorne, Kay Ecclestone, Karen Foster (ARLG SW), Nicola Healey, Brian Hinton, Shelagh Levett (SWRLS), Oriole Newgass (CLSIG), Jo Richardson.

1. Minutes of the last meeting

The minutes of the Committee Meeting dated 10th September 2014 were approved.

Actions arising from the last minutes:

1.1 EJ confirmed the winner of the Harry Galloway prize - awarded to the student who has received the highest result in the UWE MSc - had been contacted and received the prize monies. It is expected that the winner will contribute an article for the newsletter.
ACTION: EJ: to contact UWE after Christmas in relation to current candidates.
ACTION: ALL: to explore CILIP archives and local contacts for further information about Harry Galloway.

1.2 The communication strategy has been drafted.

1.3 Urgent work commitments prevented EJ’s attendance at the last ARLG SW meeting.

1.4 NH is to undertake the new Committee role of E-Learning Officer.

1.5 Ideas for the Business Plan were to be discussed.

1.6 Progress with revalidation events was to be discussed.

1.7 The date for the AGM has been set for 12th March.

1.8 The marketing workshop and trip to the Jane Austen Centre was to be discussed.

1.9 Committee planning and structure were to be discussed.

1.10 From 2015 promotion of upcoming Committee meetings will be added to Communicator content. CILIP members will be able to attend meetings as observers.
1.11 The introduction of sub-regions within the SWMN has been added to the Business Plan.
1.12 There has been no indication of the member responsible for use of the teleconferencing account.

2. Reports

2.1 Chair’s report

EJ confirmed that feedback in relation to the revisions to Member Network regulations has been forwarded to CILIP. In addition, an events report on courses the SWMN run regularly has been submitted to CILIP.

2.2 Treasurer’s report

£1114 in capitation has been received. It was noted that this figure was lower than in previous years, an outcome of the fall in CILIP membership. One of the outstanding debts from the Gadget Day has been received. It is expected that other payments had been sent through CILIP central office in error, it is proposed that the remaining debts be written off. SP confirmed committee expenses were £1011.85. The balance in the current account stands at just over £1000. It was agreed that the profit-making courses planned for 2015 would achieve an increase in this figure. It was expected that approximately £30 in interest would be accrued on the sum of £7300 in the savings account.

SP confirmed that according to CILIP’s financial regulations, the money allocated to the Harry Galloway Prize was “Restricted Funds”. The sum provided to Devon and Cornwall for Professional Registration events was “Designated Funds”. It was understood that CILIP could request surplus funds over £2500 from the SWMN deposit account, although it was not expected that any such request would be made given the relatively small sums involved.

2.3 Special Interest Group Representatives report

There were no SIG representatives in attendance at the meeting.

2.4 SWRLS report

Kate Murray (KM) provided an update on SWRLS activities. It was observed that training was discussed at the SWRLS AGM. SWMN feedback on the types of courses requested would allow SWRLS to respond to this demand. It was agreed that greater cross-promotion of collaborative work between SWRLS and CILIP was necessary. EJ noted that CILIP was a membership of individuals, while SWRLS’ membership was that of organisations, allowing for great compatibility between the two. Individual events by both would be publicized on SWRLS and CILIP websites.

2.5 Feedback from meetings attended

There was no further feedback from meetings attended.
3. Events review

3.1 CILIP Big Day

The event allowed for successful promotion of the work of the SWMN. The banner is being used at MN events.

ACTION: CC: to pass the banner to KE for the Gadget Day.

3.2 Professional Registration

CC has circulated feedback to the mailing list. The event was successful.

4. Events planning

4.1 Gadget Day

The Day is scheduled for 12th December. It was suggested that SWRLS circulate information about the event as a news item. Capacity was estimated to be around 20 people. Promotion on Lis-Link was recommended. A further Communicator message about the event was scheduled to go out by the end of the week.

SP confirmed that the Eventbrite payment code had been received, allowing for direct payment for event bookings through the site. It was agreed that payment for the use of Eventbrite would be added to the ticket price, to allow the fee to be deducted at source.

ACTION: SP: to clarify if Eventbrite enables issue of invoices.

4.2 Professional Registration Courses

The next course is scheduled for 22nd January in Tewkesbury. EJ will run the event. CC is planning a further course for spring 2015.

4.3 Revalidation Support/Promotion

It was noted that other MN have run the Revalidation programme drawn up by the SWMN. ESE noted that UWE are eager to host the course. Interest has been expressed by a school librarian in Sherborne, who has offered a room for the event. CB has indicated that the event will be run in Plymouth in early 2015. CC will run the event in June 2015.

4.4 AGM/Members Day

ARLG SW have approached a copyright speaker. Sue Hill was suggested as another possible speaker on copyright, at a fee of £340. UWE’s work with alternative copies was raised as a potential addition to the theme.

It was proposed that the Day would include a lunch prepared by the venue. Costs of approximately £600 - £700 for the latter would be split with ARLG. Venue capacity was confirmed at 80 people. The difficulty in estimating numbers for catering was discussed.

4.5 Introduction to Cataloguing
CB and KE have indicated an agreement in principle with the SIG to provide the event.

4.6 Joint Event with Commercial Library and Scientific Interest Group (Business Planning)

EJ confirmed the event was on hold until an Events Coordinator had been appointed.

4.7 Snap, Crackle and Flop: crafting a better message workshop

The great interest in the workshop was noted. Mark Burgess, Manchester Metropolitan University, has run the course for the PPRG. Costs and event requirements are being forwarded to ESE. Mark Burgess was happy to provide courses on two consecutive days to satisfy demand across the region and limit expenses. Bristol and Bournemouth were proposed as sites for the workshop, with the latter suggested as the first event. The event will be run in collaboration with SWRLS. It will be profit-making.

4.8 Library Safaris

There were no expressions of interest in acting as a Safari coordinator. Nevertheless, Chippenham remained a possible location, offering potential visits to a school library and the Wiltshire and Swindon History Centre. In addition, Plymouth offers various libraries in close proximity. It was agreed that a future Communicator message to invite further libraries in these areas to participate would be useful. It is expected that the event will be held around July 2015.

4.9 Jane Austen Centre visit

The visit to the Jane Austen Centre has been scheduled for 20th April. The Centre will allow a group of up to thirty people. Payment is required 4 weeks in advance. Cancellations after this date will not be refundable. Payment will not be taken for the guided walking tour. Cheques will be submitted to the Treasurer directly. It was agreed that the visit would be open to non-members of CILIP and will be profit-making. The payment of £10 per person will allow for a £2.80 profit.

4.10 Ideas for future visits/courses

- VB raised the difficulties in contacting the Royal Naval College, Dartmouth.

  ACTION: EJ: to approach a naval historian contact at Exeter for assistance.

- VB has contacted the Magic Circle in London who are keen to receive a library visit. VB noted the renovation work at the building in 2015 which may delay any prospective trip. It was underlined that a subsequent corporate booking may result in a postponement of a visit a week before the scheduled date. It was agreed that any publicity for the event should make the risk of cancellation clear. It was proposed that the visit should include at least one other library. Difficulties in visiting parliamentary libraries while parliament is in session were raised. Museum libraries were agreed to be a popular choice. Westminster Abbey Library was also suggested.
• It was suggested that expressions of interest in mental health awareness courses could be invited.

• John Vincent was proposed as a speaker for a potential social inclusion event.

• Training in the composition of funding bids was proposed. Further to this, KM raised the potential for a reference repository for successful grant proposals. SWRLS’ contact with colleagues at Literature Works SW may provide a trainer for the event. It was agreed that any such event would be profit-making.

ACTION: KM: to approach Alex at Literature Works to gauge interest in facilitating the event.

5. Communication Strategy

• It was noted that DC and JR have stepped down from their roles as Newsletter Editor and Web Editor respectively. It was agreed that with DC’s departure the Newsletter could be replaced by a blog.

• The new role of Blog Editor would be created to edit copy and ensure regular content at least bi-monthly. EJ, CB and the new Blog Editor would develop the blog.

• It was observed that CILIP do not provide blog software. The potential for CILIP funding for an Evohosting subscription was raised. Requests for accessible copies could be addressed by mailing out versions of the copy in print, at minimal cost.

• It was hoped that the banner could be incorporated into the website and blog pages.

• The SWMN website and Twitter account would continue to operate as before. The RSS feed would also be maintained.

• It was noted that NS had taken on responsibility for Communicator output. CB and EJ retain access to the programme. CILIP guidelines stipulate a limit of two bulletins per calendar month. It was agreed that there will be one bulletin containing monthly news and events, the other will be dedicated to upcoming event promotion.

• Events open and accessible to CILIP members in the South West will be advertised on the website and the monthly news and events Communicator bulletin, but individual Communicator promotional messages would be limited to those events run by the SWMN independently or in collaboration with other organisations, such as SWRLS.

• Committee vacancies will be circulated in Communicator messages and appear as SWMN News on the website. Brief role summaries would be included in the message with a link to cilipsw@gmail.com added for further information. It was noted that CILIP provide role descriptions for some Committee roles. It was
proposed that a brief outline detailing each role should be included on the SWMN website. It was hoped that this would contribute to the move towards greater transparency of Committee work.

- Further to this, it was agreed that Committee minutes should be available on the website. It was proposed that further information on Committee member contact pages would be useful. Greater detail about the Committee’s aims should be made available on the web pages.
- It was agreed that a permanent Gmail link on the website to allow members to suggest training or course requirements would be useful.

ACTION: NS: to redraft Communication Strategy to outline responsibility for the various SWMN communication outlets, and identify back-up support for each. The Strategy will reflect proposals agreed at the meeting.

ACTION: ALL: to prepare an outline of no more than 3 sentences summarising each Committee role to be added to the website.

ACTION: CB: to remove the deadline from the course suggestion link; provide access to meeting minutes; update the “About” page - replacing the 2012 priorities link with a general statement reflecting Committee aims; and update the list of Committee members.

6. Business Plan Update

- EJ confirmed a draft Plan had been circulated. The income figure for Member Events and Conferences would be clear before the Plan submission deadline. Capitation will remain broadly consistent. Expenses will include one final issue of the Newsletter. Committee meeting expenditure was approximately £1200. The £250 Harry Galloway prize would be listed in the Grants and Bursaries section. Scope for discretionary hardship funds would be absorbed into the cost of courses. Funding to support one member to attend an Umbrella conference would be discretionary, as opposed to a promoted grant.
- EJ underlined that the wording of the Member Offer was that drafted by the MN last year.
- References to the newsletter would be amended on the Plan. A generic statement indicating communication with members “on a regular basis” was agreed as an alternative.
- References to “Qualification Events” would be substituted with “Professional Registration Events”.
- BH will act as the SWMN policy liaison.
- Priorities for 2015 would be those agreed at the previous Committee meeting.
- It is hoped that remote dial-in to meetings could be offered in the future to limit travel costs. NH’s research would feed into this development.
• Use of Eventbrite to reduce payment administration was added to the Plan.
• Blog development was added to the draft.
• Exploration of the efficacy of the introduction of sub-regions would form part of the Plan. The use of surveys to gauge interest in the establishment of sub-regions was agreed.
• The need for greater social and network activity will be addressed by the Committee.
• Greater SIG links will be pursued, but will not be added to the list of priorities, as the outcome is not within the control of Committee members.

ACTION: SP: to complete the finance section of the Business Plan.

ACTION: EJ: to revise the draft Business Plan.

ACTION: NS: to use Communicator to invite any SIG Committee members within the region to attend SWMN meetings as representatives.

7. Committee Roles 2015
• NH has agreed to act as E-Learning Officer. This creates a vacancy for Vice-Chair of the Committee.
• The role of Mentor Support Officer has been filled by Siobhan Hawke, Bath Spa University.
• The Newsletter Editor and Web Editor roles will be replaced by a new position of Blog Editor.
• The role of New Professional Support Officer is to be subsumed into the work of Local Events Liaisons and the Events Coordinator role. It is expected that two Professional Registration and at least one event relevant to New Professionals will be scheduled for 2015. SA will take up the position of Events Coordinator.
• The role of Student Representative will be reintroduced to the Committee. Mary Lockwood, University of Bristol, is to take up this position.
• SP will step down as Treasurer leaving a vacancy for this role on the Committee.
• The need for greater school or special library representation on the Committee was noted.
• It was hoped that Shelagh Levett may provide Events Liaison assistance for the Bournemouth/Poole area.
• It was agreed that vacancies will be advertised as widely as possible and there will be an annual review of Committee positions. All other bureaucracy in relation to appointments will be abandoned. Use of the Professional Registration mailing list to advertise vacancies was agreed to be problematic given its national circulation. The AGM was raised as a useful means for Committee recruitment.
ACTION: NS: to prepare a spreadsheet on GoogleDocs listing members’ Committee positions and contact details.

8. Any other business

It was proposed that either a special edition of the newsletter or an inaugural blog post, be dedicated to DC in acknowledgement of his outstanding contribution. In addition, recognition of the latter in the form of a presentation at the AGM was mooted, if DC would be in attendance.

Reports of difficulty receiving Communicator messages were noted.

ACTION: ALL: to inform NS of any further reports of SW members unable to receive SWMN Communicator messages.

ACTIONS:

3.1 ACTION: CC: to pass the banner to KE for the Gadget Day.

4.1 ACTION: SP: to clarify if Eventbrite enables issue of invoices.

4.10 ACTION: EJ: to approach a naval historian contact at Exeter for assistance with a proposed Royal Naval College visit.

ACTION: KM: to approach Alex at Literature Works to gauge interest in facilitating a bid composition workshop.

5. ACTION: NS: to redraft Communication Strategy to outline responsibility for the various SWMN communication outlets, and identify back-up support for each. The Strategy will reflect proposals agreed at the meeting.

ACTION: ALL: to prepare an outline of no more than 3 sentences summarising each Committee role to be added to the website.

ACTION: CB: to remove the deadline from the course suggestion link; provide access to meeting minutes; update the “About” page - replacing the 2012 priorities link with a general statement reflecting Committee aims; and update the list of Committee members.

6. ACTION: SP: to complete the finance section of the Business Plan.

ACTION: EJ: to revise the draft Business Plan.

ACTION: NS: to invite any SIG Committee members within the region to attend SWMN meetings to represent their Group.
7. ACTION: NS: to prepare a spreadsheet on GoogleDocs listing members’ Committee positions and contact details.

8. ACTION: ALL: to inform NS of any further reports of SW members who do not receive SWMN Communicator messages.

The CILIP South West Members Network AGM and Members Day will take place on Thursday 12th March at Exeter Library