

Information Management Group (IMSIG)

10 April 2014, 13.00
Ewing Suite, Marriott, Glasgow
(500 Argyle St, Glasgow, Scotland G3 8RR)

AGM Minutes

Present:

Martin Newman (Chair), Colin Forrestal (Secretary), Ben Wallace, Hugh Corley, Lianne Birney (IfA), Petra Wade.

| 1. | Apologies | Action |
|----|---|--------------------------------------|
| | Sarah Orr, Edmund Lee (Treasurer), Lorna-Jane Richardson , Amanda Forster(IfA), Alison Bennett | |
| 2. | Previous AGM Minutes | |
| | The Minutes of the last AGM held at Aston University (18/04/13) were Accepted | |
| 3. | Matter Arising from Previous minutes | |
| | <ul style="list-style-type: none"> • Working more closely with the IfA – Lianne Birney thanked the committee for co-operating with and keeping her informed at all times. • Budget proposal and funds received from central IfA funds for year 2013/2014. | Ongoing Ongoing |
| 4. | Chair's welcome and opening remarks | |
| | <ul style="list-style-type: none"> • Martin Newman (Chair) welcomed members of the IMSIG to this AGM. The IMSIG has assisted in organising the TACOS conference (Towards A Collaborative Strategy for Sector Information Management) in collaboration with the IfA and the CBA which will be held at York University on 14/05/14 more about this in a later agenda item. • The committee is discussing use of LinkedIn as a discussion platform as well as twitter accounts as well as a newsletter but these are connected to other Agenda items. • In conclusion Martin is happy to be stepping down as Chair and handing on a vital group to the next Chair and will continue to assist the next Chair for the next year before having to stand down from the committee as per IfA rules. | |
| 5. | Secretary's Report | |
| | <ul style="list-style-type: none"> • Colin Forrestal having been elected onto the committee at the last AGM was co-opted as Secretary at the first committee meeting. So formal confirmation is required at this AGM for Colin Forrestal to continue as Secretary of the IMSIG group. • My main role is to make sure that all IMSIG meetings are properly minuted and available to the group membership on the IfA website. • The year has been a busy one firstly obtaining up to date membership list, and amending and updating the email accounts that the IMSIG have with the CBA. In this I have been greatly assisted by the IfA and Lianne Birney in particular. The question to be addressed this year if this is the correct platform to hold discussion for the IfA. • It is also proposed to start a newsletter and continue this into the future but this is covered in a future agenda item. • The secretary would like to thank the IMSIG committee and the IfA for all the assistance he has received throughout the year. | Accepted |
| 6. | Treasurer's Report | |
| | <p>Background</p> <p>In common with other IfA special interest groups IMSIG does not hold a separate bank account to the main IfA central fund. Instead, we bid to IfA council for budget as needed on an annual cycle. (See budget guidelines GT5.1). Separate budget applications are made for:</p> <ul style="list-style-type: none"> • Committee activity | |

- Event and promotional activity

Agreed funds are spent by central IfA admin staff on our behalf. The Treasurer does not hold a cheque book or manage payments. A notional 'income' for the group is generated by the recruitment of non-IfA members to the group. Non-IfA members currently are charged £10 for membership of IMSIG. The reporting role of Treasurer therefore is simply to report on the application for funds (Income) and the appropriate expenditure against the assigned budget.

The broader role is to contribute financial planning to the general planning work of IMSIG committee, such that funds can be applied for to support projects and initiatives from the group.

Income

For 2013/14 IMSIG applied for budget for :-

- Committee expenditure - £500
- Events and promotional activity: - £1,500 was bid for to provide bursaries to attend an IMSIG co-sponsored event (Towards a Collaborative Online Strategy, also sponsored by Historic Environment Information Resource Network and Forum on Information Standards in Heritage). £500 was agreed.
- Our income from non-Member fees was £0.

Total £1000

Expenditure

| Committee | |
|--|---|
| 1. Committee travel* | £163.70 |
| 2. Groups Forum (Chair or one elected representative, two meetings per annum) | £0 |
| 3. Other travel expenses** | £0 |
| 4. AGM (just travel/ venue expenses, associated events should be funded via the Events budget) | £0 |
| Total | £163.70 (i.e. underspent by £336.30) |

| Events and promotional | |
|------------------------|-------------------------------------|
| TACOS bursaries | £0 |
| Total | £500 (i.e. under spent by £500)* |

*The under spend arises from a delay in the timetable for the TACOS event from Autumn 2013 to May 2014. IfA have agreed that this expenditure can be carried over to 2014/15 financial year.

2014/15

The bid for 2014/15 is a 'stand-still' budget for committee activity - £500 again. See attached GT5.

Edmund Lee, IMSIG Treasurer April 2014.

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| | <ul style="list-style-type: none"> • As his last duty as Chair Martin Newman was pleased to announce that the following people were successful in applying for Bursaries of £100 to attend the TACOS event in York on the 14 May 2014. <ul style="list-style-type: none"> ○ James Gareth Davies ○ Amanda Wintcher ○ Richard Watts ○ Hannah Smith ○ Stefan Sagrott • Congratulations to all the successful applicants. | |
| 8. | IMSIG Committee Elections | |
| | <ul style="list-style-type: none"> • Both Martin Newman(Chair) and Edmund Lee(Treasurer) are standing down at this AGM and two nominations were received they were: <ul style="list-style-type: none"> ○ For Chair – Hugh Corley ○ For Treasurer – Lorna-Jane Richardson. • As there were no other nomination both were elected unanimously. | |
| 9. | Wiki | |
| | <ul style="list-style-type: none"> • The following was received from Edmund Lee concerning the Wiki project. This IMSIG project was set up to run alongside the IMSIG bar camp event at the 2010 IfA conference. It subsequently served as a repository for files associated with the survey of computing in 2012, and social media in 2013. Since then it has not been touched. My intention back in 2012 was that we could upgrade the free license currently used to a professional licence (this would cost IfA around £30 per year I think). That would mean we could limit access to just IMSIG members. Access could then be an additional membership benefit. <p>I planned that IMSIG members could then develop the wiki as a reference source to cover IT related products, projects, trends etc. This would need a lot of planning and maybe some further set up resource either from IfA or another sponsor.</p> <p>I'd like to see it develop in this way, but it does need a lot of commitment, particularly at the start up stage.</p> <ul style="list-style-type: none"> • It was decided this was an item for the next committee meeting. | |
| 10 | Group Survey Proposal | |
| | <ul style="list-style-type: none"> • The secretary suggested that the IMSIG group would benefit surveying the membership to gauge the range of interests and concerns of the group members. • Lianne Birney (IfA) offered the encouragement and assistance of the IfA. • It was decided to pursue this matter in committee. | |
| 11 | Group 3 year Business Plan | |
| | <ul style="list-style-type: none"> • The secretary proposed that the IMSIG group and committee would benefit from a 3 year business plan. • Lianne Birney (IfA) offered the encouragement and assistance of the IfA. • It was decided to pursue this matter in committee. | |
| 12 | AOB | |
| | <ul style="list-style-type: none"> • Hugh Corley (Chair) asked if the survey was to be carried out by Survey Monkey, Lianne Birney replied that it was up to the group how to survey its members but Survey Monkey would probably be the easiest. • There being no more business the AGM was declared closed at 13.50 hrs. | |