

**Information Management Group (IMSIG)**

16 April 2015, 17.30  
Cardiff

**AGM Minutes**

**Present:**

Hugh Corley (Chair), Ben Wallace, Lianne Birney (CifA), Doug Rocks-MacQueen, Jeremy Oetgen, Edmund Lee

1.	<b>Apologies</b>	<b>Action</b>
	Sarah Orr, Colin Forrestal (Secretary)	
2.	<b>Previous AGM Minutes</b>	
	The Minutes of the last AGM held at Glasgow were Accepted	
3.	<b>Matter Arising from Previous minutes</b>	
	<ul style="list-style-type: none"> <li>• TACOS was a great success.</li> <li>• Wiki project put on hold</li> <li>• Survey is a later item</li> <li>• Three year business plan is a later item</li> </ul>	
4.	<b>Chair's welcome and opening remarks</b>	
	<ul style="list-style-type: none"> <li>• Has been a challenge to hold committee meetings with members in remote locations. One face-to-face meeting December. Teleconferencing has proved successful.</li> <li>• Held the membership survey (see later item)</li> <li>• Keen to build on the success of the Towards a Collaborative Online Strategy (TACOS) joint event with FISH and ALGAO.</li> <li>• Welcome new membership of the committee. 2 new committee members to be elected today.</li> <li>• Planning to hold a CPD 'software Expo' during the year ahead to demonstrate and offer quick fire presentations. Software suppliers are competing against the resistance to adoption, rather than with other companies. To be planned at next committee meeting.</li> </ul>	
5.	<b>Secretary's Report</b>	
	<ul style="list-style-type: none"> <li>• My main role is to make sure that all IMSIG meetings are properly minuted and available to the group membership on the CifA website. This has been maintained.</li> <li>• The year has been a busy one firstly maintaining up to date membership list. Then amending and updating the email accounts that the IMSIG have with the CBA. This has proved problematic and with the amount of hacking we have stopped using this as a means of communicating.</li> <li>• The proposed newsletter is still work ongoing.</li> <li>• The secretary would like to thank the IMSIG committee and CifA for all the assistance he has received throughout the year.</li> </ul>	
6.	<b>Treasurer's Report</b>	
	<p><b>Background</b></p> <p>In common with other CifA special interest groups IMSIG does not hold a separate bank account to the main CifA central fund. Instead, we bid to CifA 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"> <li>• Committee activity</li> <li>• Event and promotional activity</li> </ul>	

Agreed funds are spent by central CifA 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-CifA members to the group. Non-CifA 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 2014/15 IMSIG applied for budget for :-

- Committee expenditure - £500
- Events and promotional activity: - No bid for event funding was made.
- Our income from non-Member fees was £30.

Total £530

#### Expenditure

Committee	
1. Committee travel*	£22.20
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	£22.20

#### 7. Three year Business Plan

- This will proceed now that the results are in from the survey.

#### 8. IMSIG Committee Elections

- Doug Rocks McQueen and Jeremy Oetgen were nominated as committee members.
- As there were no other nomination both were elected unanimously.

#### 9. Results of the Survey

- Chair thanks Sarah Orr for work to bring the results together very promptly
- 64 returns
- Highest number are from commercial units
- Very varied job titles
- Key threats
- Skills gaps
- Support for the Competency profile
- CPD opportunities (favour online courses, though face to face is close). BW mentioned GIS24/7 as a good e.g.
- Topic areas
  - IM skills
  - Skills to help non-IM specialists
- How IMSIG can help protect digital resources (challenging list)
- Many partner organisations identified
- Communications approach – support for email based list
- How IMSIG should support members

	<ul style="list-style-type: none"> <li>• What members could offer (many offers received)</li> <li>• The Prize was won by a member.</li> </ul>	
<b>10</b>	<b>Competency Matrix</b>	
	<ul style="list-style-type: none"> <li>• EL reported on the development of a draft version following on a session at Groups Forum Dec 2014.</li> <li>• Agreed that the new committee should comment to prepare a version for consultation with IMSIG members by 4<sup>th</sup> May 2015.</li> </ul>	
<b>11</b>	<b>AOB</b>	
	<ul style="list-style-type: none"> <li>• None.</li> </ul>	
<b>12</b>	<b>Next AGM</b>	
	<ul style="list-style-type: none"> <li>• To be held as a separate event from Cifa Conference.</li> <li>• There being no more business the AGM was declared closed at 18.07 hrs.</li> </ul>	