

Meeting of the committee of the IfA Information Management Group (IMSIG)

12 February 2014, 12.30
E.H Conference Call

Minutes

Present :

Martin Newman (Chair), Edmund Lee (Treasurer), Colin Forrestal (Secretary), Sarah Orr, Hugh Corley, Ben Wallace, Lianne Birney (IfA).

1.	Apologies	Action
	Allison Bennett and Lorna-Jane Richardson	
2.	Previous Minutes	
	Accepted	
3.	Matter Arising from Previous minutes	
	<ul style="list-style-type: none"> • IfA Annual Conference <ul style="list-style-type: none"> ○ IMSIG will be contributing to Social Media discussion. • Official Deadline for IfA submission on possible events. • Wiki – due to lack of resource and time, it is felt that this should be archived for the moment. Proposed discussion at AGM to see if others willing to take this project on. 	MN LB EL
4.	IMSIG AGM and Committee Election	
	<ul style="list-style-type: none"> • It has been decided that the AGM will be on the Thursday of the IfA Annual Conference – time and venue to be provided. • Concerning officers of the committee, Edmund Lee (Treasurer) wishes to stand down and Martin Newman (Chair) would if a suitable candidate could be found. Hugh Corley indicated he would be happy to stand for treasurer. MN asked for clarification as to how long one can serve on committee, 5 years was the answer. MN offered to stay as Chairman this year but wishes to hand over to someone before he has to leave the committee so he can be there to assist. EL to stay on as ordinary member. • Concerning ordinary members, we currently have two spare posts. • IfA to circulate IMSIG members to obtain nominations for Treasurer and two new ordinary members. • Consider a research survey establishing IMSIG group member's main interests. • Consider establishing for the Group a 3 year business plan 	LB LB CF CF
5.	TACOS (Towards A Collaborative Strategy for Sector Information Management)	
	<ul style="list-style-type: none"> • Concerning bursaries: It was decided that there should be 5 x £100 awarded with the applicant having to provide 200 words on the why and what they will obtain from the event. Priority to student/unwaged. Application will be to Lianne Birney for forwarding to the committee . Priority to be given to Students/Unwaged. Successful applicants to be informed by the beginning of April. • TACOS now to be held in May, and there is a meeting to finalise the details and format 12/02/2014. • It is assumed that the IMSIG committee will be invited. 	LB/All
6.	Membership Discussion Email List	
	<ul style="list-style-type: none"> • There was a discussion on the membership discussion email list which has recently been overhauled. It is felt that new and current members should be made aware of the facility to opt to join this list. • Felt that use of Twitter, LinkedIn and Facebook a better option for future discussion groups. Especially due to email maintenance. 	

	<ul style="list-style-type: none"> MN to provide Guidance Document 	MN
7.	IMSIG Budget	
	<ul style="list-style-type: none"> EL has provided the IfA with the groups budget for 2014 	
8.	Future Events	
	<ul style="list-style-type: none"> Possible promotion event of collaborative projects between academia/commercial/voluntary sectors. One promoting Research Frameworks 	
9.	AOB	
	<ul style="list-style-type: none"> Chairman was pleased to announce that the Privy Council has accepted the IfA for royal charter. Feedback from the IfA Groups Forum <ul style="list-style-type: none"> Validation Matrix Business Plans Part NVQ Qualification <ul style="list-style-type: none"> Propose to use a subset to improve / promote IMSIG skill sets without partaking of the full NVQ. EL to run proposal past Kate Greary for approval. Newsletter <ul style="list-style-type: none"> Proposed to produce a newsletter using CF as editor. Digital initially to all group members as pdf. Copies to be printed for IfA 2014 Conference. Limit to 4 x A4 pages proposals to CF by 21/02/14 articles to CF by 21/03/14. Social Media Course <ul style="list-style-type: none"> HC is running a course in Oxford places available. Contact HC for further details. 	EL/KG CF/All HC
10.	Next Meeting	
	<ul style="list-style-type: none"> Week beginning 17/03/14 by EH Conference Call 	