

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

17 March 2014, 11.00

E.H Conference Call

### Minutes

**Present :**

Martin Newman (Chair), Edmund Lee (Treasurer), Colin Forrestal (Secretary), Alison Bennett , Hugh Corley.

1.	<b>Apologies</b>	<b>Action</b>
	Sarah Orr, Ben Wallace, Lianne Birney (IfA)	
2.	<b>Previous Minutes</b>	
	Accepted	
3.	<b>Matter Arising from Previous minutes</b>	
	<ul style="list-style-type: none"> <li>• Previous Matters Arising                             <ul style="list-style-type: none"> <li>○ Martin Newman has contributed to Social Media discussion.</li> <li>○ Official Deadline for IfA submission on possible events.</li> <li>○ Wiki – Edmund Lee reports current Wiki not supported on certain browsers. Current work to be archived and it is proposed that it is discussed at AGM.</li> </ul> </li> <li>• Time and venue of IMSIG AGM on Thursday 10 April needs clarifying. CF to contact LB.</li> <li>• IMSIG members circulated regarding committee positions by IfA .</li> <li>• Group Survey and Business Plan.</li> <li>• Bursaries to be discussed later. Details have been circulated by IfA.</li> <li>• Membership discussion list action on MN covered by Social Media point above.</li> <li>• Newsletter – One article received, three promises and MN will write his when all in. Deadline Friday 21 March 2014</li> </ul>	<p><b>Completed</b> <b>Completed</b></p> <p><b>Completed</b></p> <p><b>CF</b> <b>Completed</b> <b>Ongoing</b> <b>Ongoing</b> <b>Completed</b></p> <p><b>Ongoing</b></p>
4.	<b>Committee Election</b>	
	<ul style="list-style-type: none"> <li>• Concerning officers of the committee, Edmund Lee (Treasurer) and Martin Newman (Chair) are standing down. Hugh Corley has indicated he would be happy to stand for Chairman and Lorna-Jane Richardson has indicated that she would be willing to serve as Treasurer. Colin Forrestal to send nomination forms to both HC &amp; LR for completion before AGM. Both Martin Newman and Edmund to stay as ordinary members.</li> <li>• Concerning ordinary members, we currently have two spare posts.</li> </ul>	<b>CF</b>
5.	<b>TACOS (Towards A Collaborative Strategy for Sector Information Management)</b>	
	<ul style="list-style-type: none"> <li>• Concerning bursaries: IfA have circulated and website also has details. 1 bursary application received so far.</li> <li>• IfA to be asked to target Next Generation group for bursary applicants.</li> <li>• Committee members to also look for bursary applicants.</li> <li>• Selection for bursary will be by all committee members on the three criteria if necessary to decide final recipients if not clear will be by conference call.</li> <li>• Applications for bursaries due by 31<sup>st</sup> March 2014.</li> <li>• Successful applicants to be informed in the beginning of April.</li> <li>• TACOS now to be held on 14th May, further details on website, format is the one discussed in October's committee meeting. For the Skills development in Information Management the three speakers will be Edmund Lee, Kenny Aitchinson and Julian Richards.</li> <li>• It is assumed that the IMSIG committee will be invited as it is planned to have a committee meeting after the event.</li> </ul>	<b>CF</b>

<b>6.</b>	<b>IMSIG AGM</b>	
	<ul style="list-style-type: none"> <li>• Need to establish who will be attending Glasgow.</li> <li>• Additional Items for Inclusion on AGM Agenda <ul style="list-style-type: none"> <li>○ Consider a research survey establishing IMSIG group member's main interests &amp; Consider establishing for the Group a 3 year business plan, actions on CF to circulate details for committee prior to AGM. Considered important in light of the group officers changing.</li> <li>○ Wiki</li> <li>○ Announce TACOS bursaries</li> </ul> </li> </ul>	<p style="text-align: center;"><b>CF</b></p> <p style="text-align: center;"><b>CF</b></p>
<b>7.</b>	<b>AOB</b>	
	<ul style="list-style-type: none"> <li>• English Heritage will be launching Capacity Building a week before TACOS when it starts consulting with outside agencies.</li> </ul>	
<b>8.</b>	<b>Next Meeting(s)</b>	
	<ul style="list-style-type: none"> <li>• If required for bursaries by EH Conference Call</li> <li>• AGM – Thursday 10 April 2014 – Glasgow</li> <li>• Committee – 14 May 2014 – York</li> </ul>	