

Information Management Group (IMSIG)

10 November 2014, 19.00

E.H Conference Call

Minutes

Present :

Hugh Corley (Chair), Lorna-Jane Richardson (Treasurer), Colin Forrestal (Secretary), Edmund Lee, Martin Newman, Ben Wallace.

1.	Apologies	Action
	Sarah Orr, Amanda Forster(IfA), Lianne Birney (IfA), Alison Bennett (resigned)	
2.	Previous Minutes	
	Accepted	
3.	Matter Arising from Previous minutes	
	<ul style="list-style-type: none">Membership Survey – Draft has been prepared and is circulated.Validation Grid – Not all have received this so it needs to be circulated again.Draft 3 year Plan has been circulated	Agenda Item EL Agenda Item
4.	Membership Survey	
	<ul style="list-style-type: none">All comments on the circulated document to HC by 17/11/14As an incentive to get as many of the membership to undertake the survey it was decided to have a prize of a £20 Amazon voucher for one lucky participant.	All
5.	3 year Group Plan	
	<ul style="list-style-type: none">Comments on the circulated document to HC by the next meeting.It was suggested that a further event be added to the Plan, this being a software show case to demonstrate what is available in the market. This idea results from FISH. Thoughts on the matter were:<ul style="list-style-type: none">Should be open to both Software Companies and Open Source outlets.Software Companies to pay a small contribution for venue costsPossibly also invite Hardware providers.Envisage 40 to 60 attendees (excluding demonstrators) and possibly CPD.Need to consider Venue and when.Thoughts on the additional event to HC by next meeting.	All All
6.	Training Workshop	
	<ul style="list-style-type: none">Submission to IfA for a workshop at Cardiff 2015 has not been successful and IfA has enquired as to the possibility of the IMSIG organising an event away from conference 2015.The meeting considered this request after it heard how the IMSIG submission was late as it was sent to the wrong email address.The meeting was also aware that MN and EL leave the committee next April at the AGM. Discussion therefore concentrated on practicality.<ul style="list-style-type: none">Needed to be held later than April decided October 2015 to allow Master students involvement.	CF

	<ul style="list-style-type: none"> ○ Consider it a joint event with the show case therefore a mixture of workshops and demonstrations and practical hands on for the participants. ● IT was decided that all committee members consider possible venues and formats and costing structures and report back at future meetings. ● The training and the showcase event to be permanent Agenda Items for the foreseeable future. 	<p>All</p> <p>CF</p>
7.	IMSIG Forum	
	<ul style="list-style-type: none"> ● CF reported that the Britarch mail accounts were generating a lot of unwanted activity, firstly from those who did not wish to be in a discussion group and secondly from spam and asked if the group would consider other options. ● Committee considered Twitter, LinkedIn, Facebook and JISC and thought: <ul style="list-style-type: none"> ○ Twitter great for events and stories for followers and useful for attracting interest and new members. Need an active 'twitterree' for the group. ○ LinkedIn – very suitable for discussion group need to consider policing. ○ Facebook – Closed membership page again policing. ○ @JISC – need an ac.uk account to set up. ● Committee considered both Twitter and LinkedIn options to be the best but all need further investigation before next meeting. ● That the notion of a discussion forum and the platform preferred should be added to the membership survey. 	<p>All</p> <p>HC</p>
8.	IMSIG Committee Meetings	
	<ul style="list-style-type: none"> ● As this meeting was well attended and the difficulty people have with meetings during the day the possibility of future non venue meetings could be held in the evening by conference call. ● Both Skype and Google Hangouts were discussed and it was felt that the Google Hangouts option was the more robust and easier to conference with. ● It was decided that everyone set themselves up on Google Hangouts and we have a trial try out prior to the next meeting (which is a venue meeting) and those of the committee that cannot attend can join by Hangouts. 	<p>All</p>
9.	AOB	
	<ul style="list-style-type: none"> ● English Heritage is launching its Heritage Information Access Strategy possibly. ● Newsletter will be circulated for comments prior to next meeting and will be an Agenda Item at that meeting. ● We are currently 3 committee members short with AB's resignation and will lose two valuable committee members in April as they will have served their allowable time. Need to sound out willing new committee members prior to April and advertise in newsletter. 	<p>CF</p> <p>All</p>
10.	Next Meeting	
	<ul style="list-style-type: none"> ● Committee – 9 December 2014 – MoL Cafeteria 11.00 am followed at 12.30 by a Groups Forum meeting at the ClfA inaugural AGM. 	