

## Information Management Group (IMSIG)

15 January 2015, 19.00

By Google Hangouts

### Minutes

#### Present

: Hugh Corley (Chair), Colin Forrestal (Secretary), Edmund Lee, Martin Newman, Ben Wallace

1.	<b>Apologies</b>	<b>Action</b>
	Lorna-Jane Richardson (Treasurer), Sarah Orr, Lianne Birney (IfA),	
2.	<b>Previous Minutes</b>	
	These were accepted as correct.	
3.	<b>Matter Arising from Previous minutes</b>	
	<ul style="list-style-type: none"> <li>• Both LinkedIn and Twitter should be added to the membership survey.</li> <li>• LinkedIn – would need administrators, this will be an item for the Newsletter, firstly to ask if people would want to utilise it and for an administrator.</li> <li>• Twitter – similar comments as for LinkedIn but again to be added to Newsletter and again looking for an administrator and as someone to move it forward. Twitter to be used more for advertising group events and interests.</li> <li>• Due to spamming problems with the Britarch mail system and the fact that it removes any attached documents, the secretary is to email all committee members a contact list for members to set up a committee group list.</li> <li>• The need for new members on the committee to be added to Newsletter and possible email from ClfA as well as appeal in survey. Also need to check when current forming members of committee need to stand down believe to be April 2015.</li> </ul>	<p><b>HC</b></p> <p><b>CF</b></p> <p><b>CF</b></p> <p><b>Done</b></p> <p><b>Done</b></p>
4.	<b>3 year Group Plan</b>	
	<ul style="list-style-type: none"> <li>• It was decided to bring this to the 2015 AGM</li> </ul>	<b>HC Ongoing</b>
5.	<b>Membership Survey</b>	
	<ul style="list-style-type: none"> <li>• Comments on the circulated document to <b>HC</b> by the next meeting.</li> </ul>	<b>All</b>
6.	<b>Training Workshop</b>	
	<ul style="list-style-type: none"> <li>• Committee to make a list of software and application developers with possible motivation reason for attending and contact details.</li> <li>• Training Workshop – It was suggested that the theme should be <i>'Information skills in the Heritage sector'</i> Workshop and Presentation linked to CPD. This should be taking TACOS forward. This TACOS element to be fleshed out by MN/EL</li> <li>• After debate it was still felt that October would be best time and that Master students should be invited to submit poster presentations.</li> <li>• Possibly Joint event with FISH</li> <li>• Barns in Birmingham need to investigate cost and availability.</li> <li>• Request ClfA to handle the administration for funding and attendance. Possibly by JISC.</li> </ul>	<p><b>All Ongoing</b></p> <p><b>MN/EL</b></p> <p><b>HC Ongoing</b></p> <p><b>CF/LB</b></p>
7.	<b>Newsletter</b>	
	<ul style="list-style-type: none"> <li>• <b>CF</b> reported that he had four articles but no newsletter at present.</li> </ul>	<b>CF</b>

	<ul style="list-style-type: none"> <li>• Need to add the committee requests and survey details.</li> <li>• Add report on TACOS</li> </ul>	<b>MN/EL</b>
<b>8.</b>	<b>Validation Competence Grid</b>	
	<ul style="list-style-type: none"> <li>• Validation grid needs to be emailed to all committee members.</li> <li>• Need to address whether HER/DBA or Field.</li> <li>• Liaise with ClfA</li> </ul>	<b>EL</b>
<b>9.</b>	<b>AOB</b>	
	<ul style="list-style-type: none"> <li>• Require update on Birmingham 9/12/14.</li> <li>• TACOS – require a report on the York meeting and responses from Attendees. This is required for Newsletter</li> <li>• Need to contact Bursary recipient for report on how event helped them and application of information obtained at the event. Need contact details.</li> </ul>	<b>BW</b> <b>EL</b> <b>MN/EL</b>
<b>10.</b>	<b>Next Meeting</b>	
	<ul style="list-style-type: none"> <li>• Tuesday 3 March 2015 – Hangouts Conference Call 18.00 hrs.</li> </ul>	