

**Information Management Group (IMSIG)**

3 November 2016, 12.10  
Fort Cumberland, Portsmouth

**AGM Minutes**

**Present:**

Hugh Corley (Chair), Colin Forrestal (Secretary), Jeremy Oetgen (Treasurer), Ben Wallace, Doug Rocks-MacQueen, Mathew Reynolds, Keith May, Sarah Poppy, Duncan Brown, Daniel Miles

1.	Apologies	Action
	Sarah Orr, Lianne Birney (CifA), Edmund Lee, Martin Newman, Sarah Maclean	
2.	Previous AGM Minutes	
	The Minutes of the last AGM held at Cardiff were Accepted	
3.	Matter Arising from Previous minutes	
	<ul style="list-style-type: none"> <li>• None</li> </ul>	
4.	Chair's welcome and opening remarks	
	<ul style="list-style-type: none"> <li>• Over the past year the IMSIG committee has produced our competency matrix, thanks to the hard work of Edmund Lee. This matrix will provide a structure for evaluating our members' progressions in their development of information management skills. Edmund Lee, Martin Newman and Hugh Corley collaborated on running and presenting a CPD workshop on the matrix, introducing it and how to use it at the CifA Conference in Leicester. The presentations from that session will soon be available online soon. The discussion of the session was very positive, hopefully we will be seeing members beginning to use the competency matrix over the next few months and years as they progress in their CifA membership grading.</li> <li>• Going forward Edmund Lee, Sarah Orr and Ben Wallace will be stepping down from the committee as they have served the maximum length of service. We thank them for their hard work and support of IMSIG since its inception.</li> </ul> <p><b>Events</b></p> <ul style="list-style-type: none"> <li>• While organising an event this year, through early planning we hope to be more successful in organising a CPD workshop that can coincide with our AGM for next year.</li> </ul> <p><b>Membership</b></p> <ul style="list-style-type: none"> <li>• IMSIG currently has 429 CifA members and 2 non-CifA members.</li> </ul> <p><b>Other Issues</b></p> <ul style="list-style-type: none"> <li>• If there are particular information management issues that you feel need addressing or that you could contribute support in addressing we would like to hear from you. With three committee members stepping down we will be recruiting new members. We would especially like to hear from you if you would like to become our newsletter.</li> </ul> <p><b>Going Forward</b></p> <ul style="list-style-type: none"> <li>• 2017 brings us to the end of our 3 year plan. It's worth taking a moment to look at what we've accomplished since we first created this plan.               <ul style="list-style-type: none"> <li>○ User Survey</li> <li>○ 2 newsletters published</li> <li>○ Completed the competency matrix</li> <li>○ Delivered a CPD workshop on the matrix</li> </ul> </li> </ul> <p>So the next 12 months will be significant for IMSIG as we look at what we hope to accomplish over the next 3 years.</p>	
5.	Secretary's Report	
	<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 done. We have this year maintained regular meetings by HE conference call and had a face to face meeting with Skype prior to the CifA AGM.</li> </ul>	

- The year has been a busy one mainly as the group rep to the Advisory Council and to the Group Forum. This has enabled me to keep the committee well informed as to various items within CifA and through the Group Forum exchange of ideas across the special interest groups.
- The newsletter is working well and we are receiving good feedback from our members which is a credit to our Chairman.
- In the coming year we will be looking to co-opt new committee members from the various upcoming CifA events.
- Lastly I would like to thank the IMSIG committee and CifA for all the assistance I have received throughout the year.

**6. Treasurer's Report**

**Background**

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:

- Committee activity
- Event and promotional activity

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 2015/16 IMSIG applied for budget for :

- Committee expenditure – £500
- Groups Forum – £100
- Events and promotional activity – No bid for event funding was made.
- Our income from non-Member fees was £5.

Total £605

**Expenditure**

<b>Committee</b>	
1. Committee travel	£0
2. Groups Forum (Chair or one elected representative, two meetings per annum)	£109.10
3. Other travel expenses	£0
4. AGM (just travel/ venue expenses, associated events should be funded via the Events budget)	£0
<b>Total</b>	£109.10 ( under spent by £490.90)

	<p><b>2016/17</b></p> <p>The bid for 2016/17 remained at £600, but the budget for committee travel was reduced to allow a sum to be allocated to cover cost of holding the AGM separately from the CifA conference. See attached GT4.</p>	
<b>7</b>	<b>Election to Committee</b>	
	<ul style="list-style-type: none"> <li>• Three nomination forms received they were:             <ul style="list-style-type: none"> <li>○ Hugh Corley for Chairman</li> <li>○ Colin Forrestal for Secretary</li> <li>○ Jeremy Oetgen for Treasurer</li> </ul> </li> <li>• As there were no other nominations all three were elected unanimously.</li> </ul>	
<b>8</b>	<b>AOB</b>	
	<ul style="list-style-type: none"> <li>• None.</li> </ul>	
<b>9</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 12.25 hrs.</li> </ul>	