

Information Management Group (IMSIG)

29 November 2017, 13.30
Comfort Inn, Birmingham

AGM Minutes

Present:

Hugh Corley (Chair), Colin Forrestal (Secretary), Jeremy Oetgen (Treasurer), Claire Tsang, Amanda Wintcher, Rachel Morgan, Valeria Boudet, Dan Miles, Gary Duckers, Sam Paul, Theodora Anastasiadou, Simon Parsons, Jessica Cook.

1.	Apologies	Action
	Lianne Birney (CifA), Doug Rocks-MacQueen	
2.	Previous AGM Minutes	
	The Minutes of the last AGM held at Fort Cumberland were Accepted	
3.	Matter Arising from Previous minutes	
	<ul style="list-style-type: none"> • None 	
4.	Chair's welcome and opening remarks	
	<p>This year we welcomed Simon Parsons to the committee and welcomed back Martin Newman who along with the other members Colin Forrestal, Doug Rocks-MacQueen and Jeremy Oetgen, I would like to thank for their hard work over the past year.</p> <p>Going Forward</p> <p>There are several exciting opportunities for IMSIG in the coming year as FISH will be looking for support in developing more heritage standards particularly around Finds. In concert with this we hope to be involved in work by the Archaeological Archives Group that will include advising them on data management.</p> <p>I look forward to the next year; especially as we will be welcoming a few new faces to the committee as I believe we have a couple of nominations to join the committee.</p> <p>I hope that we will be able to arrange a couple of face to face meetings this year, hopefully starting with a meeting to follow the Digital Pasts (7-8 February) meeting in Aberystwyth.</p>	
5.	Secretary's Report	
	<ul style="list-style-type: none"> • My main role is to facilitate IMSIG committee 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. • After last year's AGM the committee was not quorate and to this end I managed to persuade our previous chairman Martin Newman and Simon Parsons to be co-opted onto the committee thus allowing us to be quorate at committee meetings. With Claire Tsang, Simon Parsons, and Gary Duckers being nominated as ordinary committee members we will be quorate. Though there is a possibility to co-opt one more onto the committee. • The year has been a busy one mainly as an elected member of the Advisory Council and group rep 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. • Lastly I would like to thank the IMSIG committee and CifA especially Lianne Birney for all the assistance I have received throughout the year. 	
6.	Treasurer's Report	
	<p>Background</p> <p>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</p>	

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 2016/17 IMSIG applied for budget for :

- Committee expenditure – £450
- Groups Forum – £150
- Events and promotional activity – No bid for event funding was made.
- Our income from non-Member fees was £10.

Total £610

Expenditure

Committee	
1. Committee travel	£0
2. Groups Forum (Chair or one elected representative, two meetings per annum)	£0
3. Other travel expenses	£16
4. AGM (just travel/ venue expenses, associated events should be funded via the Events budget)	£35.40
Total	£67.90 (i.e. underspent by £532.10)

2017/18

The bid for 2017/18 remained at £600, with the budget for travel set to allow the AGM to be held separately from the CifA conference.

Jeremy Oetgen

IMSIG Treasurer

November 2017

7	Election to Committee	
	<ul style="list-style-type: none"> • Only three nomination forms for OCM's were received they were: <ul style="list-style-type: none"> ○ Claire Tsang ○ Simon Parsons ○ Gary Duckers • As there were no other nominations all three were elected unanimously. 	
8	AOB	
	<ul style="list-style-type: none"> • The chair asked for suggestions as to possible events or workshop. Topics suggested included: • Metadata, Software Tools available, Online Project Management for digital projects, ADS online archiving, DPS website tools, Guidance on where to find information, Project Management Check listing, Agent based modelling, Digital researching Quest, Cambridge Data Management methodologies. 	
9	Next AGM	
	<ul style="list-style-type: none"> • To be held as a separate event from CifA Conference. • There being no more business the AGM was declared closed at 13.25 hrs. 	