

## Committee Minutes

26 July 2016, 16.00  
By HE Conference Call

**Present :**

Hugh Corley (Chair), Colin Forrestal (Secretary), Jeremy Oetgen (Treasurer), Edmund Lee, Sarah Orr

1.	Apologies	Action
	Lianne Birney, Ben Wallace, Doug Rocks-MacQueen	
2.	Previous Minutes	
	These were accepted as correct.	
3.	Matter Arising from Previous minutes	
	<ul style="list-style-type: none"> <li>• None</li> </ul>	
4.	Annual Report	
	<ul style="list-style-type: none"> <li>• Being circulated replies by 29/07/2016</li> </ul>	HC/ALL
5.	Update on Priorities for 2016-2017	
	<ul style="list-style-type: none"> <li>• <b>IMSIG AGM Event</b> - This is now at the FISH-HEIRNET in Edinburgh, venue and date to be confirmed. AGM to be held after the afternoon Speakers.</li> <li>• <b>3 year Plan</b> - accepted no alterations this meeting. In future to be circulated prior to meeting and suggested a committee member could take responsibility for the plan in future. Volunteer required.</li> <li>• <b>Group Forum</b> - Interest expressed in standards and guidance in business plans and Advocacy Workshop. CF to report back,</li> <li>• <b>CifA Conference Newcastle 2017</b> - CF has circulated 3 proposals for events at CifA 2017. One is a joint IMSIG/RIG/Archives event on Major Infrastructure projects. Comments required on all 3 by 31/07/2016</li> </ul>	HC  CF/?  CF  ALL
6.	Newsletter	
	<ul style="list-style-type: none"> <li>• Aim is to produce a newsletter to be circulated by the end of August. HC to co-ordinate with LB in producing it.</li> <li>• <b>IMSIG Workshop at CifA Annual Conference 2016</b> - required piece on event. Need to check if Videos from Leicester 2016 have been uploaded.</li> <li>• To include the request for committee members</li> <li>• Current committee member's bios.</li> <li>• At future CifA conferences group members encouraged to provide feedback on events that would be of interest to IMSIG members.</li> </ul>	HC/LB  CF All All  All
7.	IMSIG/FISH-HEIRNET	
	<ul style="list-style-type: none"> <li>• EL had circulated email on initial founding of IMSIG and its purpose to be a close partner to FISH. This has been lost over time.</li> <li>• Discussion agreed to explore Co Hosting a joint IMSIG-FISH message/discussion board. Discussion questioned what would work. Social media felt to be better than email, probably LinkedIn rather than Facebook. HC to raise this at the next FISH meeting.</li> <li>• To foster a more co-operative environment with FISH/HEIRNET it was felt IMSIG should have a presence at the forthcoming meeting.</li> </ul>	HC  All
8.	Future Meetings	
	<ul style="list-style-type: none"> <li>• AGM to be held at FISH-HEIRNET Conference in Edinburgh. Details to follow. Date of this event to determine future meetings.</li> </ul>	HC/CF
9.	AOB	
	<ul style="list-style-type: none"> <li>• None</li> </ul>	
10.	Next Meeting	
	<ul style="list-style-type: none"> <li>• Tuesday 11 October 2016 at Cardiff and Vale College, Cardiff. Further details to follow.</li> </ul>	