

Committee Minutes

16 September 2019, 13.00

By HE Conference Call

Present:

Jeremy Oetgen (Chair), Colin Forrestal (Secretary), Theodora Anastasiadou, Claire Tsang, Garry Duckers, Simon Parsons, Hugh Corley (Guest)

1.	Apologies	Action
	Lianne Birney, Doug Rocks-Macqueen (Treasurer)	
2.	Previous Minutes	
	These were accepted	
3.	Matter Arising from Previous minutes	
	<ul style="list-style-type: none"> • Items are on the agenda. 	
4.	Security Copying Standards	
	<ul style="list-style-type: none"> • This item is being dealt with elsewhere and is removed from the agenda. 	
5.	GDPR	
	<ul style="list-style-type: none"> • CF confirms old IMSIG JISC email accounts no longer exist so is removed from agenda 	
6.	Disaster Management	
	<ul style="list-style-type: none"> • SP & CF to draft new proposals taking into account up to date software and digital scenarios. 	SP & CF
7.	FISH/HEIRNET Update	
	<ul style="list-style-type: none"> • HC reports that there has been no meeting since the last IMSIG meeting. 	HC
8.	Priorities for 2019 -2020	
	<ul style="list-style-type: none"> • Group Forum – In Birmingham on Wednesday 4 December. • 2019 Budget – £800 • 3 year Plan – DRM to circulate for comment. Need to add Digital Archiving, and contribution to standards • AGM 2019 – 11.30am on Wednesday 4 December at The Briar Rose meeting room in Birmingham <ul style="list-style-type: none"> ○ CF will have completed his 6 years at AGM 2019 so will be standing down then. • CIFA 2020 <ul style="list-style-type: none"> ○ CT informs IMSIG will be holding a Digital Archive session. • CAA International 2020 (Oxford)20/9/20 – Need to run a session Carried forward to next meeting. • CAA UK 2019 Bournemouth – was held on November 4 and 5 2019. JO/LB to liaise for future AGM at CAA UK 2020. 	<p>ALL</p> <p>DRM</p> <p>All</p> <p>JO/LB</p>
9.	Communicating with IMSIG members	
	<ul style="list-style-type: none"> • Put 1page A4 email together covering meetings and AGM 	CF?
10.	AOB	

	<ul style="list-style-type: none"> • HC – Informed meeting that he will be on sabbatical next year. • CT Informed that at ClfA 2019 the metric data session went very well. • IMSIG Competency matrix feedback by 27 November 	ALL
11.	Future Meetings	
	<ul style="list-style-type: none"> • Last two weeks in November 	CF