

**MINUTES OF THE NATIONAL COMMITTEE MEETING HELD AT 11 AM ON THURSDAY 3 MARCH 2011 IN THE FARRADANE ROOM, CILIP, 7 RIDGMOUNT STREET, LONDON, WC1E 7AE**

**Present:** Jacque Davies, Samantha Gavaghan, Chris Gower, Carole Gray, Virginia Havergal, Linda Jones, Sarah Reed, Anne Rowlands, Colin Sawers, Lynne, Spicer, Lindsay Wallace

**Apologies:** Nick Roe, Jane Tomlinson

**2011/MAR/ Apologies**

The apologies for absence were **NOTED** (detailed above).

**2011/MAR/ Welcome new committee members/introductions**

Anne Rowlands took the chair and welcomed all members of Committee present to the meeting. Committee members introduced themselves to the Committee.

**2011/MAR/1 Minutes of the previous meeting**

The minutes of the National Committee meeting held on 21 June 2010 were **APPROVED**.

**2011/MAR/2 Matters arising**

Committee **NOTED** that item 2 had now been superseded by the publication of a book on e-books by Facet Publishing. No one had attended the meeting at CILIP in October on library qualifications and pay; therefore there was no report back.

Anne Rowlands gave thanks to Sarah Reed and Chris Gower for their service to the Committee as today was their last attendance at Committee.

**2011/MAR/3 Conferences**

**CoFHE June 2011**

Committee **NOTED** that 12 delegates had so far registered to attend conference and that all key sponsorship spaces had been filled.

Lynne Spicer agreed to speak to a Dawsons representative visiting her college and ask her to make contact with Jacquie Davies in relation to sponsoring conference.

**[Action: Lynne]**

Anne Rowlands suggested that any future Conference organisers should consider including an exhibitor on the Committee. Conference Committee this year had included an exhibitor who had provided useful suggestions from the exhibitors' viewpoint, as well as assisting to plan the conference exhibition and sponsorship.

Committee **AGREED UNANIMOUSLY** to offer two sponsored places funded by the Committee to the 2011 conference. Anne Rowlands agreed to oversee the selection process using criteria previously provided by Sarah Reed.

**[Action: Anne]**

Committee also **NOTED** that the following Circles were considering sponsoring places:

- East Midlands
- North West
- Southern
- West Midlands

Committee **AGREED UNANIMOUSLY** that the Circles wishing to offer places should be asked to use the same criteria as the National Committee. Circle representatives were asked to pass this information onto their Circles.

**[Action: Circle representatives]**

Committee **AGREED UNANIMOUSLY** that Committee members who were unable to obtain funding from their employer to attend conference would be funded by the Committee. Committee members requiring support should contact the Honorary Treasurer.

**[Action: Committee members]**

## **Joint UC&R 2012**

Samantha Gavaghan gave a verbal report on the plans for the 2012 conference. The conference is to be held in the North East and CoFHE is leading on the organisation. Three possible venues have been shortlisted for the week of Monday 25 June 2012 they are the universities of Durham, Northumbria and Newcastle. The organising committee have

been thinking about the pricing of the event and have given consideration to early bird booking and discounts for the unemployed and students. A suggestion has also been made to consider allowing delegates to book workshops in advance and also to consider rerunning popular workshops.

### **Umbrella**

Anne Rowlands gave a verbal report on Umbrella. The event will be held from the 12-13 July at Hatfield. We will be delivering sessions in partnership with UC&R. Anne will attend Umbrella as Committee Chair and Chair some of the workshop sessions.

#### **2011/MAR/4 Treasurers Report**

Carole Gray tabled a financial report. Carole reported that the Committee had a healthy balance of £22,000. Colin Sawers queried the high figure for "other income" in comparison to previous years; Carole agreed to check this figure. Carole also agreed to check current signatories on the bank account and update them if required.

**[Action: Carole]**

#### **2011/MAR/5 Bulletin Report**

Samantha Gavaghan gave a verbal report on the latest issue of the bulletin. The latest edition had been published a few days earlier and sent to the Jiscmail list and also published on the group website. The next edition is due out in May and Samantha appealed for contributions by the 15 May deadline.

**[Action: All committee members]**

Linda Jones agreed to provide an article on the new regulations for NVQs in Library and Information Services.

**[Action: Linda]**

Lindsay Wallace agreed to provide an article on the new copyright licence.

**[Action: Lindsay]**

Anne Rowlands gave thanks to Samantha for her work on the bulletin.

A suggestion was made to considering including a suppliers section in future editions.

**[Action: Samantha]**

**2011/MAR/6 CoFHE committee posts 2011**

Committee **AGREED UNANIMOUSLY** to the following appointments for 2011:

- Chair & National Representative – Anne Rowlands
- Secretary & National Representative – Colin Sawers
- Treasurer & Scotland Circle Representative – Carole Gray
- Vice Chair - Vacant
- National Representative – Helen Ashton
- East Midlands Circle Representative & Assistant Secretary – Lynne Spicer
- East of England Circle Representative - Vacant
- London Circle Representative – Stephen Wickens
- North East Circle Representative & Bulletin Editor – Samantha Gavaghan
- North West Circle Representative & Umbrella Representative – Lindsay Wallace
- Northern Ireland Circle Representative - Vacant
- Southern Circle Representative & Assistant Treasurer – Linda Jones
- South West Circle Representative & Assistant Bulletin Editor – Jane Tomlinson & Virginia Havergal
- Wales Circle Representative – Nick Roe
- West Midlands Circle Representative – Jacquie Davies
- Yorkshire Circle Representative – Vacant

Anne Rowlands asked that anyone interested in the vacant Vice Chair role contact her.

**[Action: All committee members]**

**2011/MAR/7 FE Toolkit**

Samantha Gavaghan agreed to collect the remaining copies of the toolkit from Newcastle and to bring them to conference.

**[Action: Samantha]**

A discussion around the current toolkit took place and Lindsay Wallace and Samantha Gavaghan agreed to contact Anne Rowlands with some possible updates to be added to the current print version as an additional sheet.

**[Action: Lindsay & Samantha]**

Virginia Havergal agreed to look at the impact of the Equality Act on the guidelines and feedback to Anne Rowlands.

**[Action: Virginia]**

**2011/MAR/8 HE in FE Guidelines**

Lindsay Wallace and Lynne Spicer agreed to review the edition of the HE in FE guidelines that Colin Sawers had found. Colin agreed to circulate the guidelines as they stand at present to the committee.

**[Action: Lindsay, Lynne & Colin]**

**14-16 Guidelines**

Anne Rowlands presented a draft copy of these guidelines to the committee and asked for all committee members to send feedback to her.

**[Action: All committee members]**

Virginia Havergal suggested that we consider packaging together the toolkit and both sets of guidelines to produce a comprehensive resource.

Colin Sawers agreed to ensure that the guidelines were included on the agenda of the next committee meeting.

**[Action: Colin]**

**2011/MAR/9 CoFHE Website and Circle editors**

Chris Gower tabled a report on the website and the latest statistics. Chris reported that training videos are now available from CILIP to support Circle editors when updating the website. The possibility of creating a Ning for use by the Circles was discussed.

Chris reported that statistics showed that the time spent on each of our pages by users had increased from last year.

Chris asked that all Circles consider setting up and using a Twitter feed to keep in touch with members and ensure that their Circle web pages are up-to-date.

**[Action: All Circle representatives]**

Chris gave his thanks to the committee for their support during his time on the committee.

Anne Rowlands thanked Chris for his work on the website and as a member of the committee.

**2011/MAR/10 CILIP/CoFHE membership (associate and institutional)**

Committee discussed non-members of CILIP joining CoFHE and **AGREED UNANIMOUSLY** that CoFHE would continue to admit associate members at an increased cost of £40 per year (excluding VAT) from the previous £20 per year (excluding VAT).

It was agreed that a link would be placed on the website to allow associate and institutional members to alert us of their e-mail addresses to ensure they were kept informed of CoFHE news.

**[Action: Chris]**

Colin Sawers agreed to contact the Membership section of CILIP to obtain an up-to-date list of institutional members so that they could also be included in the e-mail list.

**[Action: Colin]**

Virginia Havergal agreed to produce a flier to promote associate membership in time for conference.

**[Action: Virginia]**

**2011/MAR/11 Circle News**

**Scotland**

Carol Gray reported that an event on “Managing in difficult times” had been held.

**North West**

Lindsay Wallace reported to committee on the series of events that the Circle had held on the impact of LRCs in colleges, and a workshop related to this series of events was to be delivered at conference. The Circle AGM is due to be held on the 15 April 2011.

**North East**

Samantha Gavaghan reported on the changes taking place in the region, including college mergers, income generation targets and benchmarking between colleges.

**Southern**

Linda Jones reported that the Circle has a new Chair (Nigel Sturt) and Secretary (Jayne Roberts). The Circle will be sponsoring a place at national conference, and is also planning an event for library assistants and a visit to CILIP. The forthcoming AGM is to include a session on safeguarding.

### **South West**

Virginia Havergal reported that the Circle AGM is due to be held in June 2011, and that a calendar of events has been produced for 2011. One event "OFSTED and limiting grades" had already been run and another event "Make you look, make your stare" on marketing and promotion is due to run in May.

Virginia reported that the Circle has already committed their funding for 2011 to the events above but would now like to also deliver the Impact event run in the North West using a consultant in partnership with JISC RSC South West. Virginia asked the committee to consider supporting the event with £2,000. The committee considered this request and **AGREED UNANIMOUSLY** to decline the request. It was felt that if this funding were to be provided it would set a precedent for other Circles to request similar funding and the committee was unable to fund all Circles due to limited funds. The committee suggested that the Circle approach CILIP South West Branch to see if they were able to support the event.

### **West Midlands**

Jacque Davies reported that the Circle AGM was due to be held on 30 March 2011 in partnership with CDG and CILIP West Midlands Branch. An event is planned for the 20 May on e-books in partnership with JISC RSC West Midlands. Jacque reported that the Circle was working to attract more members from the Birmingham area which is currently under represented on the Circle. The Circle will also be offering a sponsored place to conference.

### **East Midlands**

Lynne Spicer reported that two new members had joined the Circle, and that the AGM was due to be held on the 22 March. A course on promoting e-resources was also planned for the 10 May. During December 2010 the Circle ran a subsidised course on assertiveness which had been very successful.

## **2011/MAR/12 Any other business**

### **Honorary Membership**

Anne Rowlands asked the committee to consider nominating members of CoFHE for honorary membership. Anne asked for any nominations before conference so that they could be presented if passed at conference.

**[Action: All committee members]**

### **Copyright**

Lindsay Wallace asked all present to ensure their colleges supported the AoC in querying the high increase in copyright charges from the CLA.

**[Action: All committee members]**

### **New model for Branches and Groups**

Anne Rowlands reported to committee on a Branch and Group workshop held at CILIP in February. The workshop had looked at the current Group and Branch structure with a view to groups and branches cooperating, collaborating or merging and also making their money work harder.

Amanda Holyoak from UC&R had discussed with Anne the prospect of CoFHE and UC&R working more closely with possible consideration given to a merger which would be welcomed by CILIP and appeared to be the future for many groups.

Anne asked committee for permission for herself and Colin Sawers to meet with UC&R to open up discussions on working more closely and possibly merging. Committee **AGREED UNANIMOUSLY** to this request.

**[Action: Anne]**

Discussion took place around the importance of our unique selling point in any merged group, the potential name and the improved geographic coverage the two merged groups would have.

### **Next meeting**

**NOTED** as Wednesday 15 June, 1pm at Glyndwr University, Wrexham.