



**(Now known as Commercial, Legal & Scientific  
Information Group (CLSIG))**

**Committee Meeting**

**Tuesday 1<sup>st</sup> May 2007 at 6.15pm**

**Macfarlanes, 10 Norwich Street, London, EC4A 1BD**

**Minutes**

**1. Apologies for Absence**

Diane Dewar, Katherine Ross, Mary Lovell, David Griffiths and Sarbjit Dhillon, Elizabeth Dwiar

**2. AGM Results of Voting**

The Committee approved the minutes of the AGM

**3. New Logo**

The design of the logo is to stay the same, only the wording is to change. Mary Lovell has asked the designer to produce the logo with the new wording which will be forwarded to committee members when it is ready.

Mary will organize a new banner and both banners will be utilized at events this year to publicize the name change.

Claire Taylor is to change the wording and logos on the website and will ask CILIP to alter their website.

**4. New Committee Members**

Kim Mclachlan, Bert Washington and Claire Taylor stated that they will resigning from the Committee at the next AGM.

CLSIG need to recruit new members for the committee. Kim Mclachlan will email a list of members who attended the previous AGM's so that the Committee can select some members to approach.

Bert Washington will reorganize the up-to-date membership list from CILIP and forward the list to Kim Mclachlan. Kim to propose further members from each sector represented on the list to approach with an invitation to join the Committee.

## **5. Financial Statement and Handover of Treasurers Role**

Gertrud Erbach is to invoice Penny Bailey for the newsletter Advertisement

The Accounts Ledger has been updated and all other outstanding invoices have been paid. Gertrud will pay in the money from the AGM.

Gertrud is to contact the new Treasurer Daren regarding handover of the Treasurers materials and Bert has offered to collect them from Gertrud if necessary to hand over to Daren.

Kim is to liaise with Gertrud to obtain the HSBC bank details and to ask Lloyds Bank about setting up an account under the new CLSIG name. Gertrud is to check whether Kim is listed as a signatory to the current bank accounts under her maiden name or married name.

## **6. Newsletter**

Each issue of the newsletter will target an individual membership sector with a view to attracting members from each of the sectors to the Committee.

## **7. Events Planning for 2007/2008**

The following events are the only ones which CLSIG will take on this year;

- CLSIG to set up a sub-committee including Bert, Kim Alison and Oriole to organize the joint conference with EUSIDIC (March 31<sup>st</sup> – April 1<sup>st</sup> 2008, London). CLSIG will be organizing the venue, a hotel nearby for delegates, raising sponsorship for the event and organizing the Speakers for the second day (1<sup>st</sup> April). Kim to take on role of coordinator to organize the conference. Oriole has approached Derek Law to speak at the conference. The previous EUSIDIC conference charged approximately £205 per delegate for attendance and they anticipate that 100 people will attend the event in London.
- CLSIG and EUSIDIC to share a stand at Online
- Joint event with BRILL in Cardiff (Mary Lovell)

- Joint Open Day event with AUKML to be organized by Katherine Ross
- Joint Web 2.0 Event with the Information Services Group to be organized for Autumn 2007. Kim to approach Sarbjit regarding assistance with the organization of the event. Oriole to send Kim the contact details of the representative at the Information Services Group. Kim to explore the possibility of getting a sponsor to pay for one of our members to attend the event. CILIP South West have already agreed to put money into sponsoring the event.

## **8. Blogs**

Claire to find out more information from CILIP about their offer to host Blogs for the Special Interest Groups.

## **9. Umbrella**

Oriole to chair the two Friday sessions and Kim to Chair the Saturday morning session.

Oriole is to be the contact in case of queries while Kim is away on holiday (11<sup>th</sup> June – 26<sup>th</sup> June) just before the conference.

Need to find a back up Speaker in case any of the Speakers have to pull out at the last minute. Committee to send suggestions for Speakers to Kim.

## **10. Sponsorship Rate Card**

Alison is to compare the prices currently charged by other groups and to redraft the current rate card.

Ads need to be placed on the website, preferably as a scrolling banner. It may be necessary to find a different host for the CLSIG website to achieve this. Bert to contact Rob regarding obtaining an alternative host for the website.

## **11. A.O.B.**

Claire is to add the SWETS logo to the website.

Kim is to check the Group Rules to see whether a Data Protection statement exists to remind sponsors that they must adhere to Data Protection legislation and not exploit Members' data.

ADLG - ADLG held its AGM on Wednesday 7th March 2007, at the Ministry of Defence Main Building, Whitehall. The chair, Celia Waters, gave a brief update and prepared a display on the benefits of job shadowing and pushed this as something of value that a cross-sectoral group such as ADLG can be organising for its members. It was briefly

raised that ADLG may be following ICLG's lead on the e-only newsletter because of the cost of printing and sending out hardcopies now that Cilip capitation has been cut. After the formal AGM, there was a tour of the refurbished MoD Library and Ben Chan gave a presentation/demo of his Sharepoint Enquiries Portal.

The ADLG are organising two events later this year:- A visit to the City Business Library & the Guildhall Library, in June, and a Seminar entitled "Library Information Service Survival Guide" , in September. Details of both of these have been supplied to Alison, for inclusion in the next newsletter. They can also be found on the ADLG website <http://www.adlg.org.uk> under the activities section.

ADLG's next Committee meeting will take place Friday 11th May, 11am at Cilip.

## **12. Date of Next Committee Meeting**

Wednesday 30<sup>th</sup> May – Members of the Committee absent from the meeting to confirm to Kim by email that they can attend.