



## **Committee Meeting**

**Tuesday 13<sup>th</sup> November 2007 at 6.30pm**

**Macfarlanes**

**10 Norwich Street, London**

**EC4A 1BD**

## **Minutes**

### **1. Apologies for Absence**

Daren Middleton, David Griffiths, Tim Buckley Owen, Katherine Ross, Sarbjit Dhillon

### **2. Events**

- EUSIDIC/CLSIG Conference Arrangements

The conference will take place on 30<sup>th</sup> March – 1<sup>st</sup> April 2008, with a dinner and reception on 30<sup>th</sup> for people arriving from abroad. On 31<sup>st</sup> March there will be a full conference dinner in the Hotel Russell for which we will need 90 guaranteed attendees.

To advertise the conference, Oriole and Johan will be interviewed by the Gazette and IWR at the Online Exhibition stand.

Johan will forward the advertising information to us so that we can advertise the conference on the relevant mailing lists and online discussion groups. The following committee members will be responsible for posting the ads.

ASLIB – Alison

BIALL – Oriole

CILIP – Claire

LISLAW – Kim

CIG – Kim

Some further speakers will be needed for the conference. Kim is to find out the email address for Natalie Ceeney of the National Archives to pass on to Johan. Mary Lovell has volunteered to be a reserve speaker for the conference and is to forward a CV, Photo and Personal Biography to Oriole.

Oriole to approach Jackie Berry at the BMA and kim to contact the Wellcome Library to see whether we could get a speaker from the pharmaceutical industry. Bert is to contact David Griffiths to see whether they can get someone from the Aerospace Industry.

Bert is to organize a map of Bloomsbury and list of hotels which we can forward to delegates.

- Online – Stand Rota and Sponsorship

Committee members are to look into the possibility of getting a laptop to have at the Online Stand for delegates to sign up to the conference actually at the stand.

Mary is to bring exhibition stands and Katherine will be bringing the banner on the first day and helping to set up.

The Rota for manning the stand is as follows;

Tuesday 4<sup>th</sup> December: Mary, Johan Oriole

Wednesday 5<sup>th</sup> December: Alison, Johan and Oriole (Morning Only)

Thursday 6<sup>th</sup> December: Bert and Jennifer

Kim to check whether Katherine or Sue are available to take items back after the exhibition is finished.

A new leaflet for CLSIG is needed and a poster. Mary will design the poster and the committee members are to forward ideas to her for the content. Bert will put together the wording for the leaflet. Items to include are the diversity of the membership, events held, information about the newsletter. Preferential costs for some meetings and vendor discounts.

- Christmas Party Update

The venue is 1 Whitehall Place. Kim is organizing the goods sent to the venue in advance by the sponsors. Kim to find out what the deadline is for sending out the sponsors mailshot. Kim to check whether Chairs of Groups will receive complimentary tickets, or are required to pay. Claire will advertise the party on the website. Bert is to give Kim the digital camera in advance of the event so that she can take pictures for the newsletter.

- AGM/Speaker

Kim to organize a speaker for the AGM, which will be held at Macfarlanes. The talk will be about Secondlife. Suggestions for speakers include Phil Bradley and Sheila Webber. Kim to contact Sarbjit regarding approaching SWETS to sponsor the AGM catering costs.

- Report on AUKML and Cardiff events

Both events were a success and were well attended.

### **3. Financial Report/ Treasurers Role**

Oriole is to contact Daren regarding getting the accounts books back in readiness for the AGM in January and the handover to Katherine.

### **4. Job Descriptions for committee members**

Kim is to draft job descriptions for all the committee positions including; Chair, Vice Chair, Secretary, Newsletter editor, Membership Secretary and Webmaster and the new position of Press Liaison Officer. All committee members are to forward details of their jobs to Kim.

### **5. Newsletter**

Alison has been looking into other ways in which it would be possible to publish and distribute the newsletter and presented to the committee details of two companies and the various levels of subscriptions to cover. Alison is to look for further alternative providers.

### **6. ADLG Report – David Griffiths**

"We had a very successful and well-received seminar on the theme of "Library Information Service Survival Guide", held at CILIP on 27 September. A full report will appear in a forthcoming issue of the ADLG Newsletter, and of course we will also provide a summary for the CLSIG Newsletter. Some of the presentations can be viewed by ADLG members at <http://www.cilip.org.uk/specialinterestgroups/bysubject/adlg/ADLGSem07.htm>. There are also some photos at

<http://www.facebook.com/album.php?aid=56661&l=3005f&id=679390440>

“As of today, I have been informed that we have received 200 signatures in support of our application for become an SIG in our own right, and these have been sent to Bob McKee at CILIP, together with the formal request.”

**6. Date of Next Committee Meeting**

Wednesday 16<sup>th</sup> January

**7. A.O.B.**

There were no other items to include.