



Committee Meeting

Wednesday 30th May 2007 at 6.15pm

Macfarlanes, 10 Norwich Street, London, EC4A 1BD

Minutes

1. Apologies for Absence

Bert Washington, Alison Thorne, Sarbjit Dhillon, Diane Dewar, and Elizabeth Dwiar

2. New Committee Members – Shortlist of Candidates

The committee members will approach a shortlist of candidates with an invitation to join the committee.

Rob Begnett to email the committee with ideas of getting more committee members from other sectors, particularly those who live outside London

3. ADLG Update

ADLG have been investigating with CILIP the possibility of setting up a Blog.

ADLG are planning to award a small bursary to members wishing to attend a conference abroad relating to Aerospace and Defence. There is currently a conference in the United States, which would be a suitable target for attendance.

4. Events Planning for 2007/2008

- Brill Event – Oriole will pass on details of the BRILL contact to Mary Lovell. Mary has identified the following places in Cardiff as suitable venues/visits;
 - Companies House do free tours and Mary will find out what days these are held on. She will also look into getting a speaker from Companies House to give a presentation. 7 Side have a room which would be possible to use for a seminar if necessary.
 - Mary has a contact who could organize a tour of the Welsh Assembly.
 - The Millenium Centre is near to the Welsh Assembly and would make be a good additional visit, during the day.

The two preferred dates for this event are Thursday 20th September or Thursday 11th October.

- Joint Event with Information Services Group – Choice of Venue

Sarbjit Dhillon has already made contact with the Information Services Group Representative who have a speaker lined up to talk about Web 2.0. The committee has decided that Sarbjit should look into Bristol as being a central place to hold the event. Beachcrofts may be able to host the event if no other venue is found.

- Open Day Joint Event with AUKML

This is to be held at Friends House again on either Monday 5th November or Monday 12th November.

Katherine Ross is to look into the possibility of having a tour of the new Wellcome Library as part of the day. Oriole Newgass suggested Claire Groom from the Freelance Group to be one of the speakers.

Gertrud will find someone who works in Media Libraries to speak at the event.

Kim Mclachlan has suggested Anneli Sarkenon to speak at the event and will approach her to see if she would be willing to participate.

- CLSIG/EUSIDIC Conference – March 31st – April 1st 2008

CLSIG are hosting the second day of the conference and are looking to organize 5 speakers for the event. Oriole and Johann are currently visiting possible venues in central London. The conference will be held at a dedicated conference venue and hotels will be found in the vicinity for attendees.

The topic of the event is Beyond Discovery and what happens to information after it has been identified. CLSIG needs to organize 5 speakers for the Plenary Sessions. The committee has identified the following speakers as possible candidates;

1. Jackie Marfleet from the British Library. Oriole will invite her to speak
2. Derek Law has already agreed provisionally to do a presentation at the conference and will represent the Academic Sector
3. Michael Marr from Beachcrofts would be a good speaker to represent the Legal Information Sector
4. ADLG will identify a possible Speaker who could represent the Scientific Sector
5. Tim Buckley Owen would make a good general speaker.

Oriole will contact Johann with the names of the speakers for approval and then invite them to speak.

As part of the day there will be 3 product reviews lasting 15 minutes for Sponsors.

The Sub-Committee for conference planning (Kim, Oriole, Bert and Alison) will meet up in Mid-July to take these plans forward. 24th July is the preferred date for the meeting and Kim will check that all Sub-committee members can attend. Before the meeting we need to have confirmed a venue by the end of June and the Speakers need to be signed up by mid July.

5. Financial Statement and Handover of Treasurers Role

Daren will close the HSBC account and open up a new Lloyds Bank account. He will need to get two mandate forms for Oriole and Kim to be added as signatories to the account.

6. A.O.B.

Mary Lovell will get the banner redone and arrange for it to be delivered to Kim before 27th June. She will need to confirm with Kim when she will deliver the banner by 7th June. Mary is to find out what the cost would be of converting the logo to an EPS file.

Everyone in charge of planning an event is to email Claire with a short summary of the event to go on the website and then give her the dates as these are confirmed. At the beginning of August, all event organizers are to send an email to the whole committee giving an update on where they have got to with planning the event. This should be done by 10th August.

Claire Taylor is to set up a new domain name (the estimated cost of this is £25) and the current domain name will be retained but will point users to the new page.

The Committee has decided that it has become very difficult to communicate when Members phone into the meetings, as the current set up is not designed for conference calls. In future members will be required to attend meetings or put their comments in writing to submit to the committee for consideration if they are unable to attend the meeting in person. Going forward all agenda items will be given a time limit to encourage a more efficient use of Committee time.

Kim is to organize a social event for July or August.

7. Date of Next Committee Meeting

This has been set for Tuesday 4th September. The date for the Sub-committee meeting in July is still to be confirmed.