



CLSIG AGM 2011 Minutes

Wednesday 23 March 2011, City Business Library, Aldermanbury, London, EC2P 2EJ

1. Welcome and housekeeping from Goretti Considine of the City Business Library
2. Penny Bailey (PB) chair of CLSIG welcomed everyone to the AGM.
3. Apologies for absence were received from Abigail Phillips, Assistant Newsletter Editor, and Rebecca Davies, Membership Secretary.
4. David Griffiths proposed and Oriole Newgass seconded approval of the minutes from last year's AGM. There were no matters arising from the previous AGM minutes.
5. PB delivered the Chair's annual report for CLSIG and this can be found in Appendix 1.
6. Sue Edgar (SE) delivered the Treasurer's report (Appendix 2) and recommended acceptance of 2010 accounts. SE added that we are planning on using some of our reserves for our 40th anniversary event including potential attendee sponsorship. We were reminded that we will not be receiving capitation from CILIP this year which we need to be mindful of. Ideally we wish to conduct our normal business but not to deplete our resources in the process.

SE gave special mention to the success of the graduate day in October 2010, and to the speakers who brought case studies from their day to day jobs. The room was extremely hot but despite this it was a very good day and added to the robust program of events.

SE also mentioned that a large percentage of the membership of CLSIG is based outside the South East. Many of our events have been focused in London so our website and newsletter must be really ticking the boxes.

Penny Leach asked how much each CILIP special interest group should hold in reserves? SE responded by stating it should be enough to conduct the business of the group for one fiscal year. Currently we hold enough for about two years, but this should be rectified with the use of some funds for the anniversary event this year. SE added that many other CILIP special interest groups held a much larger sum than CLSIG, and that the figure we hold is within the bounds that CILIP expects.

The Treasurer's report & accounts were accepted unanimously.

7. There is no requirement from CILIP for us to pay for a qualified accountant to audit our accounts. Two individuals at SE's place of employment were appointed independent examiners for next year's accounts. The accounts are also sent through to CILIP to be audited. All members are welcome to view our accounts on request.
8. Nominations and elections
 - a. Election of officers
 - i. Penny Bailey as Chair was nominated by David Griffiths and seconded by Sue Edgar

- ii. Sue Edgar as Honorary Treasurer was nominated by Joanna Cowell and seconded by Penny Leach
 - iii. There were no nominations for the position of Honorary Secretary. PB emphasised the importance of having someone in this position. Michele Bates asked if Joanna Cowell, current Honorary Secretary, could send the membership a breakdown of what the task involved and an idea of the time commitment.
- b. Election of committee members including those co-opted during the past year. All were elected unanimously.

Chair: Penny Bailey
Hon. Secretary: Vacant
Hon. Treasurer: Sue Edgar
Membership: Secretary: Rebecca Davies
Membership Liaison officer: Norman Briggs
Webmaster: David Griffiths
Deputy Website Editor: Vacant
CLSIG Newsletter Editor: Alison Thorne
Assistant Newsletter Editor: Abigail Phillips
Publicity Officer: Vacant
Sponsorship Co-ordinator: James Mullan
Committee Member (Events): Irena Valouchova
Committee Member (Events): Tracey South
Committee Member (Events): Tayo Ajibade
CLSIG Branches & Groups Forum Representative: Oriole Newgass
CLSIG CILIP Sector Panel Representative: Sandra Ward

Katie Carter volunteered and will become the new Deputy Website Editor. PB welcomed Katie to the committee.

9. It was decided that the level of subscribing members' fee would continue to be £25 for the whole year, decreasing part way through the year. SE underlined that the figures both for subscribing members and events attendance currently look healthy, although this may need to be reviewed in the long term with the lack of capitation from CILIP. PB mentioned that perhaps we need to do more to target those who attend our events but are not members, to encourage them to join.

Stephanie Gross stated that in the US groups were starting to run more events online, so there is less of a problem with travel, and asked whether this happened in the UK. SE replied that some groups were using webinars and online conferences here in the UK. PB asked for a show of hands, which demonstrated that a majority in the room would be interested in such events.

10. PB reported on the recent CILIP Branches and Groups meeting, and outlined CLSIG's proposed response. A copy of this can be found in Appendix 3.

Norman Briggs mentioned that the three themes that CILIP are concentrating on seem to be advocacy, networking and continuing professional development (CPD). PB said these would be key areas for us to work on, since it is not always obvious where CPD structures such as Chartership fit in our members' sectors. Advocacy within our sector would be an important area for us to build on.

Michele Bate asked about the scale of CILIP's intended reductions in numbers of branches and Groups. PB reported that the same question was asked on the branches and Groups day but that no answer had been forthcoming. It was clear however that only those supporting CILIP's priorities will be supported in future. It was equally unclear even

amongst those involved in the special interest Groups, what the other Groups did or covered, so it is difficult for the wider CILIP membership to begin to understand. This restructuring of the Branches and Groups is an opportunity for CLSIG to look as what we want to be, and for us to work towards common goals.

Norman Briggs stated that some Branch and Group websites were very out of date and that a simplified Group structure would work better for ease of collaboration with specific Branches. PB agreed that we were missing an opportunity of working with Branches outside of the South East, particularly in events where we wish to expand our offering. Oriole Newgass added that she knew of three Branches which would like to run joint events in this area. The consensus was that permanent links should be established between Branches and Groups.

PB closed this agenda point by saying that CLSIG is very much looking for opinions of our members on this topic and we would love to hear from you.

11. Any other business - none

Appendix 1: Chair's annual report

Annual Report 2010

Thank you everyone for coming along tonight. We even have a visitor from New York who, whilst I would like to think she has flown over especially for our AGM – she hasn't - is nevertheless very engaged with the situation for information professionals this side of the pond and asked to meet up with us. Do please make Stephanie Gross feel welcome and have a chat with her about things in New York.

Thank you to our hosts: City Business Library for providing such a wonderful venue – it's very smart. Thank you Goretti Considine!

2010 has been another 'interesting' year, as the Chinese say, with challenges for library and information professionals in all sectors. Against this background CLSIG has continued thrive and survive with a robust set of professional and social events and steady membership levels. We have, I hope, continued to listen and respond to the topics and issues that our members want. Please do complete the questionnaire left on your seat because it informs us what you would like CLSIG to do over the forthcoming year and beyond. Various members of the CLSIG team notably **Jo Cowell, Oriole Newgass, Sue Edgar, Sandra Ward** and myself been representing CLSIG at various CILIP forums and advocacy consultations at a wider level.

CLSIG's use of social media is lively, principally LinkedIn, Twitter and email forums. Our LinkedIn Group now has 238 members at last count and has a very active discussion board. Remember you do need to sign up to at least one form of electronic communication, such as the CILIP website or opt-in to receive our emails directly, otherwise you will not hear from us as we cannot afford to do postal mailings.

In March last year we repeated the popular **Web 2.0** seminar in Birmingham.

Last year's AGM Professional Development Club seminar was on **Negotiating Contracts and firm-wide licences** and was delivered by Fiona Fogden.

In June some members benefited from a free trip to see **Behind the scenes at WestLaw** in Hebden Bridge and **Irena Valouchova** organised two popular tours of the **Middle Temple Library**.

One of the outcomes from last year's questionnaires was that members would like to see more visits to other libraries and once again more regional events. Unfortunately in the autumn we had to cancel the **Library Safari** offering visits to a number of different types of libraries because we did not have sufficient capacity to staff this event which is a real pity. Likewise regional events can be difficult to organise if we don't have local help. Please, please consider helping with just one event so CLSIG can offer more of what its members want.

In July we held a joint seminar with NetIKX on **SharePoint** and as we feel this joint venture worked we will be seeking further joint seminars with this organisation.

BIALL and CLSIG invited graduate trainees, first jobbers and student librarians to a successful **Graduate Trainee Open Day** on Thursday 28th October 2010 at Friends House. Another seminar in CLSIG's series of Profession Development Club seminars was held on 16th November 2010, and was on the topic **Managing your Career and widening your horizons** presented by Sue Edgar.

CLSIG had a joint stand with NGLIS at the **Online information Show 2010** at Olympia in December. It was a very successful event for us providing a platform at which to talk to existing members, recruit new members and communicate with our partners. Annie Mauger joined us for a

drink – sponsored by Sue Hill Recruitment and Services Ltd - which was the first opportunity for some of us to meet our new CILIP Chief Executive.

No Chair's Annual Report would be complete without a big thank you everyone involved in the CLSIG committee team.

Those involved in 2010 were:

Chair: Penny Bailey

Hon. Secretary: Joanna Hudson

Hon. Treasurer: Sue Edgar

Membership: Penny Bailey/Rebecca Davies

Webmaster: David Griffiths

Deputy Website Editor: Christopher Mullan

CLSIG Newsletter Editor: Alison Thorne

Editorial Assistant: Suzanna Rickeard

Publicity Officer: Angela Battistini

Sponsorship Co-ordinator: James Mullan

Committee Member (Events): Jacky Berry

Committee Member (Events): Irena Valouchova

CLSIG Branches & Groups Forum Rep: Oriole Newgass

CLSIG CILIP Sector Panel Rep: Sandra Ward

Not only have the Events Team worked really hard to produce these events but we have also had vital help from **David Griffiths and Chris Mullan** who worked hard at keeping our **web site** up to date, and **Alison Thorne and Suzanna Rickeard** who produced six **CLSIG Newsletters** with very topical content, scooping an interview with Integreon's Mark Jewell about outsourcing of information and knowledge services. **Sue Edgar** has got our accounts efficiently wrapped up and under control!

In 2010 and early this year a couple of people left the team owing to career changes, increased workloads or changes in personal circumstances. I would like to especially like to thank **Jacky Berry** for her help with events over a number of years and contributing greatly to the success of these events. Currently we have vacancies for Vice-Chair, Honorary Secretary and Publicity Officer.

A vital person in our team is our **Honorable Secretary, Jo Cowell** (nee Hudson), who has been fulfilling this role admirably for the last couple of year with untiring enthusiasm. However Jo married in 2010 and now she's expecting a baby – I am not sure if the two are connected. So we need a new Secretary very soon and the group cannot legally operate without one and today we are seeking volunteers. Please think hard if you think you can help us with this role.

During 2010 **Rebecca Davies** joined us as **Membership Secretary** and **James Mullan** as **Sponsorship Co-ordinator**. In 2011 **Norman Briggs** has come on board as **Membership Liaison** while **Tayo Ajibade and Tracey South** are helping with events. **Abigail Philips** is giving a very welcome hand to Alison Thorne with our Newsletter, and two people have come forward who will hopefully assist David Griffiths with our web site.

Thank you to our venue providers: British Medical Association, City Business Library, Freshfields Bruckhaus Deringer LLP, Squire Sanders Hammonds, Macfarlanes LLP, Marks & Clerk LLP over the year without whom we would not be able to cater for increasing numbers attending our events and meetings.

I'd also like to thank our loyal sponsors who make all the difference when putting on our events and socials: Bailey Solutions Ltd, Sue Hill Recruitment and Services Ltd, CILIP, Swets and Thomson.

Looking forward we have the following **forthcoming and event ideas for 2011:**

- March 23rd – tonight! Professionalism with Susie Kay
- May – another SharePoint seminar jointly with NetIKX
- June – 40th Anniversary party
- September – Susie Kay on Time Management
- December – stand at Online Information Show 2011
- More library visits

2011 is the **40th anniversary of CLSIG's first meeting in 1971**. This landmark should not go uncelebrated and so we are planning a party at the Royal Society's Marble Hall in June together with a publication about the history of CLSIG. I hope to see you there along with some former members.

Finally, I need to mention in my Annual Report the forthcoming review of the structure of CILIP's Branches and Groups which will have an impact on the future of CLSIG and the CILIP umbrella. This is a separate agenda point so there will be a separate report and consultation by survey on this important topic.

Penny Bailey, Chair

23rd March 2011

Appendix 2: Treasurer's report

FINANCIAL PERFORMANCE 2010

Opening Bank Balance

01/01/2010 **£2,795.61**

Closing Bank Balance

31/12/2010 **£3,955.78**

RECEIPTS		PAYMENTS	
Cilip Capitation	£2,162.00	Other travel/subsistance	£1,390.89
Conf/mtgs/seminars	£1,888.16	Conf/mtgs/seminars	£1,578.12
Subs	£145.00	Stationery/Printing	£520.62
Bank Adjustments	£0.00	Bank Charges	£43.54
Sponsorship	£615.14	Misc	116.96
TOTALS	£4,810.30		£3,650.13

2010 has been another successful year for CLSIG in terms of attendances at the programme of seminars organised by Jacky, Jo and Irena. CLSIG partnered with BIALL in November hosting a Graduate Day at Friends House which was well attended by an enthusiastic crowd who, despite, the heat of the venue, kept their contributions coming. Thanks to our speakers for that event who gave some great case studies on how their careers had progressed through to current day. Thank you to all the speakers at our 2010 seminars for making them so successful.

Starting the 2010 Financial year our balance was £2,795.61 and at 31st December we had a closing balance of £3955.78. At this time there are no major outstanding cheques pending clearance to significantly alter this balance.

Capitation from membership via CILIP annual subscription has increased in from £2121 (2009) to £2162 (2010).

CLSIG also holds reserves as required by CILIP and they amount to £ 7,930.63 as at 31/12/2010

This year CLSIG invested in Seminars following on from the last AGM. CLSIG responded to suggestions from the membership by offering a varied programme, hosting a seminar in Birmingham and hope to consider events outside the London area.

Appendix 3: Report of the recent CILIP Branches and Groups meeting as well as how CLSIG proposed to respond

CLSIG Branch and Group Meeting 1st March 2011

In response to Branch and Groups Day held on 16th February at CILIP (and the paper from CILIP distributed 10th March)

Background – see papers

SWOT analysis of CLSIG

- Strengths
 - Reasonably large group
 - Innovative and adaptable
 - Responsive to members
 - Watch trends
 - Pro-active
 - Communicative
 - Professional Development Seminars
 - Seal of Recognition
 - Experienced committee
 - Sector and subject diverse
 - Good financial reserves
 - 40th anniversary

- Weaknesses
 - Mixture of subject specialists and sectors – wide remit
 - Committee personnel turnover – difficult to retain knowledge
 - CILIP infrastructure frustrating to work with, e.g. closure of MSU, admin handicap, lack of access to data, monthly mailings not frequent enough, web site inflexibility, etc
 - No formal income
 - Operations and events tend to be London centric

- Opportunities
 - Mergers offer opportunity to pool committee resources and knowledge with other groups
 - Clear sector focus – easier to communicate and define goals
 - Clear focus for professional relevance
 - Easier for employers and press to identify the sectors
 - Larger group - gain new / different members
 - Regional events through collaboration with Branches
 - Joint events with Branches and Practice Groups

- Threats
 - Loss of members if they disagree with re-structuring emphasis
 - Demise of CILIP, e.g. reduction in membership and economic viability
 - Recession generally
 - Fragmentation of the information profession generally
 - Lack of respect for IPs
 - Lack of awareness of Chartered status among CLS employers
 - Lack of relevance of CILIP/ CLSIG to IPs
 - Competition from other IP groups – SLA, BIALL, CLIG

Discussion generally about the possible outcomes for CLSIG/CILIP

The re-structuring is seen as an opportunity to make some improvements to the B & G format and work more closely with the CILIP Umbrella and other members across CILIP.

Summary

CLSIG action points

- Report on this meeting to AGM - chair
- Talk to other groups – chair and working party
- Consultation workgroup to formulate questions to members
- Survey of members – using a tool like survey monkey
- Collate results
- Put proposal to members via social media like a LinkedIn discussion

Suggestion / Ideas for Branch and Group Restructuring:

- **Branches / regions** – no ideas
- **Sectors** to bring together professionals from similar work environments and with similar clientele
 1. Public & Outreach Libraries including community services, prison, local studies, branch & mobile libraries and the not-for-profit sector
 2. Government Information Centres including central and local government units
 3. National and International Libraries
 4. University, College & Research Libraries
 5. Schools and Youth Libraries including 6th Forms and FE colleges with emphasis on working with children and young people
 6. Medical, NHS & Health Libraries
 7. **Specialist and Professional Sector (SPS)** including those in legal, tax, accountancy, patents & trademarks, finance, science, engineering, construction, aerospace & defence and other sectors. Formed from **CLSIG** and potential mergers with other sector groups.
- **Practice Groups** with emphasis on practical 'how to' advice for all sectors
 1. Training and Education - including career development
 2. Personnel, HR, Equality & Diversity
 3. Marketing and Public Relations
 4. Cataloguing & Indexing
 5. Multimedia, Technology and Social Media
 6. Management of Electronic Information Resources
 7. Specialist Collection Development and Preservation - including rare books and historical collections
 8. Regulatory & Compliance including copyright and data protection
 9. Retired Members Group
- 'Speed dating' day
 - Each Group in turn explains what they currently do and other groups can ask questions
 - Each Group then explains how they see themselves in the future and with which other groups they might like to talk about merger or collaboration
 - Breakout into informal discussions so Groups can have discussions with other Groups
 - Reconvene for results
 - Further consultation with members
- One bank account for each Branch / Sector / Theme with structured cost codes

- Events
- Publications including subscription / affiliate income
- CPD and training
- Advocacy
- General expenses like committee meeting travel expenses, postage for communications to members and other misc expenses

CLSIG would like to see from the CILIP umbrella:

- Facilitation of collaboration between Branches / Sectors / Practice Groups, e.g. 'event matching board' to facilitate regional events by Sectors and Practice Groups
- Sectors could set up buddy system to help people in their sector achieve Chartered / Professional Qualifications – mechanisms facilitated by CILIP umbrella
- Transparency and clarity around such liabilities as staff pensions and buildings
- Better return on investment – the membership fee is quite expensive – clear message about the benefits of joining CILIP
- Restoration of capitation for membership at some point and recognition that B & Gs are an important reason why members join CILIP and can make a valuable contribution
- A sound administrative infrastructure so B & Gs can feel confidence in the future of CILIP, including membership support and web site
- New member details sent automatically to B & Gs – this could be done as an automated email from CILIP's membership database?
- Guidance on standard welcome to new members
- Leaver details sent automatically to B & Gs so B & Gs don't waste resources like postage to non-members and charge correct rates to members and non-members for events and other chargeable items – again as an automated email?
- Equitable division of resources among Branches, Sectors, Practice Groups and the home nations, for example home nations get weekly membership updates, access to email addresses and capitation whilst B & Gs get none of this
- Equitable access to forums for Branches, Sectors and Practice Groups
- Training courses which accrue points towards professional accreditation and continuing development
- Review of the relevance of professional qualification to careers in different sectors with B & G assistance and input
- Realistic charges for validation of LIS courses and accreditation

Addendum

In light of Annie Mauger's paper CLSIG would like to be considered at the Council meeting 17th March as one of the pilot groups for the new way of working. We would like to know more about what this involves.