



**Minutes of ICLG Committee Meeting  
Tuesday 8th November 2005, 6.15 pm**

Macfarlanes  
10 Norwich Street  
London  
EC4A 1BD

**1) Apologies for Absence**

Diane Dewar and Alison Thorne

**2) Newsletter & Sponsorship**

The deadline for submissions to the next newsletter is the end of December 2005 for publication in January 2006.

Oriole Newgass has gained some further sponsorship for ICLG from an advertisement to be placed by a new publication entitled 'Legal Moves'. The question was raised over relevance to the ICLG members, and the magazine was thought to be of benefit to librarians within the Legal Sector. The point was made that ICLG should only accept advertisements from suppliers and publishers who are directly relevant to the sectors represented by the ICLG.

David Griffiths is to write a short piece on the ADLG for the next Newsletter.

Elizabeth Dwiar will write review of CILIP Members Day.

**3) Financial Matters**

The ICLG current account balance is £2413 and the deposit account balance remains the same since the last meeting. We are expecting to receive £350 from 'Legal Moves' magazine as revenue for an advertisement in the newsletter but this will add an additional £210 in despatch/postage costs for the newsletter. We are expecting the following bills to arrive shortly;

- An outstanding invoice for newsletter printing costs
- An invoice for the ICLG Banner Stand to be used at events

David Griffiths, ADLG representative, raised the issue of what capitation should be received from ICLG. Gertrud Erbach is currently dealing with this and will report to David in due course.

Oriole and Gertrud to chase up the invoices for the newsletter envelopes and dispatch.

Following the CILIP recommendations, the issue of holding reserve money in the ICLG accounts, is to be discussed at a future meeting.

#### **4) ICLG event at Online**

The ICLG flyers, giving details of how to join ICLG, for the Online exhibition were approved by the committee.

Oriole Newgass will contact our speaker for the Wednesday session, Jackie Marfleet, to confirm what time she will arrive at Online and where to meet.

Oriole will also send out invitations to the reception on the Tuesday evening (16.45-18.15). Attendance at the reception is to be by invitation only and David Prosser will give a short speech about the campaign for Open Access to Research on the Web. All committee members are to attend the reception on the Tuesday. The reception is to be held to launch the ICLG logo and newsletter.

Following negative feedback regarding the cost and quality of the drinks provide for last years ICLG Online event, Oriole had contacted the event organisers VNU to see whether it would be possible to bring in outside catering. Unfortunately, this is not permitted and ICLG will be again be using the in-house caterers, Leiths to supply drinks at the event.

Gertrud to write a short piece for the ICLG website about Online events.

#### **5) Christmas Party Update**

Tickets have been purchased for former Committee Members, Douglas Milne (and his wife), and Jill Tulip. Tickets will be posted the week before the Christmas Party.

The problems with printing the ICLG logo on the Christmas Party tickets has now been resolved, the printers will scan the image in hardcopy.

#### **6) Update on Open Day**

The Open Day was a great success and was fully booked in advance. Gertrud Erbach commented that holding the Open Day in November as opposed to October last year encouraged more Graduate Trainees to come, as most trainees had settled into their positions and found it easier to obtain leave to attend. Following last years feedback, Sue Hill Recruitment talked about the Job Market rather than CV and Application writing, which was well received with this years attendees. Gertrud commented that the room had been too hot and was rather full for the number of people, and she will look into alternative venues for next year.

Gertrud confirmed that the costs of hosting the Open Day were shared with AUKML.

Bert Washington agreed to talk about his role, and a representative from Libex may be approached to speak for next years event. David Griffiths agreed to check whether anyone from the Aerospace and Industry could give a talk. The suggestion was made that a publisher should be approached to talk about full text databases and to give an alternative view of the Information Profession.

#### **7) Other events: reported / scheduled / future**

The ADLG have a planned visit to the British Airways Archive and Museum on 8<sup>th</sup> February. Their AGM is to be held on either the 14<sup>th</sup> or 16<sup>th</sup> March 2006 at Farnborough.

Bert Washington is to provide photos and an introduction for the newsletter on the proposed trip to the House of Commons and House of Lords libraries, once a date has been confirmed.

Kim Pilbeam is to approach more Newsfeed vendors for a possible event in the New Year on RSS Newsfeeds. Suggestions given for vendors to approach were; BBC, Reuters, DIALOG, Lexis Nexis and Dehavilland.

#### **8) CILIP's Corporate Plan Consultation**

Following the meeting on 27<sup>th</sup> October to consult on CILIP's Corporate Plan. The committee concluded that CILIP could have better organised the overall consultation exercise. It was commented, that the chairman of the meeting had not been informed by her CILIP co-workers that there had been a previous meeting on the Corporate Plan attended by Committee members, and, as a result, many of the points covered in the meeting duplicated those of the first meeting.

#### **9) Venue and Date(s) for Next Committee Meeting(s)**

Tuesday 17th and Tuesday 24th January have been put forward as possible dates. Venue to be confirmed.

#### **10) AOB**

The Committee approved Bert Washington's appointment as ICLG Membership Secretary.

ADLG will liase with Bert Washington regarding the updating of their membership lists.