

**Minutes of ICLG Committee Meeting, Charles Taylor Ltd, Tower Hill  
London  
13 January 2004**

**Attending**

Jill Tulip, Claire Innes, Lyndsay Rees Jones, Joy Waite , Bert Washington, Jill Halford, Ciaran Ward, Liz Dwiar, Alison Salmon, Rory Souter (Minutes taker)

**Apologies**

Douglas Milne, Dawn Taylor Williams, Richard Beveridge, Joy Waite, Jackie Fishleigh

**Matters Arising**

**Finances**

Balances at 31.12.03 as follows:

Deposit account £6,141.93

Current Account £2,197.45

Financing was discussed and it thought helpful to have a summary of the sources of income from the group so that it could be understood what additional funds need to be raised so that the deposit account is not threatened. **Action GE, LR-J**

**ICLG Development Plan**

JH had drafted some thoughts as to what this might contain and circulated this to those present. A summary is as follows:

Aim – to represent the professional interests of the Library and Information Professionals in the Industrial and Commercial sector within CILIP.

Objectives, to:

- Respond to consultation documents, eg professional ethics
- Maintain and raise professional standards
- Offer an industry award
- Arrange events for members to attend which will support their CPD through meetings, visits, Umbrella
- To provide opportunities for members for networking and peer support
- Cooperate with other groups (CILIP or not) for mutual benefit
- Support CILIP
- Increase membership
- To develop communication, through newsletter, website, email list
- Financially sustainable

These were discussed and other suggestions were on the themes of Socialising, education, idea sharing, keeping abreast of key industry trends, promoting regional involvement and activity.

The format of the newsletter was debated. The consensus was that members should receive electronic format but that individuals could opt to continue to receive the print format. It was

noted that currently each edition costs the group £2000 to produce and circulate. **CW to investigate possibility of a members-only section of the website.**

JH will prepare an update for discussion, but all are encouraged to contribute to this exercise, please ask yourself "Who we should be representing?" and "What aims and objectives should we have?"

**BW** stated he could do some analysis of members as to how many have email addresses, numbers in Scotland etc to provide us with a profile of the members and who we are representing.

**LR-J** said she could also provide some membership figures.

### **CILIP Liason**

LR-J gave us an update on activities at CILIP hq:

Qualification Framework Document is available on CILIP's website and comments are requested

Benchmark Network – Pilot Project: there is a **call for volunteers** to participate in the 1<sup>st</sup> phase of this project . It starts in March for 6 months and the key aim is to show our value as professionals. Requests are going out on the Workplace and Information Services Panel and the SOLO list. Caroline Odes and Lesley Cox are working on this.

Coffee Mornings – LR-J is planning one to one consultations with regional branches in a series of coffee mornings to discuss the needs and wants of members. The first one is taking place with the NW Branch on March 4<sup>th</sup>. She will want to do this with ICLG too.

### **Umbrella 2005 Planning meeting.**

JT kindly represented the group at this meeting and summarised the main points, circulating the notes to attendees.

There was a £7k profit on the conference including the exhibition. ICLG took a share of this income to the tune of £442.

Next year the cash allocation will change and be based on the numbers of delegates attending each groups' seminars. Under this method at last year's event we would have done well as ours were the most keenly attended and therefore we will want to keep up the standard for next year.

The conference is planned for 29 June – 2 July 2005 at UMIST.

Conference themes are to be based on the American Libraries Association's model and 8 main tracks are probable:

Workforce development

KM

Resource discovery etc, etc etc

**Suggestions please .**

It was thought that 6 sessions should be allocated per group.

Comments will need to gathered by 19 Feb

ICLG will need to commit to a marketing plan, like previous years.

Opportunity to sponsor a student.

ADLG keen to contribute a session.

JT will circulate the proposal documents to members and comments are requested. **Action JT, then ALL**

### **Committee matters**

Regrettably there have been a number of intentions to resign at the next AGM

Dawn Taylor Williams

Celia Hukins

Jackie Fishleigh

Alison Salmon is proposed as a new committee member.

Bert Washington would like clarification on his role. **He is to write a description** as Special Projects Initiator

### **Events Update**

SLIL/ICLG social on Thurs 22<sup>nd</sup> Jan, **committee needs to confirm attendance**

AGM date to be finalised, venue Baker and Mackenzie, Graham Robertson to talk on the KM field – he runs an ASLIB course on Knowledge Mapping.

Talk will be open to members (£5) and non-members (£20 proposed)

It was noted that the Chair of ADLG would like to attend AGM

### **AOB**

**JH** has kindly agreed to take over the management of the ICLG yahoo group.

**BW** is set to wind up the SLIL group through lack of attendance and would like to organise a quarterly social function. **BW** to attend next events committee meeting. (tho not available 7-21 Feb)

ADLG AGM on 17 March at British Library at 10.30 am. – **to be listed on website - CW/FD**

**Next full committee meeting set for 15 March 2004 – Members to volunteer a venue**