

Minutes of ICLG Committee meeting 15 July 2003

At News International, 1 Virginia Street, London E1

Attending

Gertrud Erbach, Richard Beveridge, Bert Washington, Jill Tulip, Joy Waite, Ciaran Ward, Jill Halford, Celia Hukins, Dawn Taylor-Williams, Lyndsay Rees-Jones, Liz Dwiar, Rory Souter

Apologies

Fiona Durrant, Jackie Fishleigh, Douglas Milne

Matters Arising

Reports from Chairman

Email lists – informed of a recent email from CILIP stating that groups could not hold email lists of members. This resulted in groups being told there would be a draft document that could be commented on which has not been received yet. Other Groups have got over this problem by setting up an “Opt in” Yahoo Group. There is quite a lot of work in managing this however as we have about 2000 potential members.

JH awaiting draft document

CILIP stated that charges would not be made for labels in the future. GE mentioned that she had recently received such a charge which she is going to query.

General agreement that the group is failing to reach and engage members as effectively as possible.

Library and Information Gazette –CILIP has announced this new publication to replace Update and the vacancies supplement. These will be part of the Gazette and groups are encouraged to submit articles. This is seen as a good way of promoting and raising awareness of the group.

BW volunteered to co-ordinate contributions when it is planned towards the end of the year.

Newsletter

The Committee discussed the news of DM resigning from the editorship, a decision which he later reversed the next day. It did however provide a chance to air opinions about the newsletter in the light of CILIP's planned Gazette. One point raised was whether ICLG could contribute articles to the Gazette in lieu of the newsletter but it was thought that this would not suffice and that the current format was indeed enjoyed and preferred. It was suggested that DM could advertise for contributors amongst the readership to assist in the flow of material and to look for future editorial assistance. It was thought that JF may not be able to continue indefinitely in her role as assistant editor.

Group Annual Return

2 Returns have been made to CILIP, one of which was a general questionnaire to gauge the differing activities and plans of each group. One question was asked if the group had a 3 year plan. **GE said would consider what** might be included in this.

Umbrella feedback.

The Chairman thanked Claire McWilliam, JF, DTW and RS and everyone else who contributed to the high quality speakers and subjects organised on ICLG's behalf. It was considered a a very good programme and generated a lot of interest from outside the group. 60 people attended Charles Oppenheim's talk with numbers close to this for the other speakers to the extent that people were being turned away. DTW has an organiser's feedback meeting on 23rd July 2003.

Treasurer's report –

The accounts are doing quite well with the deposit account accruing interest. Recent invoices paid have been as follows:

Newsletter printing - £1075 inc VAT and delivery

Labelling and fulfilment, to CILIP, £971 – Therefore cost of newsletter = +£2000 per issue.

Recent chartership event, equipment hire charges £274.83

A competitive quote from printers who produced leaflets recently was £1686 inc VAT

Compliments slips quote, £150.75 per thousand, inc vat

RS suggested printing these off a pc and would provide a sample slip. **Action RS.**

Events

- The Chartership and City Business Library events had gone well, as well as the Umbrella success. Forthcoming events are-
- Trip to Globe Theatre on 10th September, RB has reserved 20 tickets, production is thought to be Richard III.
- Workplace and Solos event, details tbc
- Joint CIG event on Disaster Planning, no volunteers from CIG to speak as yet. RB has arranged for Paul Duller, secretary of Records Management to speak. This needs to be advertised.
- A venue was volunteered by DTW for the 'Marketing Yourself' event in the Olswang offices.
- Joint AUKML / ICLG meeting arranged for 7 October 2003 at the British Library.
- A CILIP members day is planned at CILIP HQ in the new members information centre, titled 'Promoting Professional Practice – a showcase for CILIP' on 23 October 2003. Booking details are on the CILIP website. JH noted that this members centre would be a good venue to an event and that LD supported this and said it might be possible to arrange for it to be open late.
- Events sub-committee arranged to meet 12 August 2003

CILIP representative's report

On the subject of Advisory, LR-J noted that a programme had been developed for library schools to attend a one day conference to underline their value to the profession.

Facts and figures are required for a salary guide, the request for which is advertised on CILIP's website. This is specifically for those working in 'industrial and business' information centres. **Members are encouraged to participate.**

An Advocacy and Empowerment initiative is under way.

It was noted that Jonathan Douglas is leaving CILIP as Schools Advisor to go to Resource.

Scotland round-up

CH reported that the group was in good health with an enthusiastic following. CH is leaving the Scottish arm and moving to Birmingham and remaining on the England/Wales national committee. Scott McGowan is taking over as ICLGS chairman.

CH brought up the name of the group and it was agreed that an article in the newsletter should stimulate debate and canvass opinion of the members. This would take the form of a case 'for and against' a name change. BW agreed to write the case 'against', whilst CH would write the case 'for' – about 200 words for each submission was thought appropriate. **JH to send DM a note to request its inclusion in the newsletter.**

Regional Representative.

CH is considering volunteering for this role with an open remit to promote the interests of the group in the regions.

Special Projects

There are no special projects to report

ADLG

JW summarised the activities of the sub-group and requested help in promoting them. Wendy Buckle had volunteered to write an article in the newsletter and any contributions were encouraged.

A seminar in September was mentioned and it was agreed that these should be included on the website and **JW is to notify FD of the details**. These should also be advertised on the list serves- **BW will circulate these URL's**.

CILIP website

CW reported on the plans for CILIP to restructure their website which is intended to start in October 2003. The intention is for it to be easier for groups to update details themselves with the aim of it being more visible and accessible to members. Work will go on until Feb 2004 and it is seen as a long-term project.

Sub-Committee reports

Draft group rules – these have been submitted by JH, thanks to GE and DTW for submissions.

Professional Ethics – **comments are required asap**. JH has circulated

Website – **JH circulating** for others to comment.

Newsletter advertising and sponsorship – BW circulated current arrangements and requests responses from sub-committee members. **RS to co-ordinate**.

AOB

- Signatures were required from the Chairman and Secretary to arrange signatories for the bank accounts.
- BW is to arrange for a SLIL event to be advertised on the website.
- Jill Tulip and Richard Beresford were welcomed as committee members.
- DTW has heard positive comments of Sharon Markless' talk at Umbrella and has been asked for her details for a regional event.
- JH added to her Umbrella comments of high level attendance at the group's organised events – Sheila Corral, Graham Cornish (Chair of LACA), Bernard Naylor.
- ICLG annual conference? - Due to the success of Umbrella GE raised the question of ICLG having their own annual (or bi-annual, JH) conference in the same vane as AUKML's conference. Comments regarding the financial implications and cautioning against risk were raised but it was thought that these could be limited by organising jointly with other groups and raising commercial sponsorship. **GE and JT to liase with AUKML and explore further**.

Next Meeting

8th October 2003 – venue to be confirmed.

RS

20 July 2003