

**SHINE Committee Meeting
Thursday 11 September 2008
10.00am Out of Hours Room Glasgow Royal Infirmary**

Attendees: Joanna Ptolomey (Chair), George Dougary, Amanda Minns, Liz Garrity, Ruth Robinson (Minutes)

1. Apologies

Alison Bogle

2. Minutes of Last Meeting

Approved.

3. Matters Arising

3.1 Committee posts

RR reported that there had been no responses from the ballot as yet.

3.2 Away day

JP reported that two additional people had asked to attend the away day, giving a total of 17 attendees.

3.3 Wiki

It was noted that some people are unable to use the wiki due to web restrictions within their health board, notably NHS Grampian and NHS Lanarkshire. JP advised that SLIC have offered to host information for us. It might be worth approaching them regarding the wiki. An alternative suggestion by JP was to build the wiki into the website, therefore it would be hosted in a place which people can currently access.

ACTION: RR is to try to access the wiki and the eLibrary community space from an NHS machine at the RAH.

ACTION: JP is to contact AB to see if there are alternative ways to address wiki access.

4. Short Updates

4.1 Treasurer's Report

GD tabled the accounts from 1 April 2008 – July 9 2008. JP and GD advised that SLIC are still due payment of £1000. An email reminder to GD from SLIC suggested that the invoice was sent to JP however she never received it.

GD reported that he had provided JP with the names of people who had not claimed expenses for the Peebles day. JP said that she will send them another reminder. It is possible that they claimed any expenses due from their employer.

It was noted that the accounts are healthy. JP suggested that the eSHINE project might require money, perhaps for consultancy or a content management system.

4.2 Membership and Marketing

LG tabled a paper for this group. She advised that two individuals had expressed an interest in becoming involved with the membership and marketing group. She also advised that three libraries are still to pay their subscriptions for 2008.

JP advised that SHINE will be invited to take part in the 2009 CILIPS conference at Peebles. She suggested that this might provide an opportunity to rebrand and to launch eSHINE. She also suggested completing eSHINE prior to the AGM, so it could be showcased to members and used to demonstrate work that SHINE has been doing.

It was noted that the branch/groups day and SLIC might be used to identify gaps in the membership, such as public libraries who provide patient information.

4.3 CPD

AM advised that the CPD group had not met since the last committee meeting due to the availability of members, however a meeting was scheduled for Friday 19 September 2008. She also mentioned that a study day on evidence-based librarianship, run by Andrew Booth has been scheduled for Friday 21 November in Glasgow.

Other suggestions for study days included podcasting, possibly to be held at Glasgow Caledonian University, and a project management day (not PRINCE2). It was noted that Andrew Booth runs a project management course. RR advised that JISC also run a project management course.

4.4 Website Group

JP informed the Committee that Tracey McKee has joined the website group. It was noted that the journal group had disbanded as TK was the only remaining member. It is possible that eSHINE will take on some functions of the journal group including doing editorial and copy work.

4.5 Union List

LG tabled an update from the union list working group. She advised that she had approached Gordon Dunshire to ask if he required payment for the work he had done on behalf of SHINE. He replied stating that the administrative costs of acquiring payment meant that it was not worth claiming at this point in time.

Michael Wells confirmed that it was necessary to keep sufficient money in the union list account in the event of the scheme folding and all libraries requesting to cash in their forms. The exact amount of forms in circulation was unknown therefore the amount of money required to remain in the account was unknown.

5. Stirling Away Day

JP tabled a paper with ideas for the away day which the Committee discussed. It was agreed to begin the day with a Chair's talk describing the background to the day, and a brief history of SHINE. The format of the day was considered and it was felt that asking attendees to work in groups and feed back summaries of their discussions to the wider group was the preferred format. JP felt that hiring the services of a facilitator for the day would be an unnecessary expense.

It was noted that although the away day was initially aimed at committee and group members, it has been opened up with a limited number of places available to SHINE members. It was recognised that the Committee should not work in isolation from the wider membership, and that it should strive to fulfil a couple of key initiatives prior to the AGM. It was agreed that a small number of achievements was preferable to setting an unrealistically large number of goals and failing to achieve any of them.

5.1 Charitable Status

It was agreed that the question of applying for charitable status was a key area to be addressed. There followed a discussion about the pros and cons of registering as a charity. It was noted that the initial thinking behind acquiring charitable status was to protect the organisation and the union list. The Committee discussed other ways to acquire protection.

JP mentioned that SLIC had informed her that becoming a charity involved a huge amount of administration, and advised that we should only go down this route if it was deemed necessary and of great benefit to the organisation. SLIC have gone down the charity route on two occasions, once for SLIC and once for CILIPS. AM advised that all Committee members would be required to sign all documents necessary for acquiring charitable status. JP mentioned that we can apply for funds under the SLIC charity umbrella.

The general consensus from the Committee was to abandon applying for charitable status, however JP advised that we have a remit from members to become a charity. AM mentioned that no members have questioned why we have not yet achieved this. It was acknowledged that any change to this remit will involve consultation with the membership. It was also noted that there has been considerable changes in the Committee membership since the original decision to apply for charitable status.

Following the away day it was agreed that the outcome regarding charity status would be fed back to all members. They would be given the opportunity to provide feedback on the proposals within a defined timescale. JP advised that it was important that we consult with the members. AM agreed to inviting feedback, however felt that strong reasons would be required in order for us to continue down the route of charity status.

5.2 Partnerships

Partnerships were regarded as another important topic for consideration. JP reported that the Information Literacy Group had contacted her, asking if SHINE would like to take part in their LILAC conference or submit an article to their journal. The Committee noted that NES have recently released their literacy framework.

5.3 Further discussion

To break up the day it was suggested inviting some speakers. The Committee agreed to invite the previous winner of the Hazel Williamson bursary, Elspeth Lee, to talk about her experiences, and to discuss ways in which to raise members' awareness of this bursary. Other key areas of discussion for the away day included eSHINE and branding. LG suggested updating the union list pages.

Additional ideas included incorporating a session about sharing practice between different services, for example AM suggested sharing information on Lanarkshire's current awareness bulletin service. JP suggested making SHINE more visible to services which may feel isolated. This could be achieved through visits to geographically remote libraries. LG advised that one of the key outcomes was to establish ways to attract new members to the organisation, and to encourage more members to become actively involved.

In summary, JP said that the key areas to be addressed at the away day were the status of SHINE, eSHINE and partnerships. JP agreed to report back to the group regarding the outcomes of the day.

JP mentioned the AGM briefly, suggesting having the main AGM business at the start of the day with the speakers later on. She also questioned whether or not it is necessary to have a theme for the day.

ACTION: JP to contact the previous Hazel Williamson bursary winner to invite her to speak at the away day,

ACTION: JP to investigate other possible speakers.

ACTION: All members to feedback to JP if they have any suggestions for the away day.

6. ACOB

It was noted that Margaret Forrest is the incoming president for CILIPS.

The possibility of meeting for Christmas food and drinks in early December was discussed.

7. Date & Venue for next meeting

Thursday 13 November 2008, GRI Out of Hours Room, 10.00 am.

Thank you to GRI for their hospitality.