

**SHINE Committee Meeting
Tuesday 17 June 2008
10.00am Out of Hours Room Glasgow Royal Infirmary**

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

1. Welcome and Apologies

No apologies.

2. Minutes of Last Meeting

Approved.

3. Matters Arising

No matters arising.

4. Chair's Welcome

JP welcomed the Committee and welcomed RR as a new member.

JP spoke about her new position as Chair and advised that she is committed to this role. She reported that she had circulated an 'official hello' to SHINE members and to the Committee via email. She acknowledged that SHINE currently provides a good cross over with a high degree of professionalism. She posed two questions: 'Are we making the best of what we have?' and 'Where is the end goal?'.

JP advised that she is not available on Wednesdays but is contactable most other days. The Committee acknowledged that as she is freelance she is not paid for any SHINE work.

5. General Discussion on the Future Direction of SHINE

There followed a general discussion on the direction of SHINE.

JP mentioned that it is important to make decisions together and work more effectively and efficiently with the groups. It was acknowledged that no single person can cover everything. JP advised that she saw her role being to encourage people to get involved. As a number of people have left the Committee it is an ideal time to draw the line and re-prioritise.

AM suggested that clarity is required in relation to how the groups feed-in to the Committee. It was acknowledged that it can be difficult to get committee members despite the number of individuals actively involved with the groups. It was agreed that clarity regarding the constitution is required.

JP advised that roles have changed from what they were historically. She talked about SLIC's vision of SHINE and SLIC, and where SHINE fits in with other groups such as NES. She mentioned the SLIC innovation fund and whether or not SHINE could make use of this. It was noted that this money is mainly for capital investment.

AB and JP suggested that rather than taking on too much and setting unrealistic goals, the Committee should ensure they do a few things well. JP suggested that a number of initiatives

could be linked with eSHINE, such as rebranding, provision of information or joining packs. This could be used to market SHINE.

AM suggested submitting an article for publication in Information Scotland, explaining what SHINE is and who it is for. In addition to NHS and education librarians who currently make up the majority of the membership, SHINE could also be useful to public authority librarians. LG referred to the East Renfrewshire talk at the AGM to demonstrate this point. JP suggested that SHINE could act as a gateway to help promote these services. It was agreed that there was a gap with public libraries, however it was important to investigate what NES has done in this area to avoid duplication.

The group agreed that it was necessary to explore different ways in which to promote SHINE. It was acknowledged that many people regard SHINE as only the union list, basing their membership on whether or not there is an inter-library lending cost saving to be made. RR advised that ADSHL/SHINE was also about networking and making contacts as historically many health librarians were isolated although they faced similar issues.

There followed a brief discussion on the union list. LG advised that last year they investigated if the union list could be made z39.50 compliant to enable integration with Shelcat. AM reported that there continues to be an issue surrounding ownership of the union list. JP advised that discussions regarding integration were currently on hold.

JP advised that the constitution might be outdated, and may benefit from a special meeting to discuss this. AM suggested that involvement from the groups was necessary in order to successfully take forward any constitutional changes. AB advised that different groups are at different stages in their lifecycle e.g. union list is well established while eSHINE is not.

JP suggested organising a one day event for all committee and sub-group members to ascertain what the membership want from the group and what they feel would be of benefit. It was acknowledged that the Committee may require help in organising such an event. Reports from the day would be fed back to the Committee for consideration. The Committee agreed that September would be a suitable month to hold such an event.

LG asked if potential new members would be invited to the event. It was agreed that this would be beneficial. AM suggested having breakout groups to look at different aspects of the constitution. She suggested publicising it along the lines of 'come along and see what we can do for you and what you can do for us'.

AM and JP mentioned the success of the Peebles day. AM spoke about the value of having mini SHINE conference, for example a one day event where staff could discuss their own experiences and listen to an invited speaker. JP mentioned that at the AGM presentations always follow a common theme. She questioned if this was necessary.

ACTIONS: JP will send a draft email to the Committee for comment. Once finalised this will be emailed to the groups for feedback.

JP will consider potential event dates. It will probably be the first Tuesday or Thursday in September.

6. Committee Posts

GD reported that there has been an interest in the post of Treasurer. It was noted that it is necessary to carry out a ballot as this is an elected post. JP advised that clarification is required on the ballot procedure.

ACTION: JP will draft an email informing members of the ballot. She will email this to RR for distribution to all members.

7. Treasurer's Report

GB distributed copies of the latest accounts for comment. He advised that the SHINE accounts are healthy, while acknowledging that expenses are still to be deducted for Peebles and the AGM. Some expense claims have been received, but without an accompanying breakdown. JP offered to contact CILIPS to chase up the details. JP advised that the Committee and groups should give thought to how this money could be usefully spent.

GD reported that there is approximately £27,000 in the union list account. It was noted that it is essential to keep a specific sum in this account, however the exact figure was unknown therefore it is necessary to investigate how much money must remain in this account. GD advised that this account is not an interest account, therefore alternative account options should be explored.

ACTION: GD to email JP the names of people who have not provided a breakdown of expenses. JP to contact CLIPS for details if necessary.

8. Membership and Marketing

LG advised that reminders have been sent to institutional members where payment had not yet been received. It was acknowledged that delays are often due to slow payment by finance departments.

LG questioned whether or not it was possible to merge the data from the union list and membership databases into a single database to avoid duplication. AB replied that the data in both databases was different with very little overlap. RR suggested that if the data was merged there might be additional data protection issues to address. JP advised that both databases were developed to serve different purposes.

JP suggested exploring the idea of providing new members with a welcome pack on joining linked to development of e-SHINE and its branding.

It was acknowledged that there has been one volunteer to work with the marketing group.

JP advised that Tracey McKee has been offered a personal membership. If Tracey accepts this offer she has indicated that she is happy to continue working with the journals and the publications group.

JP reported back from the SLIC meeting she had attended the previous day. It was noted at this meeting that SLIC has not had representation from the health sector for a while. They are keen to improve links with SHINE and encourage partnership working.

ACTION: JP and LG are to get together to discuss membership and marketing.

9. CPD Group

AM advised that the group had met once during the past year. They had discussed project management, developing business cases and Web 2.0 as possible future course topics. The roles and remits of the group were also discussed. AM advised that the next meeting of the CPD is scheduled for the first week in September 2008.

The importance of maintaining links with NES, and an awareness of their CPD activities, to ensure there is no unnecessary overlap between the two organisations was acknowledged.

JP suggested reviewing the format of the AGM day in order to encourage more members to attend. It was agreed that the AGM business does not need to be at the end of the day. It was also suggested adding a social element such as a drinks reception to follow the main event. AM suggested scheduling an inspirational speaker for the afternoon session. She offered to take note of interesting speakers presenting at HLG conference in Cardiff.

ACTION: AM to liaise with the CPD group regarding preparing a draft of ideas to present to the Committee.

10. Website

AB reported that she had emailed the existing website group to establish who wants to be involved in the new group. Chloe Stewart and Paul Herbert have expressed an interest in continuing their involvement with eSHINE, while two new people have said they are interested in becoming involved. It is possible that people are more interested in the technical development aspects of the website rather than the content. AB suggested that there might be a case for a short life working group to address technical matters.

AB advised that there is a need for someone to act as a contact for submissions and to edit documents prior to them being sent to her for publication on the website. She also reported that she had set up a wiki for the Committee using Wikispaces. She will invite committee members to join. She suggested using it to upload the draft minutes for comment.

Developments for the website were discussed. AM suggested having a section for 'recommended websites'. This could be useful for those who do not have time to regularly browse the web. AB proposed asking attendees at the day in September what they want from the website. JP suggested having an online calendar available via the website to enable members to view forthcoming events. AM suggested delivering a current awareness service for librarians via the website. The CPD Group could take the lead in compiling this. AM advised that some Web 2.0 media is blocked as a result of a policy decision from a government directive.

ACTION: AB to invite committee members to join the wiki.

11. Union List

LG reported that there was no update. She offered to investigate the minimum amount of money which must be held in the union list account.

LG suggested carrying out a survey to ascertain what actions might be taken to improve the eUnion List.

ACTION: LG to investigate the money in the union list account.

12. AOCB

It was noted that SHINE is now officially a member of SLIC. This cost for membership of the SLIC board is £1000 which includes two consultancy days.

JP suggested that the Committee revisit the legal status of SHINE. SHINE does not have charity status at present. AM suggested that Sandra Wilson might be able to provide information regarding applying for charity status. She also proposed contacting CILIPS for their advice, perhaps using the consultancy days provided via SLIC membership.

JP spoke about the internship. She informed the Committee that she had met with Dorothy Wooley (NHS Fife) who was interested in the proposal for her students. JP suggested taking a partnership approach to this.

13. Date & Venue for next meeting

Tuesday 12 August 2008, GRI Out of Hours Room, 10.00 am.

Thank you to GRI for their hospitality.