



scottish health information network

**SHINE Committee meeting
23rd August 2007**

Glasgow Royal Infirmary: Out of Hours room

Present: Andy Jackson (**Chair**), Amanda Minns, Liz Garrity, Lynn Easton, Valerie McClure, George Dougary, Joanna Ptolomey, Michelle Kirkwood, Tracey McKee (**Minutes**)

1. Welcome and Apologies

Apologies: Alison Bogle, Anne Donnelly

AJ welcomed the new committee members:
Amanda Minns, Joanna Ptolomey and Anne Donnelly

Travel Expenses: At the moment Gill Earl can still sign to authorise travel expenses refunds, the form is on the SHINE website, it is left to the discretion of the committee members whether they claim travel expenses or not.

2. Minutes of Last Meeting: APPROVED

3. Matters Arising:

AJ explained that he had written a letter to Elaine Fulton at CILIPS expressing our concern at CILIPS lack of support for a SHINE study day. So far there has been no response. There was then some discussion of the merits of CILIPS and its future. JP mentioned she has a meeting with Rhona Arthur next week and will ask about SHINE's letter should the opportunity to do so arise. JP would also discuss CILIPS future with Rhona Arthur, specifically the possibility of it becoming a branch/group.

ACTION: AJ to send original letter he wrote to CILIPS to JP.

4. Correspondence

None

5. Treasurer's Report (GD)

GD reported that the problem with him being able to sign cheques should be resolved very soon.

GD circulated copies of the current SHINE balance to the committee, noting that Michael Wells has moved the interest from the Union List account to the main SHINE account and both were healthy.

GD noted that the SHINE accounts had still to be audited and that he was looking into this. AJ noted we have no legal requirement to be audited at the moment but this would be necessary when SHINE becomes a charity.

6. Membership

LE reported that the 2007 renewals forms were sent out by her team at Inverclyde Royal Hospital but that the returned renewals had not been dealt with yet, Malcolm Dobson has these.

There followed a discussion of the creation of a Membership and Marketing Team and what this would entail. There was some discussion of the marketing ideas which had already been worked on, such as the SHINE banner and sending promotion letters to FE and public libraries. It was proposed that the M&M team would pick up these issues and rethink them if need be.

The committee agreed that dealing with the renewal cheques was a priority.

ACTIONS: AM to pick up cheques, promotional materials and any other outstanding SHINE business from Malcolm Dobson, AM then to send cheques to GD. GD to draw up list of who has sent cheques and pay cheques into the bank. GD will then pass this list onto the Membership and Marketing Team once created. GD to let LE and Michael Wells know if the Glasgow University BACS payment has been received.

Membership Database:

LE reported that the database information needs updated, and that the membership information might need to be inputted from scratch.

LE reported that Michael McConnell has finished the IT work on the membership database, LE has the user guides for this. LE suggested that once the new membership data is input to the database, AB could link to it from the website.

Formation of Membership and Marketing Team:

AJ suggested that at least one member of the committee should be on the team and could act in a leadership role. After discussion it was decided around another 3 people should be sought and that para-professionals should be encouraged to take part.

JP offered to be the link between the committee and the M&M team.

ACTION: AJ to send message to LIS-SHINE next week to ask for volunteers for M&M Team.

7. The Sustainability of the SHINE volunteer network aka TICK

LE circulated an update on TICK, explaining for the benefit of new members what the remit of the TICK group was (Sustainability of the SHINE volunteer network).

LE thanked Helen Marlborough and the rest of the SHINE committee for all their work on getting the committee procedures and roles written, ratified and onto the SHINE website.

LE then asked if any of the SHINE groups needed more volunteers.

MK reported that the SHINE journal needs a new editor by April 2008 as her 6 years service on the committee are up next April. MK highlighted that there would really need to be a handover period with the new editor and reported that she had already discussed the need to find a new editor with the SHINE journal editorial team.

LG noted that the Union List group were managing fine at the moment but could always do with more volunteers.

After some discussion it was noted that we should be prioritising the needs of groups, the priority at the moment should be seeking volunteers for the Membership and Marketing team, it was also pointed out that there may be a need to clarify timescales when asking for volunteers, as this may encourage people.

VM offered the idea of a reserve list, with people dipping in and out of volunteering when time allows.

After further discussion it was agreed that the committee would revisit group volunteer levels at every meeting.

Development Plan:

LE explained about the development plan, noting that some points on the plan will close while others are ongoing. LE also noted that group leads should be feeding into the development plan.

ACTION: Group leads to check plan- see what has been done and what they plan to do up until 2010. All group leads should feed this information back to LE. This will be discussed again at the next committee meeting.

Committee Members Welcome Pack:

LE asked for thoughts of new members on the welcome pack sent out, JP thought it contained enough information.

ACTION: LE to contact AB to get welcome pack onto the website.

New SHINE members welcome plan:

LE asked what information new members get when they join? At the moment it's nothing, they should received some kind of introduction to SHINE resources and activities. Membership and Marketing Team to deal with this.

ACTION: M&M Team to create procedures for the Membership database then these should go onto the website and to the secretary. M&M Team to create a SHINE welcome pack for new members..

Mentoring

There was some discussion on how to progress mentoring within SHINE. Gerry MacLean and Amanda Wright wrote the original paper that this idea is based on.

The discussion raised issues like: Who are our target audience? How do we define what we can offer to mentees? Should the scheme be skills based (literature searching, cataloguing etc)? Should potential mentors create profiles that mentees can choose from? Should the mentoring be informal networking or formal scheme?

It was noted that LIS-SHINE is already used for questions, it was suggested that it is 'soft skills' that have been traditionally associated with the mentor-mentee relationship and that you can't really ask for help with this on a list.

It was noted that for the CILIP mentor scheme you have to go on their mentoring course before you can become a mentor.

It was agreed that we don't want to replicate this, what can SHINE offer that is different?

ACTION: LE to email LIS-SHINE to gather peoples thoughts on a potential SHINE mentor scheme? LE to report back at next committee meeting.

Procedures:

LE noted that although the procedures for the membership secretary and membership database are available to the committee these will probably need revised in light of recent decisions (see discussion under point 6. Membership).

Draft compliments slip approved by committee.

ACTION: TM to send generic compliments slip to LE, who will then pass to AB for website. TM to keep a copy as Secretary.

SHINE Journal

ACTION: MK to email group leads before every issue to get updates from them for the journal.

Special Interest Groups

It was noted that it is the members that need to create these.

Website:

ACTION: LE to talk to AB about getting the welcome pack on the website and to discuss how members can volunteer via the website.

It was also reported that CILIPS agreed to give SHINE a slot at their next chartership event but so far we've heard nothing.

LE suggested that there should be photos of the committee members on the website. MK agreed to take individual and a group photo at the end of the committee meeting.

LE also pondered whether we should have all group members names on the website.

ACTION: LE to take forward group members names on website. MK to pass photos to AB for website.

There was further discussion on how we could encourage people to volunteer. Suggestions included: opportunities for members to sit in on committee meeting, linking with a CPD group study day-focussing on skills SHINE volunteers need such as how to build a website, how to write a book review.

There was then a discussion of using blog software on the SHINE website, LE suggested it would be a good idea for the co-chairs to contribute to a SHINE blog.

GD noted that commercial blog software can be restricted by NHS net. SHINE would then need to find away around this problem so NHS staff could get access.

ACTION: LE and AJ to contribute to SHINE blog when operational.

8. SHINE as a legal entity: charitable status aka TOCK

AJ reported that there has been no progress yet. JP has done some preparatory work. AJ hope to be further forward by Christmas.

ACTION: AJ and JP to meet and discuss

9. Update from Working Groups

CPD group:

JP to act as link between committee and CPD group. No updates at the moment except that the SHINE study day on Web 2.0 in September is fully booked.

Website Group: Report previously circulated

Group not to put 2007 AGM minutes up on website until after they are approved at next years AGM.

Podcasts to stay on the website for 2 years, the committee decided that we might podcast other events depending on the venue facilities etc

ACTION: AB to send podcast CD to secretary for storage. AB to find out how many times the podcast has been downloaded and report back to group. AB to look into buying more space for the website, the committee agreed that AB should bring costings for a generous chunk of space to the next committee meeting.

There was further discussion on the possibility of SHINE having some kind of Shared Space, and replacing the noticeboard with a blog. It was noted that we'd need software that didn't restrict any members access.

ACTION: AB and Website group to investigate blog software that stays in the SHINE web domain.

SHINE Union List:

The group will be sending out print Union Lists through Glasgow Royal Infirmary mail room- LG queried if payment should be sorted out via GD?

Group plan to send out reminders to members to update their holdings.

Catriona is working with Gordon Dunsire to develop a highlighting tool for the union list database, could be useful for situations where a library is closed for a period.

Group also investigating a copyright query concerning some American publications that aren't covered by the NHS CLA licence.

There was then some discussion about how to move members away from relying on the print version since the website is the most up to date version. Also the committee discussed how SHINE is investing in the website so why continue with print, the money and time spent administering the print version could be diverted elsewhere. LG reported that the group is only producing 75 copies this year to be sent out around November.

ACTION: LG to discuss how to phase out the print version with the Union List group and report back to committee at next meeting.

SHINE Journal:

MK reporting that the editorial team are working ahead of the current issues. Also the editorial team will be changing some of it's procedures concerning copy control. LISA is still putting issues of the SHINE journal onto their database, but very slowly. MK reiterated that the journal needs a new editor.

11. Other Meetings

SCURL Health Group:

This meeting has yet to take place.

ACTION: AJ to report back at next meeting

SLIC:

SLIC has asked SHINE to represent health at SLIC committee- LE will represent SHINE, LE to meet Elaine Fulton mid-September. SLIC will be meeting mid-September.

ACTION: LE to report back on SLIC at next committee meeting

NES:

ULMS- starting phase 2, the system should be up and running by Feb 2008, participants in the ULMS are still waiting on training for the new system.

ACTION: GD to keep us posted on phase 2

Information Literacy group:

AJ contacted Eileen Craig about this to say he'd be interested in being involved. First meeting next week.

ACTION: Anyone involved in IL group to report back.

AM and MK also attended a Roadmap meeting- this should be out for consultation later in the year.

MK noted that the NES Quality Assurance Framework will be rolled out later this year.

AM reported that she joined the Health Libraries Week Planning group but had heard nothing since then.

ACTION: Anyone who hears anything interesting from NES should report back to committee.

13. AOCB

None

14. Date and Venue of next meeting

At Hairmyres Hospital, East Kilbride, in the first half of November, AJ to email around the committee to check the dates.