

**SHINE Committee Meeting  
Thursday 1<sup>st</sup> May  
10.30am Out of Hours Room Glasgow Royal Infirmary**

**Attendees:** Andy Jackson (Chair), George Dougary, Amanda Minns, Liz Garrity, Tracey McKee (Minutes), Michelle Kirkwood, Lynn Easton, Alison Bogle, Joanna Ptolomey

**1. Welcome and Apologies**

Apologies: Valerie McClure, Anne Donnelly

**2. Minutes of Last Meeting :** Approved

**3. Matters Arising :** none

**4. Correspondence**

The Secretary noted that Anne Donnelly had tendered her resignation from the SHINE committee effective immediately.

**5. Treasurer's Report**

GD distributed copies of the latest accounts for comment. GD told the committee that the account balance was healthy and the only problem was with one cheque which he is querying. GD also noted that SHINE had to pay cancellation fees for study days, including £350 for the Mentoring study day which was cancelled at short notice due to lack of numbers. The interest has not yet been added to the account but should be shortly; this will be included in the next Treasurer's report. GD stated his willingness to continue as Treasurer until a new one could be found and all relevant documentation signed over.

**6. Membership and Marketing Team**

JP reported on the activities of the M&M Team. On the Membership front, all the renewals had been sent out mid-March; only 35 members have yet to reply. LG has sent a renewals reminder to LIS-SHINE. Some members had chosen not to renew for financial reasons-they felt they weren't getting value from their £50 membership fee.

The membership database is up and running and was used for the renewals, there are a few small glitches to be rectified but nothing major.

**ACTION: LG has agreed to continue the membership work as temporary Membership Secretary until another volunteer comes forward.**

**ACTION: JP to present the Internship idea briefly to the SHINE membership at the AGM**

**7. Hazel Williamson Bursary**

LE informed the committee that there had been only one application to the HWB this year. The committee considered the application from Elspeth Lee, and agreed it was a good submission.

**ACTION: The committee agreed to award the 2008 HWB to Elspeth Lee, this will be announced by LE at the AGM**

There was then some discussion by the committee around why there had been so few applications this year. Various reasons were offered including people being unable to get time off work, being too busy at work, no suitable events coming up, assumptions that lots of people will apply therefore you don't stand a chance. LE pondered whether SHINE members thought the bursary was only for those people who could not get funding from their employers.

**ACTION: The committee agreed that next year a note should go out with the HWB application stating that it is open to all SHINE members regardless of whether your employer can afford to fund your CPD or not, and also that there could be more than one award made depending on how much money applications request.**

## 8. AGM

AJ expressed thanks on behalf of the committee to Sandra and the CPD Group for putting together the pre-AGM programme.

There was some discussion of the various presentations listed on the programme, and what their content might cover.

**ACTION: JP to contact Rhona Arthur to find out what she plans to cover in her 'Scottish Overview' talk at the AGM, in particular does she plan to talk about the 'Health Member Offer'- JP to report back to committee**

AJ moved onto the issue of SHINE committee membership as many of the current members are leaving and various positions need to be filled.

The current situation:

LE- is leaving the committee

AJ- is stepping down as Chair, but may consider remaining on the committee should enough new members not be found

GD- indicated his intention to step down as Treasurer as soon as a new person is found, he may also be leaving the committee entirely but hopes a NHS Grampian colleague may join in his place

AD- has left the committee

MK- is leaving the committee

TM- is leaving the committee

This leaves vacancies for Chair, Treasurer and Secretary which must be filled by elected members, a lead for the SHINE Journal and an ordinary committee member space.

At the close of the SHINE committee elections on Friday 25<sup>th</sup> April, only one nomination form had been received from Ruth Robinson, who has indicated she may be willing to step into the Secretary role.

There was some discussion about the continuing committee members taking over some of the elected posts, JP indicated that she would be willing to take over the Chair role if she could be relieved of her other SHINE responsibilities on the Journal group, CPD group and M&M Team. None of the other committee members felt able to take on the Treasurer or Secretary roles. There was then lot of discussion around JP's existing roles and how these might be delegated to allow her to take on the role of Chair.

During this discussion the point was made that some activities may need to be scaled back if new people do not come forward to volunteer, as things stand many of the same people are volunteering on several groups. MK highlighted the problems that the Journal has been having over the past few years, SHINE members are not willing to contribute to the journal and it is proving very difficult to keep producing issues. MK suggested that the Journal as it is now should be stopped and the more popular sections such as the book reviews could be incorporated into the SHINE website. This would also reduce the time lag between writing and publication for items such as meeting reports. This idea fitted well with AB's suggestion to revamp the SHINE website and give the Web group a new focus, as AB noted many of its members had taken a step back from it in recent months. AB thought it would be useful to have a short term working group made up of a cross section of existing SHINE groups to look at a new website. AJ suggested that a new team could be formed from the existing Journal and Web teams and this new group could have new focus on redesigning the website and encouraging contributions, e-SHINE was suggested as its new name.

**ACTION: AB to write a blurb about the new SHINE group for the AGM to inform members and encourage participation. MK to announce the end of the SHINE journal at the AGM.**

JP then explained a bit about her role in the CPD group as convenor and noted that the group was in a state of flux as three members had left in the last nine months. There was then some discussion around the purpose of the CPD group with JP noting that the group had spoken about buying in trainers from the corporate sector, these people normally charge a high daily rate but could be cost effective if lots of SHINE members attend. AM noted that some organisations already have good in-house Organisational Development departments and that makes it difficult for library staff to justify going to external courses.

**ACTION: AM to speak with JP about taking on some responsibility for the CPD group.**

JP then explained that come the autumn all of the policies and procedures for managing Membership will be in place and this would make it an easier task for someone to take over. LG is happy to continue in this role in the meantime but both JP and LG would prefer someone new take over. There was then some discussion around the Marketing function and whether this is a job for one person or for the whole committee with the committee working on various marketing projects throughout the year. This then led onto a discussion on the future of SHINE as a whole and how more members could be encouraged to get involved. LE noted that the health libraries landscape has changed in Scotland, people can access training and networking elsewhere not just through SHINE. AM suggested writing to heads of service stating the low level of participation and requesting they

nominate someone from their service to participate. The committee thought this could be a useful plan should volunteering levels reach a crisis point in the future. LE suggested starting this conversation with the membership at the AGM, stressing that if people don't get involved then SHINE will change, the Journal is an early example of this. AJ suggested that the new committee take forward the debate on the future of SHINE.

Following the discussion JP agreed to take over the role of Chair as her other responsibilities had been moved to other committee members.

**ACTION: JP willing to be nominated as Chair for one year 2008-2009, and will assume the role after the AGM as she is already elected to the committee.**

LE asked whether the AGM was being podcast.

**ACTION: JP to check if facilities are available to record the AGM-if so it will be recorded.**

AJ told the committee that he would be chairing the study day and AGM, LE would be talking specifically about HWB and TICK.

**ACTION: AJ to liaise with Sandra of the CPD group to get biographical information about the speakers.**

## **9. SLIC & "Health Member Offer"**

LE reported that there was a SLIC board meeting on the 16<sup>th</sup> of April. LE flagged up the significant points of the "Health Member Offer".

The subscription to SLIC on behalf of the whole SHINE membership would be £1000 for one year.

This would include 2 days consultancy from SLIC and access to SLIC training events. LE noted that the "Health Member Offer" would be placed on the SLIC website and should also be placed on the SHINE website so members can see the benefits of our subscription. Another point of interest from the SLIC meeting was the news that the National Library of Scotland is currently writing a national collection policy for journals (including health titles), this will be discussed at the next SLIC meeting.

**ACTION: LE to flag up this NLS national collection policy to the SHINE membership at the AGM**

LE reported on the bids to the SLIC Innovation and Development Fund, up to £10,000 was available, there were 8 bids, none from a health background. This should be something SHINE and its members should consider in the future.

AM asked if CILIPS were planning to develop a page for health libraries on their website. LE said this wasn't mentioned at the SLIC board meeting.

**ACTION: JP to ask Rhona Arthur if she plans to talk about developing a health page on the CILIPS site during her presentation.**

LE queried whether she should still be the SLIC representative from SHINE as she will no longer be a committee member.

**ACTION: LE to continue as the SLIC representative until JP feels ready to assume this role.**

The committee then discussed whether to go ahead and subscribe to SLIC on behalf of the SHINE members or to wait and present the idea at the AGM and take a vote? The committee decided to subscribe to SLIC without taking it to the members.

**ACTION: SHINE will subscribe to SLIC for one year at the cost of £1000**

## **10. SHINE as a Legal Entity: charitable status**

AJ – feels there are concerns about the fact that being a Trustee is different to being a committee member and that it is best for the new committee to make a decision on this when they are in place. Thanks to Joanna for her work so far.

## **11. The Sustainability of the Shine Volunteer Network**

LE – Should the welcome pack be devised for the coming year?

SLIC link in to their 3 year development plan

**ACTION: LE to revise Welcome Pack for coming year**

**ACTION: Policies & procedures should be updated annually by each group**

Mentoring – this has been fully explored but has had no uptake and it is now time to stop talking about it anymore (cancellation of Mentoring study day at last minute cost £350 fee)

**ACTION: Shine Knowledge Exchanges should be deleted on the e-Library, LE to approach NES**

## **12. Projects: documentation and measuring success**

JP - has sent out information to groups but has so far only had one reply. It was found that there was only a minimal trail of information to be able to hand over the roles of projects etc.

Feedback to project management day has been generally positive and this could cover the use of Microsoft Project management.  
All projects should be on the shine website and this could tie in with the redevelopment of the website itself.

### **13. Update from Working Groups**

- **CPD Group and CILIPS Conference Health Strand (JP)**

CILIPS/SLIC are trying to work more with the Health sector. JP is working with Rhona, Elaine & Margaret Forrest re this event

Sheila Martin – Knowledge for all (Audit rebranding)  
Eileen Richardson – Dementia Services (info delivered into the community)  
Joanna Ptolemy – Health & Equality

Gerry Maclean to facilitate, Chloe Stewart to facilitate and a third person is to facilitate possibly Amanda Minns

Amanda asked if those attending the Conference Branch Group Day as individual members of shine will receive certificates of attendance as last year it was only given to individual members of CILIP?

**ACTION: 10 places to be funded + travel costs by Shine for members, to be sent to LIS-SHINE and put on SHINE blog by JP**

**ACTION: JP to see if a Shine membership form can be placed in the delegate/conference packs**

**ACTION: JP wants ideas for speech/introduction at CILIPS Conference from committee/members, feedback to JP ASAP.**

- **Website (AB)**

Extra space has been purchased for the website.  
Chloe Stewart is to take over invoicing & dealing with web hosting

Wiki has been set up for the journal group using wetpaint but should we move to a purchased wiki that is ad free?

**ACTION: Wiki to be set up for the committee**

**ACTION: Redevelopment of the website to incorporate journal moving over (eSHINE)**

- **Union list (LG)**

Renewals have been sent out and so far RCSE is not renewing.

**ACTION: Group to ask Gordon Dunsire to run report of RSCE titles that are not duplicated and report back to Shine.**

Queen Margaret University, Musselburgh have joined and another possible new member from Health Information Resource Centre, NHS Forth Valley, Stirling.

### **14. Other Meetings**

SCURL Health Group – have not met this year

**15. AOCB:** None

**16. Date & Venue for next meeting** – 17<sup>th</sup> June G.R.I. Out of Hours Room, 10.00 am  
Thanks to GRI for their hospitality