

**SHINE Committee Meeting
Tuesday 5th February 2008
Out of hours Room, Glasgow Royal Infirmary**

Attendees: Lynn Easton (Chair), Anne Donnelly, Tracey McKee (Minutes), Michelle Kirkwood, Joanna Ptolomey and George Dougary

1. Welcome and Apologies

Apologies: Alison Bogle, Amanda Minns, Andy Jackson, Liz Garrity

2. Minutes of Last Meeting: Approved

3. Matters Arising

- Data Protection Licence: LE has now received the licence- SHINE is back on the Data Protection Register under Lynn Easton's name.
- SHINE secretary: It was agreed to wait until the AGM to fill the Secretary post, if it became vacant in the meantime, committee members would perform the duties.

4. Correspondence: None

5. Treasurer's Report

GD passed around the most recent accounts for noting. The balance is healthy and there is still some money to come in from the study days. LE suggested that the committee think about projects to spend the SHINE balance on.

6. Membership and Marketing Team: Please see tabled papers

- JP talked the committee through each of the points in the M&M Team Update Report. She noted that the membership process has been difficult to manage and that the group had taken steps to simplify this, resulting in the flow diagram (attached to the Membership procedures document). GD queried where 'payment received' would fit into the flow diagram as cheques often come in much later than membership application forms. GD also pointed out that finance departments are sending payment without any identifying information, no SHINE code or even library name; this makes it very difficult to match payments with libraries.

ACTION: A box regarding finance to be added to the flow diagram by the M&M Team.

ACTION: FAQs about membership to be added to the website (M&M Team and Website group to liaise)

- Membership Database: JP noted that many of the records on the database are incorrect. Sorting out this data could be a project for someone, a good way to encourage SHINE members to join the M&M Team. There was then some discussion about the most appropriate time to send out renewals as some libraries may want to pay for membership from this year's budget. The committee agreed that the cut off date for membership payments should be two months from date renewals sent out.

ACTION: M&M Team to figure out how to run the renewals from the membership database.

ACTION: JP to email committee with an estimated date for renewals to go out, JP will try for earliest possible date in March.

ACTION: When renewals come back they will be used to cleanse the data on the membership database. A request will then be sent to LIS-SHINE by the M&M Team for a volunteer to do this data cleanse project (a last resort if there are no volunteers could be hiring a LIS student to do this)

- Membership Form: Please see tabled form drafted by LG. The committee suggested some changes.

ACTION: LG to make changes suggested by the committee; add a telephone and email space next to all institutional members at section 6; to add a data protection statement along the lines of "your information will be used for SHINE business, be put on a database that is available to other members and will be held for as long as you are a member"; add a section to the form to note if payment received.

- Life Members: There was some discussion around Life Membership of SHINE and how SHINE stays in touch with these members. There was a suggestion to contact them with a standard letter at renewal times to remind them of their membership (even though they don't pay).

ACTION: JP to check that Life Members are on database and investigate how we stay in touch with these members.

- Membership Welcome Pack: SHINE groups are happy to contribute information to the Welcome Pack, possibly an A4 sheet on group membership and recent activity.

ACTION: M&M Team to progress Welcome Pack

- Website Membership Information: JP suggested that membership information should be more prominent on the SHINE website and that the Website group are happy to help with this.

ACTION: M&M Team to progress putting membership info in a more obvious place on website

- Rolling Programme for M&M Team: The team will start to think about a 3 year plan after the AGM and the renewals have been sent out, they are dealing with more immediate issues at the moment so this is on hold.
- Marketing: M&M Team will progress acquiring a SHINE banner after summer 2008.
- Student Internship: There was some discussion around this idea and the paper tabled. MK suggested this could also be used as work experience for people thinking about LIS degrees. Other ideas included the internship being a summer experience for MSc students. Or possibly look at providing entry level work experience for non-professional level posts (e.g. library assistants), this could link in with the work that the Wise Group and others do. The possibility of paying the intern was mooted and MK offered to take forward a pilot if someone else could be found to take over as Journal Editor. The committee agreed that summer 2009 could be a good time for a pilot.

ACTION: M&M Team to explore the work experience route (Wisegroup/Job Jumpstart) and report back to committee.

ACTION: Internship idea to be presented to the membership at the AGM

- M&M Team members: more volunteers will be needed.

ACTION: M&M Team to request volunteers on LIS-SHINE for projects.

7. Hazel Williamson Bursary

The process for this starts after the date for the AGM has been set.

ACTION: Chair and Secretary to progress once the AGM date has been agreed, following the flow chart on the website.

8. AGM

Committee vacancies to be identified two months before the AGM date. Chair will send notification of vacancies and nomination form to LIS-SHINE. If the election goes to a vote, the M&M Team will deal with the postal ballot. The ballot forms will be returned to the Secretary at least 1 week before the AGM. An independent scrutiner will be sought to verify the vote count.

LE has identified 4 vacancies plus Chair. Of the existing committee, LE cannot be re-elected as she has served her full 6 years on the committee, VM, AJ, GD and TM could all stand for re-election. Specific positions needing filled are Chair, Secretary and Journal Editor (could be co-opted).

ACTION: Committee members who are up for possible re-election should email LE to state their intentions. AD to contact Lynn about changing from a co-opted to elected member.

9. SLIC & "Health Member Offer"

LE attended a SLIC meeting in January 2008. There is now a draft offer from SLIC to SHINE (see tabled paper) - SLIC are willing to give a membership discount to SHINE. The total cost of membership of SLIC for the whole of SHINE would be approximately £1000. The membership year would run from April. The committee discussed the offer and concluded that this seemed to be a reasonable offer from SLIC. It was also noted that the SHINE representative at SLIC might need to change after the AGM. LE stands down. The Committee felt that the representative could be any SHINE member.

LE learned that Bruce Madge the CILIP President will be attending the CILIPS Branch/Group day this year. It seems CILIPS are keen that there is a good health turnout and perhaps SHINE could be involved in some way.

ACTION: "Health Member Offer" to be presented at the AGM

10. The Sustainability of The SHINE Volunteer Network (aka TICK)

No further progress on the 3 year rolling plan yet. LE thought it would be useful to seek SLIC's advice on the workplan, this could be taken forward by the new committee. The CPD group are organising a Mentoring study day in February. LE also wrote an article on mentoring for the SHINE journal-but there wasn't much response. The committee agreed to wait on the response to the CPD study day and then decide whether to progress mentoring within SHINE or not.

11. SHINE as a Legal Entity: charitable status (aka TOCK)

JP has started the preparatory work for charitable status, and AJ is pulling the documentation together. They are working towards an AGM deadline.

12. Projects: documentation and measuring success

JP talked the committee through the tabled paper. The committee agreed that it was a good idea to have procedures for documenting projects and pondered whether a database could be used to manage SHINE projects (and possibly open it up to all SHINE members). This idea could be taken to the members at the AGM to gather their views on such a database.

ACTION: Committee and working groups to send feedback on paper to JP by Tuesday 19th Feb. Secretary to send paper to working groups.

13. Update from Working Groups

- **Continuing professional development group** (see tabled update)

JP is the new convenor of the CPD group. The group are currently writing roles and responsibilities for all group members. MK suggested the CPD group could run a course on Audit and/or Legislation & Regulation.

ACTION: CPD group to contact committee members to ascertain what date they are available to attend the AGM (original date of 18th April may not suit).

JP noted there may be a difficulty in pod casting the AGM this year.

ACTION: CPD group to look into this in detail

- **Website Group** (see tabled update)

ACTION: All committee members and all working group members are to be made able to post on the SHINE blog

ACTION: SHINE Journal team to use their wiki for a month and report back to committee and website on its usefulness.

- **SHINE Union List** (see tabled update and papers)

The Chair thanked the Union List group for all their hard work on the print Union List.

ACTION: GD to confirm the printer's invoice with LG

ACTION: LG to change the copyright statement as suggested by the committee (remove first underlined paragraph, add SHINE disclaimer to the end of statement but remove Jim McNeilage's name already) then add to the Union List/Website etc

ACTION: LG to chase Gordon Dunsire for a quote

- **SHINE Journal**

The journal team needed a secure area to store drafts of documents and ideas for the journal so the Website group created a wiki for them using Wetpaint. The journal team members are getting to grips with this now. JP is leading on a SHINE committee members issue. The current issue that the team is working on will be MK's last as she needs to stand down as Editor-therefore the group needs a new Editor-no volunteers have been forthcoming.

ACTION: AB to report back to committee on how much it costs to have a 'paid-for' wiki without the ads.

14. Other Meetings

- **SCURL HEALTH:** Next meeting Fri 29th Feb
- **NES:** QAF Peer support network has had its first meeting, libraries are starting to work on their submission, and there were a few queries about NHS/HE co-operation for the QAF.

15. AOCB: none

16. Date and Venue of Next Meeting

Wed 2nd April- Glasgow Royal Infirmary (TBC by MK).
The Chair thanked GRI for their hospitality.