

**SHINe Committee Meeting
Monday 9 March 2009
10.00am Glasgow Royal Infirmary**

Attendees: Joanna Ptolomey (Chair), George Dougary, Liz Garrity, Paul Manson, Ruth Robinson (Minutes), Margaret Theaker, Sandra Wilson

1. Apologies

Alison Bogle, Amanda Minns, Suzanne Wilson

2. Minutes of Last Meeting

Approved.

3. Matters Arising

JP advised that she had emailed Andrew Jackson (NES) regarding Shelcat and awaits a response.

JP advised that she had spoken briefly with Cathy Kearney regarding database ownership. Also, it was suggested that there might be an agreement which Catriona Denoon has documentation for. JP will follow this up.

RR confirmed that calls for committee nominations and Hazel Williamson bursary bids had been sent out.

ACTION: JP to find out if Catriona Denoon has the original database documentation.

4. Committee Nominations

JP welcomed Sandra Wilson to the meeting. Sandra W, previously Motor Neurone Disease Association, Scotland and soon to be NHS Greater Glasgow & Clyde was interested in being co-opted on to the Committee. It was also noted that Lisa McLaren (Napier University) who is on the eSHINe group had contacted JP regarding being co-opted on to the SHINe Committee for 2009-10 with a view to possibly becoming elected at a later date.

Margaret Theaker, Paul Manson, Douglas Park and Suzanne Wilson were confirmed as nominations going forward. RR agreed to email LIS-SHINE advising the membership of these four nominations, and to give members the opportunity to raise any objections. It was agreed that RR would email Douglas Park prior to sending out the general email.

MT asked whether or not there were procedures to follow prior to being appointed Treasurer. JP believed that as an elected member it was acceptable for MT to take on the role.

ACTION: RR to email Douglas Park, then LIS-SHINE advising membership of committee nominations, and asking for any objections.

5. AGM and Study Day

JP advised that the AGM would be held in the morning in an attempt to overcome the issue of people disappearing early. This would have the added benefit of allowing the Committee to enjoy the study day with the formal AGM business completed. Sandra W confirmed that she had received three speaker biographies. She advised that she was unsuccessful in her

attempt to acquire sponsorship for the study day. It was noted that the AGM and study day usually attracts between 30 and 50 delegates out of a membership of approximately 90.

Sandra W reported that she and AB had discussed commissioning a photographer for the AGM. JP advised that committee members had agreed to take photographs for inclusion in the website. There then followed a discussion about the merits of a professional photographer versus committee members taking photographs. It was agreed that committee members would take photographs in order to minimise costs. RR suggested asking Tracey McKee if she would bring her camera to the AGM. RR agreed to email Tracey.

There then followed a discussion about the format of the AGM, and the format that had been adopted in previous years. Sandra W suggested leaving the Treasurer's report on seats as there was no requirement to report on it. JP agreed to announce that MT will take on the role of Treasurer.

LG will report that Suzanne Wilson will take over as Membership Coordinator, and therefore is the new contact. LG will also ask for volunteers to help with the marketing of SHINE. It was noted that Isabella Leese (NHS24) might be interested in this. Sandra W suggested asking for ideas for new groups. JP thought it might not be the right time to do this, but agreed that it was worth making a call at the AGM for people to join the existing working groups.

It was noted that a significant proportion of last year's AGM spend was in funding the podcast. JP questioned the timescale for confirming the podcast, and whether or not it could be cancelled. She acknowledged that the AGM was regarded as the main event for many members, therefore gives an opportunity for SHINE to give something back to its members.

Sandra W asked for clarity regarding available finance for CPD work and events, especially if there was a need to cancel an event which could result in lost funds. JP confirmed that some independent speakers require payment in advance of an event. Sandra W suggested that improved communication between the Treasurer and the CPD group would be beneficial.

JP advised that she was working with SLIC who are keen on a partnership with SHINE. There followed a discussion about the cost of courses and at what level they should be pitched. JP also reported that she had again been invited to speak at the CILIPS annual conference at Peebles which is to include a health track. She reminded the Committee that SHINE sponsored ten places for members to attend this conference last year.

There then followed a discussion about the membership fees. It was noted that last year there was talk of reviewing them.

ACTION: RR to email Tracey McKee regarding photography at the AGM and study day.

6. SLIC Innovation Fund

JP reported that that she intended to submit a bid to the SLIC innovation fund to finance the eSHINE project. It was noted that the deadline for bids was mid-April, however JP planned to submit the bid before the end of March due to holidays. JP will work with AB in preparing the bid. It is hoped that SHINE will be awarded approximately £12,000 for the eSHINE project.

JP mentioned that Cathy Kearney (SLIC) had suggested that SHINE partner-up with another sector, for example FE, in submitting a funding bid. JP advised that she had asked Neil Paterson at Elmwood College to mention this to his boss Christine Barclay.

7. Partnership with CILIPS and QIS

JP advised that she had accepted an invitation to sit on the SLIC board. SLIC are eager to partner with SHINE in delivering courses. Earlier this year JP posted a message to LIS-SHINE asking members what courses they would benefit from and mentioning the possibility of partnering with CILIPS to deliver them. She received approximately 40 responses.

Suggested course topics included critical appraisal and advanced literature searching. JP thought that these could possibly be delivered by QIS, with CILIPS being involved in

arranging the venue as they have access to JISC training rooms and college training suites at reduced cost. Other course suggestions from members included management and stress management. It was noted that this was still at the initial ideas stage.

The Committee agreed that the cost to attend courses delivered in partnership must be equal for all, for example CILIPS and SHINE members must pay the same price even if an individual is only a member of one organisation. JP suggested that any resulting profit should be divided equally between the partner organisations. NES had also expressed an interest in delivering courses in partnership.

PM commented that CILIPS events can be expensive. JP replied stating that Cathy Kearney had confirmed that CILIPS have recently run courses ranging from approximately £60 - £80. It was noted that JP was keen to explore different locations to keep costs to a minimum.

8. Short Updates

8.1 Treasurer's Report

GD tabled the accounts from 1 April 2008 – 3 March 2009. It was noted that these were likely to be the final accounts for 2008-09 unless there were any late transactions. He reported that the amount of money in the account was slightly less than at this time last year. It was noted that there had been a few late debits carried from 2007-08 including SLIC fees and the 2008 AGM.

It was noted that Michael Wells who is responsible for the Union List account usually attends the AGM, although this account is not reported on. It was noted that the SHINE account and the Union List account are separate.

Sandra W asked if there was anything in the constitution regarding what happens to the money if SHINE is disbanded or collapses. LG wondered if Catriona Denoon might have documentation on this, however JP and GD were not aware of anything existing. JP suggested exploring the legalities of SHINE in the coming year and including this issue. RR asked if it was possible to estimate a 'safe' amount to keep in the Union List account.

JP advised that last year it was agreed to keep the membership fee as in recent previous years, however she questioned whether or not this should be revised for 2010.

It was confirmed that GD will do a handover with MT for the Treasurer's post.

8.2 Membership and Marketing

LG advised that membership renewals for April 2009 – March 2010 would soon be sent out. She also reported that Suzanne Wilson was to replace her as the SHINE Membership Coordinator.

8.3 Union List

LG informed the group that there was no update to report.

8.4 CPD

Sandra W reported on behalf of AM. She advised that recent CPD group activity had centred on AGM preparations. She suggested enlisting another person to the CPD group to develop the sponsorship role. She expressed her interest in exploring course funding options.

JP suggested arranging a visit to BBC Scotland for members, for example to find out about the digitisation project. It was noted that this was not directly linked to health but could be of interest. JP agreed to find out more about formal tours. Sandra W suggested arranging a

visit to a medical school. It was noted that JP is in discussion with Cathy Kearney regarding CILIPS running evening events.

ACTION: JP to enquire about tours of the BBC.

8.5 eSHINE

RR read out an update email received from AB.

“Following the last committee meeting I contacted TicToc with regard to the ongoing management costs contained within their proposal for the new website. TicToc agreed that this fee is negotiable depending on what we would want in terms of changes and upgrades. They immediately offered to reduce the fee by £220. I circulated the Committee to ask whether to go ahead with the TicToc proposal based on this information. All members of the Committee replied to say they would be happy to go ahead with TicToc on this basis.

Joanna and I will be meeting with David McGilvray from TicToc on 23rd March. This will be to finalise the requirements, timescales and costs, and will also focus on the creative concepts for the logo and site.

The e-SHINE group will be meeting in the afternoon of the 23rd. So from this date, it will be full steam ahead on this project. Likely timescale is 6 weeks, so please be prepared to provide any information that may be needed.”

9. Hazel Williamson Bursary

RR reported that three applications had been received and asked if there was a procedure or criteria for selecting a winner. It was thought that these did not exist. RR agreed to check the website.

MT suggested awarding each applicant part funding on the understanding that their employer was willing to match it or pay the remaining amount. JP wondered if it was acceptable to approach employers unofficially to see if they would consider this option. RR suggested considering what resulting report would be of most interest to the membership.

ACTION: RR to email copies of bursary applications to all committee members.
ALL to review nominations and email preferences to RR.
RR to check website for procedure or criteria for selecting a winner.

10. ACOB

None.

11. Date & Venue for next meeting

To be confirmed, but likely to be the week beginning 22 June 2009 and possibly to be held at Quality Improvement Scotland.

Thank you to GRI for their hospitality.

ACTION: JP to contact Suzanne W regarding room availability at QIS.