

**SHINE Special Committee Meeting to discuss eSHINE Project
Tuesday 4 August 2009
9.30am Glasgow Royal Infirmary**

Attendees: Joanna Ptolomey (Chair), Alison Bogle, George Dougary, Lisa McLaren, Paul Manson, Ruth Robinson (Minutes), Margaret Theaker, Suzanne Wilson,

1. Apologies

Liz Garrity, Douglas Park, Sandra Wilson

2. Chair's introduction

JP welcomed everyone to the meeting. She thanked the committee for their support and for continuing with SHINE work over the past few months while she coped with family illness.

JP gave an overview of the purpose of the meeting which was to discuss the eSHINE project.

3. eSHINE

a. Demonstration of new site

AB thanked the group for the work that had been done as part of the eSHINE project. She then gave a PowerPoint presentation, demonstrating the main functionality and visuals of the new website.

The new website includes blogging technology. This has overcome the problem of many NHS boards not allowing access to commercial wikis and blogs. The intention is that there will be a committee blog which only committee members have access to. There will also be sub-blogs for each of the working groups, with each working group member having access to the relevant blog.

The new website will also include an events calendar to enable all members to view forthcoming events. Members must be logged in to allow them to search the membership database.

At present the 'info@shine' mail address is pointing to RR's mailbox, and the union list database form is directed to LG's mailbox. It was suggested that the CPD publications form could be directed to Tracey McKee's mailbox if she was agreeable.

AB advised that she is hoping for a 1 September 2009 launch.

The general consensus from the group was that the new site looked impressive, the majority of whom had not seen it prior to this demonstration.

b. Membership database – outstanding work

AB advised that she is compiling a spreadsheet of all issues to be fed-back to TicToc. This includes any bugs or flaws with the system.

The main issues relate to the membership database, for example generating letters and whether or not this is necessary, and if so how it will work. AB questioned if sending emails was enough as many Finance departments will require a hard copy. JP suggested that the

main requirement would be to generate annual invoices. It was agreed that reporting functionality would also be useful.

There appeared to be confusion over determining what category of membership was held, for example 'institutional', 'personal' or 'life' and whether or not the database can distinguish between them. It is believed that this information must be in the database but it appears as if the field holding this data is either lost, hidden or inaccessible.

It was agreed that LG and SW would meet with Michael McConnell to discuss what the database is required to do and what is technically achievable. Once this is decided they will arrange to meet with TicToc.

SW asked who will assign and notify members of login details. It was agreed that it was appropriate for the Membership Group to take responsibility for this. In order for the Membership Group to take on this task it was noted that an additional member was required as SW is currently the sole member of this group.

AB advised that existing members should be provided with an automatically generated password. All members will be given an individual password even if there is more than one person listed under a single institution.

ACTION: LG and SW to arrange a meeting with Michael McConnell.

c. Membership database – ownership

It was noted that the database was originally designed and developed by Michael McConnell, who has worked with TicToc, at no cost, to help with this project. The committee agreed it was important to officially acknowledge the valuable work he has done for SHINe. JP suggested inviting him to the next AGM. It was also agreed to approach him to request that database ownership is passed to SHINe. JP agreed to contact Michael.

ACTION: JP to contact Michael McConnell regarding database ownership and to thank him for his contribution.

d. Training

AB advised that all committee and working group members will require training on the new CMS. JP asked who will carry out the training. AB replied that it might be appropriate for the people on the eSHINe group who have been using the system to do this. JP suggested a training session during, or instead of, a committee meeting. The format this would take was discussed and whether or not an overhead demonstration or hands-on training was preferable.

JP asked that members of the eSHINe group willing to help with training were identified. It was suggested that LMc or Chloe Stewart might be willing to help. JP suggested having a sub-group where people who have received training could share tips in using the CMS.

e. Future of eSHINe Group

It was acknowledged that officially AB should have left the group by now, however she agreed to stay on until September to see the launch on the new website. This was appreciated by the committee. It was agreed that an eSHINe working group meeting to discuss taking the group and the website forward was required.

AB agreed to email JP details of the website so she could view the content. AB also agreed to send committee members a link and password to the demonstration website.

ACTION: AB to email access details for the new website to the committee.

f. Promotion/Marketing/Launch of new site

JP suggested writing something for inclusion in the relevant publications such as Information Scotland, Library & Information Gazette or the HLG Newsletter. LMc suggested posting something on LIS-SHINE, perhaps with a series of emails counting down to the launch of the new site. JP wondered if a presentation at the 2010 HLG conference was worth considering.

LMc suggested incorporating a feedback form for the first few weeks of the site being live in order to get members' opinions. AB suggested that they could be encouraged to use the blog for this purpose. MT proposed looking at other websites of interest and asking them to add a link to the SHINE website. The group also considered asking NES to link to SHINE. Other possibilities included targeting health library related groups such as SCURL-Health and UHMLG.

It was agreed that JP and the eSHINE group would consider the most appropriate way to approach marketing the new site.

It was noted that issues regarding the URL were still to be addressed, and whether or not the existing address will be used or if a re-direct will be required.

ACTION: JP will liaise with the eSHINE group to consider marketing the new site.

g. Finance

JP reported that money had been transferred from the Union List account to help fund this project. Prior to arranging this she received agreement from Michael Wells regarding using some of the money for this purpose. JP advised the committee that SHINE was unsuccessful in receiving SLIC funding for this project.

GD reported that TicToc had been paid approximately £9,500 to date. AB advised that the original estimated budget was £10,000 with an additional £2,000 for the membership database. It was noted that we are due a day's work from TicToc out of money that has been paid. It is expected that two invoices from TicToc are still to be received.

AB advised that we are paying TicToc £200 per year for maintenance. JP re-iterated that SHINE is currently solvent. SW thought that some membership fees were outstanding and she will contact those concerned. For future renewal notices it was suggested including a time limit, stating that if there is no response or acknowledgement of a renewal request by a certain date the institution or individual would be deemed to no longer require membership.

ACTION: SW will contact members with outstanding fees.

4. Life Membership

The committee agreed that Julian Hodgson should be awarded life membership for his contribution to SHINE over the years. RR received no objections to the email sent to the committee requesting their views on this.

JP suggested that this should also apply to Michael Wells for the work he has done for the document delivery scheme. It was also considered thanking him officially at the next AGM.

ACTION: JP is to draft an invitation for Julian and Michael to become life members of SHINE.

5. ACOB

None.

6. Date & Venue for next meeting

Tuesday 22 September 2009 at 9.30am (for 9.45am). The venue is to be confirmed. SW to check availability at QIS.

Thank you to GRI for their hospitality.

ACTION: SW to check room availability at QIS