

**SHINe Committee Meeting
Monday 17 January 2011
9.30am Quality Improvement Scotland, Glasgow**

Attendees: Joanna Ptolomey (Chair), Liz Garrity, Paul Manson, Douglas Park, Ruth Robinson (Minutes), Margaret Theaker, Sandra Wilson, Suzanne Wilson (until 10.30am), Tracey McKee

1. Apologies

None.

2. Minutes of last meeting

Approved.

3. Actions from last meeting

JP confirmed that she had sent Amazon vouchers to Michael Wells and Gordon Dunsire to thank them for their continuing work for SHINE. She received an acknowledgement from Michael.

Action: LG to confirm whether or not Gordon received his voucher.

4. SLIC renewal

JP advised that prior to Christmas SLIC offered SHINe a special library membership rate of £150. They stated that this would not offer protection for the union list. JP has asked SLIC to clarify what this rate is and what benefits it gives. JP told SLIC that she would discuss this offer at the next SHINe committee meeting but required SLIC to provide further information before a decision could be reached.

There followed a discussion about CILIP, CILIPS and SLIC. JP said that everything minuted at SLIC meetings is fed-back to the Scottish Government.

5. Re-elections of Secretary and Treasurer

It was noted that both the Treasurer's and Secretary's posts are up for election this year as MT and RR will have been in post for the maximum of two years. MT and RR confirmed that they are happy to stand for re-election.

It was noted that those in co-opted posts are eligible to continue in 2011/12.

Action: RR is to check the website for election procedures, and to email LIS-SHINE in February regarding the forthcoming elections.

6. Elections and proposals for Chair and Committee members

JP confirmed that she would be stepping down at the next AGM. She announced that PM planned to put his name forward for the vacancy of Chair.

7. Hazel Williamson Bursary and SHINE Conference Prize

Prior to the meeting RR circulated two draft application forms with a covering letter for the Hazel William bursary and the new conference prize. JP suggested sending a single email to LIS-SHINE inviting members to apply for one or both awards, therefore minimising confusion between the two prizes.

It was agreed to call the new award the SHINE Conference Prize, and announce the winner at the AGM by means of a draw. Sandra W suggested making forms available at the AGM to allow attendees who had not already entered the draw to submit a form. It was agreed that applicants could name which conference they wished to attend. As before the Hazel Williamson winner will be pre-selected and announced at the AGM.

RR agreed to send the information to LIS-SHINE as soon as possible to give people the maximum opportunity to submit an application. Sandra W suggested putting guidelines on the website to aid writing a report following conference attendance.

Action: RR to email LIS-SHINE with details of these two prizes.

8. Short updates

8.1 Membership database (update given at the start of the meeting)

Suzanne W advised that there were still some outstanding renewals. She had emailed the relevant libraries stressing that payment must be received by the end of January 2011 otherwise there would be implications for union list participation. She confirmed that she had not yet issued members with the login details for the new website, but she had spoken to TMcK about setting permissions. Suzanne W will look at issuing passwords by the next meeting.

Suzanne W said it would be useful to create a list of all members as not everyone signs up to LIS-SHINE. She suggested adding every named member to LIS-SHINE when they join rather than having people opting in. She also said that help was needed for the membership group as she was the sole member and the renewals process had proved labour intensive. It was agreed that someone else was required.

Action: Suzanne W to issue website passwords to members.
ALL to consider suitable volunteers for the membership group.

8.2 Treasurer

MT tabled the accounts. She advised that new expenditure included £800 for TicToc website administration and £500 for the new conference prize

MT confirmed that she had contacted Michael Wells regarding his role. He advised that in the past he handled £30,000 per year which is now reduced to £3,000 per year which takes him approximately 1 hour per week. He said that he is thinking of retiring in the next few years. It was noted that Michael is paid a commission of £2.50 per 50 forms processed. MT agreed to forward his email to RR for the Secretary's file.

MT confirmed that she had sent an email to LIS-SHINE asking for information on outstanding SHINE numbers. She had received some responses and was still waiting on others. She advised that one site had replied saying they 'just made up numbers'. To minimise confusion she suggested sending an email to all members explaining why the numbers are used, how to use them and the copyright implications. JP suggested adding something to the website explaining the purpose of the numbers and the blue forms. LG thought that this information might already exist on the website. LG added that she sometimes received queries about using the union list.

Action: MT to forward Michael's email to RR for filing.

8.3 eSHINe

TMcK confirmed that she and James Wilson had written a paragraph for the SHINe website encouraging people to join the eSHINe group. She asked where this was to be uploaded to e.g. the membership blog. She advised that the eSHINe group were uncertain of their future beyond next year, but confirmed that she and James would continue in their current role for 2011/12.

TMcK said that TicToc had confirmed that they could incorporate a summary of SHINe tweets on the homepage. They quoted approximately £500 for this work. TMcK suggested waiting until after the AGM to decide whether or not to proceed with this. The eSHINe group and JP agreed to look after the Twitter until then. TMcK advised that the RSS feeds for SHOW and the BBC websites now work, however as they were unable to get the CILIP one working it has been removed.

TMcK gave an overview of the recent website usage statistics which she will forward to RR. TMcK said that she would include statistical information in the eSHINe group report presented at the AGM. She suggested including a link to jobs and vacancies on the website. It was agreed that this was a good idea.

Sandra W asked if everyone should be adding news items to the website including the groups. It was agreed that everyone could add items for inclusion. TMcK explained that if someone submits a news item via the link on the website it goes to TMcK or James to be added. It was agreed that 'minutes now available' could be included under new items.

Action: TMcK to pass website statistics to RR.
RR to add details of the Hazel Williamson bursary and the new prize to the website.

8.4 Union list

LG reported there had been little activity with the Union List group. She advised that she had contacted Gordon Dunsire who confirmed that he was happy to continue in his current role.

LG advised that she had been fielding requests regarding how to log in to the union list database. There still appears to be confusion over the union list password and the members' password area. JP suggested looking at the existing guidance on the website with a view to updating it where necessary.

RR asked about the implications with the new NES arrangements for journals purchasing for SHINe. There followed a discussion about this. It was acknowledged that there is an element of 'wait and see'.

8.5 CPD group

Sandra W advised that a Glasgow venue for the AGM should be confirmed within the next week. She agreed to send a copy of the draft agenda to RR for circulation to the committee. The plan is to have more exhibition stands. Sandra W asked for suggestions regarding lists to market to and companies which could provide freebies. She is currently working on a marketing plan which could be used for future events. Sandra W is still to find out which speakers are requesting a fee.

Sandra W said that future training opportunities SHINe might provide include managing change, key performance indicators, and managing your business case in the non-profit sector. Project management and interactive training were also future possibilities, and the CPD group were considering offering half day copyright sessions tailored to SHINe. It was hoped that SHINe would offer a training course in early June. It was acknowledged that it would be useful to develop this in accordance with KSF guidelines.

Action: Sandra W to send draft agenda to RR.

9. AOCB

None.

10. Date of next meetings

Monday 14 March 2011, 9.30am – 12.30pm, Room 1 (6th floor), QIS Glasgow

(n.b. Sandra W has sent her apologies as the CPD Group meeting is the same day)

Thank you to QIS for their hospitality.