

**SHINe Committee Meeting
Monday 14 March 2011
9.30am Quality Improvement Scotland, Glasgow**

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

1. Apologies

Sandra Wilson

2. Minutes of last meeting

Approved.

3. Actions from last meeting

LG confirmed that Gordon Dunsire had received the Amazon voucher which JP sent to thank him for his continuing work for SHINe.

TMcK advised that she had forwarded the website statistics to RR for distribution to the committee.

Action: RR to forward the website statistics to the committee.

4. SLIC membership

JP confirmed that SLIC host the union list database while Gordon Dunsire maintains it on a voluntary basis. It was proposed that SHINe should pay SLIC £200 to continue to host the database. This would mean that our relationship with SLIC would revert to its previous position i.e. not a full member of SLIC and unable to attend board meetings. JP agreed to confirm whether or not SHINe could continue to apply for funding under the reduced membership rate.

LG suggested that we ask SLIC to draw up a contract detailing what is covered under the agreement. JP agreed to do this. MT advised that there should be a contingency plan in the event of Gordon Dunsire withdrawing his support. PM advised asking SLIC to ensure that Gordon would continue to have access to the database for maintenance and updates.

ACTION: JP to renew membership with SLIC, to ask for a written agreement and to enquire about applying for funding.

5. AGM

There was a discussion about what should be covered in the AGM. RR agreed to look at past agendas and draw up a new one for 2011. She also agreed to contact the working groups to remind them to prepare an update for the AGM.

Action: RR is to send an email to the working groups to remind them to prepare an update.
RR is to prepare the agenda for the AGM.

6. Elections and proposals for Chair and Committee members

RR advised that she had received four nomination forms from existing committee members and three new nomination forms. The new ones were from Elspeth Lee, NHS Tayside to join the committee, and two from NHS Lanarkshire (Carol Hallesy and Grant Donaghy) who had expressed a preference in becoming involved with the CPD group. There are 4 elected posts (Chair, Secretary, Treasurer, Membership Secretary) up for election.

It was agreed that RR would email Carol, Grant and Elspeth thanking them for their interest and saying the SHINE would be delighted to have them on board. There followed a discussion about the elections and the AGM. It was thought that attendees would be given the opportunity to express any objections. RR agreed to check the procedure on the website.

Action: RR to check the election procedure.

7. Hazel Williamson Bursary and SHINE Conference Prize

RR advised that there had been few applications for the Hazel Williamson Bursary and the Conference Prize. RR will send out a reminder for the Conference Prize before the AGM.

The two applications received for the Hazel Williamson Bursary were both excellent making choosing a winner a difficult task. The committee voted on who it would be awarded to. Sandra W vote was received by email post committee meeting. Donna Watson received the majority of the votes.

There followed a discussion about whether or not committee members and working group members were eligible to apply for these awards. It was agreed that committee members are not permitted to apply for either award, however members of working groups can apply. It was agreed that RR would draw up a procedure to clarify the position.

Action: RR and JP to send a reminder via LIS-SHINE for the Conference Prize draw.
RR to create procedures the Hazel Williamson Bursary and Conference Prize.
RR to email the winner and runner up of the Hazel Williamson Bursary.

8. Short updates

8.1 Membership database

SW advised that all members who have paid now have their login details for the membership section of the website. The system appears to work e.g. suggested changes are automatically being forwarded to SW. She said that there were still some outstanding renewals – one large health board and various small libraries. JP will chase up the small libraries.

There was a discussion regarding at what point a member's services should be withdrawn in the event of non-payment. LG suggested that if a fee is not paid by a certain date they should be deemed to have withdrawn their membership. Posting names on the website of organisations who were no longer members was also considered. It was agreed that any library who had notified us of their intention to withdraw should be removed from the union list.

SW advised that she often receives letters from finance departments asking for PO numbers. She suggested that SHINE should be more explicit in the covering letter stating that it is the library's responsibility to ensure that the invoice gets paid. SW said that she might mention this at the AGM. JP agreed to email LIS-SHINE to say that SHINE cannot raise PO numbers and members must do this with their finance departments.

SW mentioned that she would like to send out next year's renewals electronically, therefore reducing the paperwork, postage costs and hopefully speeding up the process. She advised that renewals for 2011-12 should be sent as soon as possible, preferably at the beginning of

April. SW suggested asking multi-site organisations to nominate one person to co-ordinate renewals for each service. It was noted that SW requires help with the renewals process and this task is very time consuming for a single individual.

Action: JP to email small libraries with outstanding membership.
JP to email LIS-SHINE regarding raising PO numbers.

8.2 Treasurer

MT tabled the accounts. She advised that taking into account the new subscriptions, the income is down by about £300 on last year.

MT advised that the estimated amount that would be payable in the event of the union list ceasing would be approximately £5000. This figure was taken from the responses she received in answer to her query about unused SHINE forms and numbers in circulation. MT suggested keeping a contingency sum of £7000. It was noted that the union list account is currently running at approximately £14000, therefore if required there is £7000 that can be used for non-union list SHINE business.

MT confirmed that committee expenses following each meeting were approximately £100. She suggested that the group consider ways to reduce these expenses e.g. teleconferencing, reducing the frequency of meetings. It was also noted that working group expenses can be considerable.

8.3 eSHINE

TMcK confirmed that she had sent an email to LIS-SHINE and posted to the blog encouraging people to join the working groups or committee. She also said that she had been tweeting on behalf of SHINE e.g. about the AGM. It was noted that the website renewal is due. Tracey will arrange this and submit expenses to MT.

8.4 Union list

LG tabled papers relating to the various updated union list guides that are available on the website. She also tabled the working group report.

LG advised that Jim MacNeilage had supplied copyright information to clarify the position with the numbering system. This information has been posted to the website. There followed a discussion about the new NES journal purchasing agreement and what this will mean for SHINE and the union list. The position is still uncertain.

8.5 CPD group

Sandra W circulated an update prior to the meeting. This included an update of the AGM preparations which appeared to be going well. She also noted that two people had expressed an interest in becoming involved with the CPD group. Sandra W also mentioned that if HLG came to Glasgow and SHINE was involved the CPD group would need help from all committee members.

9. AOCB

None.

10. Date of next meeting

Monday 23 May 2011, 9.30am – 12.30pm, Room 2 (6th floor), QIS Glasgow

Thank you to QIS for their hospitality.