

**CILIP in Scotland
Minute of the Trustee Board Meeting
10th November 2016**

Present: Anne-Louise Anglim, Theresa Breslin, Keith Fraser, Carole Gray, Craig Green (Chair), Ken McKinlay, Helen Robinson, Jane Sandell, Ewan Scott, Audrey Walker (Honorary Treasurer) and Duncan Wright.

In attendance: Catherine Kearney (Director, CILIPS), Sean McNamara (Policy and Digital Officer, CILIPS), Jeanette Castle, (CILIPS rep to CILIP Policy Committee)

Apologies: Richard Aird, Rebecca Gunn, Ian McCracken, Jeanette Castle, Andrew McAinsh, Liz McGettigan

Craig opened the meeting by welcoming everyone to Robertson House for the final Trustee Board of the year.

1. Declarations of interest: Audrey Walker declared an interest in item 3.2

2. Minute of the meeting held on 1st September 2016

The Minute of the meeting held on 1st September was agreed as a true and accurate record of business conducted on that date

2.1 Matters arising

- a) SCIO Update: Craig confirmed that our application to reconstitute CILIPS as a Scottish Charitable Incorporated Organisation had been successful and our entry in the OSCR charity register had been updated to reflect the new status. He advised that our charity registration number would not change.
- b) CILIP FY2016 Audit Arrangements: Cathy advised that Branch Treasurers had been apprised of the new CILIP audit arrangements for 2016
- c) High Interest Bank Account: Audrey confirmed that, now SCIO status had been achieved, arrangements to open a new bank account could move forward.

3. Finance

3.1 Financial update

Audrey spoke to the previously circulated reports. Members agreed to note both the profit and loss and balance sheet summaries.

3.2 Honorarium

(Having declared an interest, Audrey left the room while this item was discussed).

Board discussed and agreed that an honorarium of £500 be paid to the Treasurer for the extra work carried out in progressing financial and legal business related to the change of CILIPS' status to a SCIO.

Audrey rejoined the meeting at this point.

3.2 Professional Development Disbursement Report 3rd quarter

Audrey provided Board with a short verbal report which summarised the 4 awards totalling £873 made during the third quarter:

- £200 for travel and attendance at the Autumn Gathering;
- £48 for a day delegate place at the Autumn Gathering;
- £425 for attendance at the CodeClan introduction to Programming; and
- £200 for attendance and travel to the CILIP New Professionals Day.

Board noted the report and agreed that the fund should be replenished to the £10,000 level for 2017.

4. Governance

4.1 CILIPS Draft Annual Delivery Plan 2017

Cathy introduced the draft plan explaining that previously called a 'business plan' the document:

- had been renamed to provide a better 'fit' with current CILIP terminology;
- customised the CILIP priorities for Scotland;

- acknowledged our revised status as a Scottish Charitable Incorporated Organisation; and
- set out our planned activity for the coming year.

Members discussed the plan contents, suggested a number of amendments and additions and agreed that a final version of the plan should return to the January meeting.

4.2 Trustee Board and Presidential Elections

Sean updated Board on the outcomes of the recent election. Six members had stood for election to the four places on Trustee Board. The four elected were Kirsten McCormick, Heather Marshall, Penny Robertson and Ewan Scott.

Three members had stood for election to the role of Vice President. Voting had been extremely close and the final count confirmed Margaret Menzies as VP and CILIPS President 2018. Board noted the outcome of the election and recorded their thanks to all the members who had been nominated.

4.3 Risk Register Review

With guidance from the Chair Board discussed, reviewed and updated the risk register.

5. Advocacy

5.1 Advocacy Report

Sean introduced the previously circulated advocacy report detailing advocacy and campaign work, events and CPD, membership statistics, partnerships and work with Branches and Groups. Board requested a preview of the refreshed CILIPS website before agreeing to note the report.

5.2 Meeting with the Deputy First Minister

Cathy reported that following a letter from Board regarding information professionals in schools, CILIP in Scotland had secured a meeting with the Deputy First Minister/ Cabinet Secretary for Education and Skills. This would take place at the Scottish Parliament (Holyrood) on 30th November. In attendance alongside CILIPS officers would be Theresa Breslin, Duncan Wright and Yvonne Manning. Board agreed to note the report.

5.3 Autumn Gathering Review

Cathy introduced the previously circulated delegate satisfaction report. Board discussed the 100% satisfaction rate for the choice of venue, the success of the post event reception and overall delegate satisfaction with the programme before agreeing to note the report.

6. CILIPS/CILIP MoU

Board discussed the previously circulated negotiation framework prepared by CILIP and the note of the CILIPS/CILIP meeting on 24th October before agreeing to note progress made to date.

7. Any Other Business

a) Brexit: Board noted that since the last Board meeting:

- A High Court decision that UK Parliament must vote on triggering Article 50 was being appealed by the UK Government;
- Mike Russell had been appointed as Scottish Government Minister to lead discussion with UK government on BREXIT and Scotland;

- The Scottish Parliament Information Centre had published several briefings on various aspects of the impact of BREXIT on Scotland including equalities and human rights, and higher education.
- b) Association of Public Libraries in Scotland: Board noted the formation of this new group which would replace the formal HOPLS group and agreed that CILIPS should write a letter of welcome and seek an early meeting to explore joint support and working.

8. Equalities

Board reviewed decisions made during the meeting and agreed there were no implications affecting equalities

9. Risk

In the course of the meeting the Board had reviewed and updated the CILIPS risk register

10. Date of next meeting

19th January in Edinburgh