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**CILIPS Tayside AGM 2018**

**Conference Room, Central Library, Wednesday 5th December 2018**

**Committee Attendance:** Neil Paterson (Chair) Tanya Duthie Mark McKay Laura Stewart Carol Moug.

**CILIPS Tayside Members:** Shona Donaldson, Linda Hazle, Laura Cagnazzo.

1. **Apologies**

Apologies were received from Richard Hughes. Thanks were extended to Shona , Linda and Laura for attending.

1. **Minute of the last meeting and matters arising**

Last year’s minute was proposed by SD, seconded by MM.

1. **Chair’s Report**

Neil presented his report – see Appendix 1 and talked through some of this year’s branch highlights including the Gateway to Chartership Event and the St. Andrew’s University Special Collections Unit visit. The latter is being considered as an evening session at next summer’s CILIPS Conference. Looking ahead to 2019 Neil outlined that plans are already in motion for a V&A behind the scenes visit (awaiting further response from their events team) and a visit to the newly refurbished Montrose Library. Tayside Branch will again be offering sponsored places to the Summer and Autumn Conferences and will consider applications for professional development support from Tayside members during the course of the year.

Proposed NP, seconded TD.

1. **Treasurer’s Report**

Tanya presented Richard’s report (see Appendix 2)which takes us up to the point where the funds have been transferred back to CILIPS HQ. The opening balance is £10 different from last year’s closing balance. Discussion revealed this was due to an uncashed cheque back to a committee member’s personal account.

Shona raised the point that we need to ensure these funds continue to be ring-fenced for CILIPS Tayside. Richard has been provided with a web link where the current balance can be viewed. With the fund transfer in mind the question of whether post of Branch Treasurer is still required has been raised with CILIPS, we await clarification.

 Proposed CM, seconded LS.

1. **Office Bearers & Committee**

All elected members will continue in their current roles as follows for a further year. Neil suggested it would be healthy to rotate roles or offer others the opportunity the following year;

Chair and Branch Rep To Council – Neil Paterson

Treasurer – Richard Hughes (if required, to be confirmed)

Secretary – Tanya Duthie

Web Editor – Mark McKay

Events Co-Ordinator – Laura Stewart

We will send out an email around October to start preparing for the following year’s changes.

This was unopposed.

1. **AOCB**

Neil outlined ongoing developments between CILIP and CILIPS. CILIP support staff levels in London are being reduced by 20 – 40%. Sean is currently acting CILIPS Director but roles there may be redefined in the near future.

New CILIPS President Yvonne Manning will be visiting Central Branch in February. We will invite her along to the V&A visit once details are confirmed.

Special Interest Groups – it was discussed that members can now join any number of special interest groups.

Tayside membership – it was discussed that it would be useful if we could obtain some sort of breakdown of Tayside membership –not necessarily individual s but rather an overview of where our members work. This would assist in publicising our future events and encouraging active involvement. Tanya will follow this up with HQ early in the new year.

Linda gave an insight into the classification system employed at Dundee’s Botanic Gardens. Neil wondered whether this might form the basis of a future visit.

**Appendix 1 Chair’s Report**

CILIPS Tayside

Chair’s report for AGM, December 2018

Ongoing support from Committee members

Firstly a big thank you to all the committee members for their ongoing support throughout 2018. I know at times we feel it’s an uphill struggle to attend meetings and get events organised however we do a good job. Compared to some other branches CILIPS Tayside is quite active so I am comfortable and, yes, proud in what we have achieved in the last 12 months. Here’s looking forward to 2019 and what the future brings!

Events and activities since last AGM

In line with CILIPS expectations we’ve successfully delivered and hosted a range of events and CPD activities in the past 12 months.

Committee members were in attendance at the **Annual Conference** in June 2018 to staff the branch and special interest group table and successfully engaged with members to promote branch activities and membership. Thank you to **Mark McKay** and new committee member **John Dare** for helping out. Committee members also suggested approaching **Dark Dundee** tours for an evening activity after the first day of Conference. The branch part funded the event which was fully booked.

CILIPS Tayside sponsored two places for local members to the Conference this year. Individuals were asked to submit a proposal to the Committee explaining how they would benefit from attending the Conference and then afterwards write up a reflective piece for inclusion on our part of the CILIPS website. The successful members’ reports are now available: [www.cilips.org.uk/wp-content/uploads/2018/07/Conference-Feedback-Reports-2018.pdf](http://www.cilips.org.uk/wp-content/uploads/2018/07/Conference-Feedback-Reports-2018.pdf)

CILIPS Tayside also agreed to sponsor a local member to the **Autumn Gathering** in October 2018 but no applications were received.

The Committee has already agreed to sponsor places to both conferences again in 2019.

We hosted a **Gateway to Chartership** event in April 2018. The event was well attended and enabled members from across Scotland an opportunity for professional networking as well as a quick tour of Dundee Central Library.

The Committee were keen to host a **Social Media Training** event with Ned Potter. This was deferred until 2019 as one of the special interest groups (SALCTG) were in discussion with him for a similar event in late 2018. CILIPS are now taking this forward and an event has been arranged for spring 2019.

A fascinating visit to **St Andrews University Library’s Special Collections** in September 2018 was enjoyed by CILIPS Tayside and CILIPS East members. Sadly our plans to have the CILIPS president Margaret Menzies join us for the evening were thwarted at the last minute.

Thanks to **Carol Moug** for arranging the visit and CILIPS are now looking at replicating the visit as part the evening activities for Conference 2019.

Although CILIPS indicated at the start of 2018 they would like each branch and Scottish special interest group to submit material for the CILIPS blog we have never been asked to submit material. Thanks to **Carol Moug** for writing a piece so it’s ready if CILIPS do ever ask for it!

Plans for events in 2019 are already under discussion with visits to the newly refurbished Montrose Library and the V&A Museum in Dundee and a screening of “The Public” film in the Steps Theatre being developed.

Professional Networks

I have maintained a link with CILIPS Consultative Council and attended the 2 meeting per year to represent the Branch.

We have actively tried to network with other CILIPS members in the area to increase Committee membership and Branch participation and this will continue in 2019.

Neil Paterson

CILIPS Tayside Chair

November 2018

**Appendix 2 Treasurer’s Report**

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| **CILIPS Tayside Branch Accounts 2018**

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| **CILIP Tayside Branch Accounts at 3rd December 2018** |  |  |
|  | **£** | **£** |
| **Opening Balance (6th Nov 2017)** |  | **6638.20** |
|  |  |  |
| **Income** | 0 |  |
|  |  |  |
| **Expenditure** |  |  |
| Flowers for Harris Academy event host | 25 |  |
| CILIPS conference sponsorship places | 240 |  |
| CILIPS Autumn gathering place | 90 |  |
| Refreshments for St Andrews (Neil Paterson) | 8 |  |
|  |  |  |
| **Total Expenditure** |  | **363.00** |
|  |  |  |
| **Current Balance** |  | **6275.20** |
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CILIPS funds were transferred on 1st October 2018 from Clydesdale Bank to CILIPS head office who will now administer payments for us. They have provided a web link where the current balance can be viewed online. Richard Hughes |
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