

Minutes  
CILIP in Scotland  
Trustee Board  
31<sup>st</sup> January 2019  
Dundee Apex Hotel

**Present:** Richard Aird, Jérémie Fernandes, Graeme Forbes, Fiona Gillies, Carole Gray, Christine Love-Rodgers, Heather Marshall, Martina McChrystal, Margaret Menzies, Kirsten McCormick, Penny Robertson, Ewan Scott

**In attendance:** Sean McNamara

**Apologies:** Anne Louise Anglim

## 1. Welcome and apologies

The Honorary Treasurer welcomed everyone along to the meeting at the Dundee Apex Hotel.

## 2. Round table introductions and welcome to new members

The Honorary Treasurer led round table introductions as well as welcoming new members Fiona Gillies, Graeme Forbes and Vice-President Martina McChrystal.

## 3. Declarations of interest

No interests were declared.

## 4. Election of Chair and Vice Chair

### 4.1 Chair

There was one nomination for Chair – Penny Robertson. Board approved this.

### 4.2 Vice-Chair

There was one nomination for Vice-Chair – Heather Marshall. Board approved this.

## 5. Minute of the meeting held on 29<sup>th</sup> November 2018

5.1 Accuracy – the minutes were updated to differentiate between Heather Marshall and Heather Neill. Minutes were approved

5.2 Matters arising – there were no matters arising not covered in the agenda.

## 6. Finance

### 6.1 Profit and Loss

The Honorary Treasurer reported that:

- The report shows activity since last meeting at end of November and due to the time of year there has only been limited spending but this will pick up as usual from February
- The final grant from CILIPS for 2018 was paid in January and there will be 4 more payments between now and next January

It was confirmed that conference and Gathering normally aim to generate a profit of around £20,000 but due to the level of reserves this profit target could be smaller this year and this would allow for improvements to the events.

### 6.2 Balance Sheet

The Honorary Treasurer advised Trustees that:

- We continue to maintain a healthy balance and there are plans in place to spend more this year including on conference and other events such as the upcoming Ned Potter social media event.
- The issues with several the lines in the budget such as petty cash, branch funding, credit card, reader development still remain as Sean is yet to meet with the accountant. The meeting was postponed until early February by the accountant. The main balance amounts are all correct however.
- The transfer of funds from the 60 day notice account to ensure no account is over £85,000 is in process but has not happened yet due to an issue with account signatories, this should be resolved by the next meeting.

### 6.3 Professional Development Fund

There were no applicants in the last call but there has been during the current call. The Finance and Staffing committee will look at the criteria at an upcoming meeting.

## 7. Governance and Operations

### 7.1 Presidential Induction

Margaret Menzies thanked the CILIPS team and Board for their support during the year and presented incoming President Yvonne Manning with the President's chain. Sean thanked Margaret on behalf of CILIPS staff.

### 7.2 Staffing update

Sean advised the group that CILIP had asked the Board to shape the roles for Head and the soon to be recruited Graduate intern/trainee with an intended salary of £20-22,000. The finance and staffing committee will meet to discuss the roles in more detail before feeding back to CILIP for approval.

Sean will organise a meeting of the committee and create an updated draft of the trainee role.

It was highlighted that CILIP should look at succession planning, CPD and talent management for CILIPS staff.

7.3 Disaster recovery plan

The plan was approved and will be looked at again in January 2021.

7.4 CILIPS 2018 Annual Delivery Plan review

Trustees were advised that most of the tasks were completed and the ones that weren't were postponed due to the negotiations with CILIP in 2018.

7.5 CILIPS 2019 Annual Delivery Plan

It was agreed that the plan approved in November should stand with the caveat that some tasks may not be done to the same level until a support staff member was recruited. Sean will ask Board members for support where needed.

7.6 Finance and Staffing committee membership

The Finance and Staffing committee is the Honorary Treasurer, Vice Chair and 3 voting members of Board. Currently Carole Gray and Christine Love-Rodgers are two voting members and were happy to continue. Kirsten McCormick will join the committee.

7.7 Chair of CILIPS Council

The CILIPS Council is Chaired by a Trustee as per the Rules and Regulations. For the past two years this has been Ewan Scott and Ewan confirmed he was happy to continue. Board approved this.

7.8 Trustee training

Graeme Forbes has completed Trustee Training and Fiona Gillies will undertake some soon.

7.9 Register of Interests

This was noted by Trustees.

## **8. Standards and Innovation**

8.1 Scotland's Library and Information Professional of the Year 2019

The Board approved content and criteria to be placed on the website w/c Feb 4<sup>th</sup>. The criteria and process has been simplified and a shortlist of 3 will be all given a place at conference.

8.2 Honorary Memberships

A call for Honorary Members has gone out and Board members were encouraged to nominate.

## **9. Advocacy and Workforce Development**

### **9.1 Activity Report**

Sean delivered this report. Martina and Christine both asked if the Sean would be able to attend a staff information session and awards ceremony respectively at Universities of Glasgow and Edinburgh.

### **9.2 Membership Report**

Sean delivered this report. Trustees requested that more information was provided by way of comparison to the whole of the UK at future meetings.

### **9.3 Autumn Gathering 2019**

As we have been in the same Glasgow venue for 3 years and some of the feedback was negative last year (about the venue) and Sean has visited 5 new venues in Edinburgh and Perth. It was felt Perth would be the preferred option due to location. The event will take place on October 23<sup>rd</sup>.

### **9.4 Annual Conference 2019**

Booking opens on February 1<sup>st</sup> and Sean updated Trustees on the programme. A number of ideas were suggested for speakers that Sean will follow up on.

## **10. Any Other Business**

No other business was noted.

## **11. Equalities Management**

No items on the agenda had an impact on equalities.

## **12. Risk Management**

No items on the agenda had an impact on risk management.

## **13. Date of Next Meetings –**

4<sup>th</sup> April – University of Stirling

5<sup>th</sup> September

27<sup>th</sup> November