

**Minutes**  
**CILIP in Scotland**  
**Trustee Board**  
**30<sup>th</sup> January 2020 – 11.30am-3pm**

**Present:** Richard Aird, Jérémie Fernandes, Graeme Forbes, Fiona Gillies, Carole Gray, Agnes Guyon, Cleo Jones, Christine Love-Rodgers, Yvonne Manning, Heather Marshall, Martina McChrystal, Scott Simpson

**In attendance:** Elizabeth Carney (CILIPS), Sean McNamara (CILIPS)

**Apologies:** Anne-Louise Anglim

**1. Welcome and apologies**

Richard Aird welcomed everyone along to the meeting and confirmed apologies.

**2. Election of Chair and Vice Chair**

It was confirmed that we have had one nomination for Chair, Heather Marshall and one nomination for Vice-Chair, Graeme Forbes. Board approved these appointments and the rest of the meeting was Chaired by Heather.

**3. Round table introductions and welcome to new members**

The new Chair formally opened the meeting business and thanked Christine for booking a room. This was followed by round table introductions and new Board members Agnes and Scott were welcomed along with new Vice-President Cleo.

**4. Declarations of interest**

No items were declared.

**5. Presidential Induction**

Sean and the Board thanked Yvonne for all her work as President in 2020. Martina then presented the past-President medal to Yvonne and said a few words and Yvonne then presented Martina with the President's Chain and welcomed her into the role.

**6. Minute of the meeting held on 27<sup>th</sup> November 2019**

6.1 Accuracy

These were approved for accuracy with one change under 5.2 – 'reserves for reserved'

6.2 Matters arising

- IFLA Bursaries – It was confirmed that CILIPS would offer 5 bursaries for the event including £600 for hotel and accommodation and the criteria was agreed to be the same as the PD fund with an additional question around impact on professional practice, this call would go out in February.

## 7. Finance

### 7.1 Profit and Loss 2019

Richard talked through the profit and loss for 2019 – highlighting:

- Higher profit than planned as CILIP final grant for 2018 was paid in January 2019.
- Conference and Gathering targets were met.
- Actual profit was around £7k was a lot closer to balancing income and expenditure. Perfect balance not possible as only one member of staff Jan-May, meaning activity was reduced.
- A meeting is to be scheduled to discuss CILIP grant in 2021.

Item 3030 will be clarified to ensure this reflects conference income streams accurately.

### 7.2 Balance Sheet

Richard talked through the current balance sheet, highlighting:

- Balances of Triodos, CAF and Shawbrook all under £85,000.
- Overall balance still healthy allowing flexibility.

It was agreed that Sean and Elizabeth would carry out a review to see if any new equipment is needed.

### 7.3 Professional Development Fund

It was confirmed that no awards were made during last call but this rarely has applications as timescale covers period with few events. New call is now out and less money would be available this year due to IFLA bursaries, meaning total amount available would be £2000. Publicity for the IFLA bursaries would highlight the additional financial commitment.

## 8. Governance and Operations

### 8.1 Finance and Staffing Committee – verbal update

Richard and Sean provided a verbal update on the meeting of the Finance and Staffing committee held prior to the Trustee Board. The Finance and Staffing committee will undertake some future scenario planning and review the reserves policy going forward.

### 8.2 CILIPS 2020 Annual Delivery Plan - Activity update

A paper detailing progress against each item was shared and Board were invited to ask questions. It was suggested that for any advocacy responses the new SIMD data should be referenced where possible.

### 8.3 Affiliate membership

At the end of last year Board approved an affiliate membership and a paper was shared for review before launch this year. The likely launch date will be early March.

It was agreed that it would be called 'CILIPS Affiliates' and could be targeted at retired supporters or non-traditional library roles in large employers. The initial trial cost will be £30 a year.

- 8.4 Committee membership  
New members of the Board were given details of Executive Committee, in place to ensure short-term decisions can be taken and ratified by Board later. The membership of it is Chair, Vice-Chair and Treasurer.

The finance and staffing committee consists of the Treasurer, Vice-Chair and 3 Trustees. Currently we have 2 Trustees – Carole Gray and Christine Love-Rodgers as Kirsten McCormick has stepped down from Board and Heather is now Chair. Scott Simpson has now joined the committee and Heather and Agnes will act as reserve should additional members be needed.

- 8.5 Chair of CILIPS Council  
Under CILIPS rules, a Trustee must chair the CILIPS Council but as Ewan Scott has stepped down we need a new Chair. Graeme Forbes has agreed to take on this role.

- 8.6 Trustee training  
Trustee Training is being looked into for new Trustees and there should be some available in March.

- 8.7 Risk Register  
The Risk Register was reviewed and updated. Some actions were agreed as a result – to review insurance arrangements, encrypt data spreadsheets, ensure cyber training for all staff and ask new Trustees to sign code of conduct. It was noted that under R11 no remedial action is possible as there are considerable current unknowns increasing political instability.

## **9. Standards and Innovation**

- 9.1 Scotland's Library and Information Professional of the Year 2020  
It was confirmed that the call with the criteria approved last year will go out in February.
- 9.2 Honorary Memberships  
Board members were asked to consider people they would like to put forward for this, to be awarded at the Gathering. Names should be sent to the CILIPS office.

## **10. Advocacy and Workforce Development**

- 10.1 Membership Report  
Elizabeth provided this report. It was agreed that CILIPS should continue to develop content for sectors that are growing in membership. Board praised the level of membership engagement through social media and blogs that Elizabeth has achieved.
- 10.2 Autumn Gathering 2020  
It was confirmed that the likely venue for this would be the Stirling Barracks on October 21st and Board were asked to approve this pending a visit next week.
- 10.3 Annual Conference 2020  
Sean updated on progress of programme and plans, bookings are to be launched on 31<sup>st</sup> January and a full programme is now in place.

**11. Any Other Business**

Graeme confirmed that the Cataloguing and Indexing Group had changed name to Metadata and Discovery Group and the Scotland sub-group was assessing whether to follow suit.

**12. Equalities and/or Risk Management**

No items on the agenda had an impact on equalities or risk management (other than the discussion under the Risk Register)

**13. Date of Next Meetings – 23<sup>rd</sup> April, 3<sup>rd</sup> September, 19<sup>th</sup> November**