

**CILIP in Scotland
Trustee Board
23rd April 2020 – 11.30am-2.30pm
Minutes**

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

In attendance: Nick Poole (CILIP), Sean McNamara (CILIPS), Alison Stewart (CILIP Treasurer)

Apologies: Anne Louise Anglim, Cleo Jones, Yvonne Manning

1. Welcome and apologies

The Chair, Heather Marshall, welcomed everyone along to the first Trustee Board Zoom meeting. The Chair also welcomed attendees from CILIP who are joining for Item 4 – Nick Poole and Alison Stewart.

Board noted that Elizabeth Carney is not in attendance for this meeting due to the furlough arrangements to be updated on later in the meeting.

2. Introductions

Meeting attendees introduces themselves to the meeting.

3. Declarations of interest

No declarations of interest were noted.

4. CILIP Update – COVID-19

Nick Poole provided an update on how COVID-19 has impacted CILIP operations and finances and the resulting arrangements to furlough staff, including the CILIPS Graduate Trainee.

A joint paper was shared, and Board noted its contents. Heather thanked both Nick and Alison for attending and the CILIP representatives left the meeting prior to a discussion on whether CILIPS could offer some support. It was agreed to cover item 7.1 and 7.2 here so Trustees were aware of the financial position of CILIPS to help inform the decision.

It was agreed that CILIPS would gift £5,000 to CILIP as a show of support and recognition of the good relationship between us. The board particularly noted the value of professional registration both to us as a profession and to our members. It was noted that this money would not be connected to the CILIP grant for the Service Level Agreement or be linked to staff salaries.

5. Minute of the meeting held November 2019

5.1 Accuracy

The previous minutes were approved for accuracy.

5.2 Matters arising

- CILIPS Affiliates – Sean confirmed that this had been soft launched and is available online but has not been fully promoted at this time.
- Equipment – an assessment on equipment needs had not taken place but would be actioned for the September meeting

6. Governance and Operations

6.1 CILIPS COVID-19 response

Board were advised that CILIPS staff have been fully working from home. In addition to this the CILIPS Conference has been delayed until October. Elizabeth has pulled together an extensive set of resources to support members with advice, CPD and more and CILIPS has set up 8 weeks of online courses and these have had a large response including a sold out first session.

Board noted that the online training provided an equitable offer for members in terms of geography.

6.2 Annual Delivery Plan – activity update

A report was shared and it was noted that much of the activity may be temporarily delayed until CILIPS had a full staffing compliment again.

6.3 CILIPS Council verbal report – April Meeting

This Zoom meeting was chaired by Graeme Forbes recently and Graeme highlighted some points from the meeting including:

- There were some new Council members in attendance and the meeting was the first by Zoom;
- The Branch and Group reports highlighted the excellent amount of working happening with our networks.

6.4 Social Media and Communications Strategy

Elizabeth has written up a new social media and communication strategy and Board noted this and approved and wished to note praise for Elizabeth's work with this and how detailed it was. It was agreed that while staffing at CILIPS is reduced the main actions on this would be paused or reduced.

7. Finance

7.1 Profit and Loss

Heather asked Richard to update on items 7.1 and 7.2 under item 4. It was noted that profit is high as we have invoiced for all conference places and exhibitors but had very little outlay so far. It was also highlighted that should COVID-19 mean we were not able to run the conference but the Apex Hotel were not willing to cancel we may have to cover the bill for this but this scenario is highly unlikely.

7.2 Balance Sheet

Richard highlighted that the overall balance is looking healthy and we have reserves in place to be resilient within current potential scenarios.

7.3 Annual Accounts – Approval needed

The Board noted the draft accounts, and these were approved. These will be formally approved at the AGM at a yet to be confirmed date between now and August.

7.4 Professional Development Fund and IFLA Bursaries – an update

It was confirmed that 4 awards were made from the recent fund with a total of £1,275. Most of this will be allocated via conference places.

5 bursaries were also offered for IFLA Congress in Dublin but this event has been cancelled. Therefore the 5 people have been offered full conference places instead and all have accepted.

8. Standards and Innovation

8.1 Scotland's Library and Information Professional of the Year 2020

It was advised that the timing of the award meant we had no nominations as it fell in the middle of the most upheaval due to COVID-19. As Conference is October the deadline has been extended to end of June and Trustees are encouraged to nominate members who may be deserving.

8.2 Honorary Members

The following people were put forward for Honorary Membership, to be formally approved at the AGM.

- Alison Leslie
- David McMemeny
- Geoffrey Hamilton

9. Advocacy and Workforce Development

9.1 Membership Report

This report was noted.

Board asked for a more detailed breakdown between how many members were retired from the not working category and CILIPS staff will look into how this might be provided.

9.2 Annual Conference 2020 update

It was formally noted that this event has been moved to October 26-27 in the Dundee Apex Hotel. Only minimal cancellations had been made and any small changes to the programme will be considered in July.

9.3 Autumn Gathering 2020

As the Conference will take place in October, it was agreed that we do not hold a Gathering this year. It may be possible to run an online event though at some point depending on other factors. An alternative was suggested for running a side or satellite event alongside conference for school librarians and Sean will investigate this.

10. Any Other Business

A question was asked about how we might run the AGM outwith conference. Board agreed that they would be happy for the event to happen online should it need to.

11. Equalities Management

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

12. Risk Management

Due to the risks raised on the CILIP finances, the Finance and Staffing committee will convene before the next meeting to discuss possible impacts on CILIPS SCIO and mitigating actions. Sean will organise this meeting.

13. Next meeting - 3rd September 2020 – venue TBC