



UK eInformation Group (UKeiG)

28th ANNUAL GENERAL MEETING

14th June 2006, 13.30

**The Bloomsbury Suite, Brunei Gallery, SOAS, Thornhaugh Street,
Russell Square, London WC1H 0XG**

UKeiG

Annual General Meeting 2006

The 28th Annual General Meeting will be held at 13.30 on Wednesday, 14th June 2006 in the Bloomsbury Suite, Brunei Gallery, SOAS, Thornhaugh Street, Russell Square, London, WC1H 0XG.

Agenda

1. Apologies for absence.
2. Minutes of 27th Annual General Meeting
3. Matters arising from the Minutes not covered elsewhere.
4. Appointment of Tellers
5. Report of the Management Committee, incorporating the UKeiG Councillor's report for the year ended 31 December 2005.
6. Financial Report for the year ended 31 December 2005
7. Appointment of independent examiners for the ensuing year
8. Results of elections to Management Committee
9. Motions
10. Any other business

UK eInformation Group

Minutes of the 27th Annual General Meeting of UKeiG held at 13:15 on Tuesday 21st June 2005 at CILIP: The Chartered Institute of Library and Information Professionals, 7 Ridgmount Street, London WC1E 7AE

1. Apologies for absence.

Zoe Kelleher, Claire Pillar, Will Reid, Carol Lefebvre, Duncan McKay, Amanda Collicutt, Miranda O'Brien, Joe Dobson.

There were 41 members present

2. Minutes of 26th Annual General Meeting

Approved. Proposer: Karen Blakeman. Seconder: Lyndsey Rees Jones. All in favour.

3. Matters arising from the Minutes not covered elsewhere.

There were no matters arising

4. Appointment of Tellers

Karen Blakeman and Norman Briggs were appointed Tellers.

5. Report of the Management Committee, incorporating the UKeiG Councilor's report for the year ended 31 December 2004.

The Chair's report highlighted the Groups activities and achievements during 2004. These included a new name for the Group (UKeiG: the UK eInformation Group) and the marketing challenge: this has involved moving the Group beyond online information. It was emphasised that the Group now had a business plan in place which would be taken forward into 2005/6 following the name change. GH highlighted the cross sectoral appeal of UKeiG and its involvement at a number of high profile Information Sector events such as Online over the past 12 months. Work has continued on increasing the visibility of eLucidate throughout the information profession and members were encouraged to continue to contribute to its success.

A key part of the support UKeiG has provided to its members is the practically based training and seminars programme which has seen new courses being added. These have been well supported by both members and non members of the Group. Similarly, the web site has seen a lot of activity (including the downloading of the popular fact sheets) and work will continue to revamp and re-launch the site with more web content during the coming year. The Chair also reported on the portfolio of Awards provided by the Group including the Jason Farradane and Tony Kent Strix Awards and the Student bursaries, all of which have helped to reward innovation and excellence within the profession. With the change of name, new logo and a portfolio of services (from training to publications) 2005/6 will see significant marketing and publicity activity to enhance UKeiG's profile and enable it to become a knowledge base for the Information profession. The Chair encouraged all members to get involved within the Group by suggesting new ideas for the meetings programme, contributing to eLucidate and the email list or by getting involved in the Committee. UKeiG will continue to offer a wide range of relevant and high quality services and expertise to electronic information users
Report approval: Proposer: Chris Armstrong, Seconder: Tayo Ajibade. All in favour.

6. Financial Report for the year ended 31 December 2004

The Treasurer reported that 6 months into the financial year the finances were on a more secure footing than previous year. This was partly explained by the eDiamond Project which UKeiG was involved in. This project had now been completed and had contributed approximately five thousand pounds to UKeiG's funds. There was a decline in capitation which had been expected, and some owed VAT payments had been repaid. Brendan Loughridge

stepped down as Treasurer to be replaced by Jane Grogan. Brendan was thanked for his meticulous hard work and faithful service to UKeiG.

Approval: Proposer: Ralph Adam, Seconder: Jane Grogan. All in favour.

7. Appointment of independent examiners for the ensuing year

Marion Tattersall and Martin De Saulles were appointed independent examiners

8. Results of elections to Management Committee

The Honorary Secretary reported that Rob Hughes, Peter Chapman and Brendan Loughridge had stood down from the committee. They were all thanked for their hard work on behalf of the Group. Nominations for election to the committee had been received from Chris Armstrong (Vice Chair), Shaída Dorabjee, Jane Grogan (Treasurer), Gary Horrocks (Chair) and Zoe Kelleher. Since the number of nominations did not exceed the number of vacancies a postal ballot was not required and those nominated were duly elected.

9. Motions

There were no motions

10. Any other business

Presentations were made to Brendan Loughridge who was thanked for his meticulous hard work and long standing service to UKeiG especially in his role as Treasurer. Chris Armstrong was described as a lynch pin of the Group and thanked for his previous efforts as Chair. Karen Blakeman was thanked for her hard work and long standing service to UKeiG in her role as Honorary Secretary.

There being no other business from the floor, the Chair thanked everyone for their attention and the meeting was closed at 14.00

UKeiG MANAGEMENT COMMITTEE REPORT

Incorporating the UKeiG Councillor's Report

January 2005 – December 2005

In 2005 UKeiG articulated six core objectives that were used throughout the year to inform operational planning, direct committee business and review membership benefits, promotional literature, publications and web content. Those objectives continue to be relevant in 2006 and are to:

- Stimulate communication and the exchange of knowledge about electronic information
- Disseminate high quality advice, information and publications about e-industry news and developments
- Raise awareness of existing and new technologies that retrieve, manage and process electronic information
- Support continuing professional development by delivering a high quality portfolio of practical and affordable training programmes and seminars
- Encourage innovation in electronic information retrieval, management and processing
- Increase membership through proactive marketing and publicity

Membership continued to rise at a steady rate throughout the year as UKeiG attracted CILIP and non-CILIP professionals from across all sectors, including academia, government, law and commerce.

Supporting CPD - training programme & seminars

2005 was a successful year for the UKeiG training programme and the portfolio of CPD opportunities continued to be varied, competitively priced and well attended. In some cases repeat sessions were organised to accommodate demand. Topics included: FOI and copyright, Developing and managing e-book collections, Internet searching ('Google and beyond'), Statistical information retrieval and Taxonomy for the Terrified. Training continued to extend to venues across the UK including London, Manchester, Belfast, Edinburgh and Newcastle. While UKeiG maintained its policy to keep costs as low as possible the price of PC-based meetings had to be increased, but this had little impact on uptake and feedback continued to indicate that courses were value for money. The UKeiG management committee is keen to identify alternative new training venues, so please don't hesitate to recommend any to us.

The 2005 Members' Day in June was all about 'Defining the digital road map – future directions for the e-information profession' and was a huge success. It enabled us to assess where the electronic information profession is heading in the light of new and rapidly evolving retrieval technologies and revisited the concept of 'disintermediation;' the potential for redundancy in the face of arising intuitive technologies that promote end-user independence.

Olympia 2005

In November/December UKeiG exhibited at the annual Online conference at Olympia, London. UKeiG members were offered a substantial 25% discount on the full delegate rate if they booked up to November 1st. Stand 139 saw the launch of a new line of UKeiG marketing memorabilia, including post-it notes, pens and pencils. Karen Blakeman provided expert search hints and tips in a master class, presented on 'Web search tools you might have missed' and compared the new breed of desktop tools. Tracy Kent advised on 'Information retrieval strategies for statistical data considering fee and free based statistical resources' and Shaida Dorabjee presented on 'Pharmaceutical information - traditional and not-so-traditional sources.'

Consulting the membership – UKeiG survey

The Online event was used to initiate a print and online UKeiG survey to ascertain member and non-member views. The committee will ensure that UKeiG operational and strategic planning is based upon the sound evidence-base derived from what will be an annual survey. Input from the 2005 consultation has been fed into the training and seminar programme for 2006, and an analysis of the results has been published to the wider membership.

Disseminating high quality information - eLucidate & Factsheets

Under the guidance and co-ordination of incoming editor Michael Upshall, UKeiG's e-journal eLucidate went from strength to strength over 2005, achieving a healthy balance of topical and practical feature articles complemented by book reviews, industry columns, current awareness and press releases. Reports, discussions and questions generated from UKeiG training courses and seminars were published in the journal or translated into 'how to' fact sheets. Aligning training programme outcomes with service developments in other areas, particularly publications and web content development, has proved to be hugely beneficial to the membership. Members actively were encouraged to write for eLucidate and share their practical experience and best practice with the wider community.

It became clear from the survey feedback that UKeiG still has a way to go in increasing the uptake of eLucidate now that it is an e-only publication. Over 2005, the committee focused its attention on awareness raising; increasing the visibility of and access to the journal as it became clear, ironically, that many information professionals still relied on hard copy. PDF delivery by email was one partially successful method of 'pushing' the resource to members. UKeiG will continue to explore other strategies for facilitating access; investigating promotional and marketing plans for e-only publications.

Over 2005, a number of new Fact sheets were added to the UKeiG portfolio based primarily on practical content derived from the training programme. They included top search tips harvested from the practical knowledge base and experience of members, and tackled innovations in information retrieval and current awareness: desktop search tools, RSS feeds and RSS readers.

Encouraging innovation - the awards programme

UKeiG's significant professional profile was raised over 2005. In November the Jason Farradane Award for outstanding work in information and library science went to Michael Koenig, Dean of the College of Information and Computer Science at Long Island University. As Michael was unable to attend the ceremony Rod Kain, information sales director for Kompass, presented it to UKeiG chair Gary Horrocks at the International Information Industry awards dinner at the Royal Lancaster Hotel on Nov 30th on Michael's behalf.

In June the Tony Kent Strix award, offered in recognition of individuals or groups who have made an outstanding contribution in the field of information retrieval, went to Jack Mills and was presented to a colleague in his absence by Chris Armstrong at the CILIP Umbrella Awards Dinner.

A UKeiG student bursary worth £2, 500 went to Elizabeth Allen of Napier University, Edinburgh to support her course. UKeiG will explore how best to promote and develop its awards programme during 2006.

The 'i' has it - website, logo & branding

The UKeiG website was revamped over 2005 and huge improvements were made to the look, feel, structure, navigation and content. A new green UKeiG logo, launched in spring, emphasised clearly the importance of 'i' for 'information' in our revised remit and our aim to encompass a much wider e-information community. The new logo also was integrated into the website and into all official publications and stationery. A new Internet service provider was chosen to improve access to technical helpdesk services and enhance website usage statistics. The new ISP offers full database facilities which will enable UKeiG to build in further functionality over 2006, including the use of collaborative tools like Wikis. The new-look site included a Blog, initially designed to herald the start of Online 2005, but now a fully-fledged UKeiG forum.

Selling the brand: marketing & publicity

Under the guidance of new committee member and PR and marketing officer Zoe Kelleher UKeiG began to define a communications and marketing strategy that has begun to reap significant rewards in 2006, with major UKeiG profiles in key industry publications. Print and e- channels of communication were evaluated and assessed for effectiveness and targeted press releases continued to be a valuable method of publicising training and developments. The membership brochure was redesigned with new content making it much clearer what benefits were on offer to corporate and individual members. A key priority over the year was developing a strategy for raising the visibility of the UKeiG as a distinct and resourceful SIG within CILIP; ensuring that UKeiG's remit and membership benefits clearly were communicated to the CILIP membership. More work needs to be done in this area, and UKeiG is lobbying for a wider SIG awareness campaign before the 2007 renewals are due. At the same time work went ahead to raise our profile outside of the Institute, and we continue to attract non-CILIP members.

Stimulating communication - the email forum

The LIS UKeiG email list continued to be a key mode of communication with members over 2005, but more has to be done to encourage active participation and livelier debate in this forum.

Stability through income generation: the financial picture

Jane Grogan did excellent work over 2005 to ensure that UKeiG continues to have buoyant and healthy finances; monitoring cash flows and exploring innovations in income generation.

SIG consultation - partnership with CILIP

2005 was very much the year of debate over the future funding, support and development of SIGs and UKeiG played a substantial role in feeding into the consultation and deliberations of the Group Review Working Party. UKeiG will respond to CILIP requests for feedback and consultation as required and are keen to promote collaboration and integration with the organisation. Committee members continue to play an active role in CILIP activity. Over 2005, Karen Blakeman (UKeiG CILIP Councillor and chair of CILIP Executive Board) and Chris Armstrong, inputted into CILIP strategy.

Streamlining business - committee developments

During 2005 a lot of work went ahead to streamline committee business, including the publication of a 2005/6 operational plan that has become the foundation of group activity. Job descriptions were prepared for every committee member in order to map activities, identify deficiencies in support, allocate tasks and recruit to posts. During the year Will Reid and Rob Hughes stepped down from their roles and the committee would like to thank them both for their efforts and hard work.

Looking ahead

Already UKeiG is building on the successes of last year and beginning to articulate a strategy for the next three years. There are a number of developments in the pipeline: further enhanced functionality of the website; investigating CILIP validation of the training programme; exploring the viability of a UKeiG conference or residential meeting and exploring partnerships and collaboration with other SIGs and external groups. It will be a challenging year, and the UKeiG committee hopes that you will support us in our endeavours.

Gary Horrocks
UKeiG Chair

Financial report for the year ended 31 December 2005

UKOLUG NatWest Capital Reserve Account No. 95848223 1 January 2005 – 31 December 2005

Balance at 1 January 2005	31824.95
Plus transfer from UKOLUG Current A/C 95421645	250.00
	56824.95
Plus interest	546.90
	57371.85
Minus bank charges	0.26
	57371.59
Plus transfer to UKOLUG Current A/C 95421645	-57371.59
Balance at 31 December 2005 – Account closed	0

UKOLUG NatWest Reserve Account No. 95434062 1 January – 31 December, 2005

Balance at 1 January, 2005	748.62
Plus Interest	8.09
	756.71
Plus transfer to UKOLUG Current A/C 95421645	-756.71
Balance at 31 December, 2005 – Account closed	0

UKOLUG NatWest Current A/C No. 95421645 1 January 2005 – 31 December 2005

Balance at 1 January 2005	6178.17
Plus income	64346.83
	70525.00
Plus transfer from Reserve A/C 95434062	756.71
Plus transfer from Capital Reserve A/C 95848223	57371.59
	128653.30
Minus cheques carried over from 2003/4	-2046.60
	126606.70
Minus transfer to Capital Reserve A/C 95848223	-25000.00
Minus transfer to Business Instant Access A/C 2332548	-58128.30
	43478.40
Minus expenditure	-35760.65
Balance at 31 December 2005	7717.75

UKeiG Current A/C No. 2332424
1 January 2005 - 31 December 2005

Balance at 1 January 2005	0
Plus income	35183.79
	35183.79
Plus transfer from Business Instant Access A/C 2332548	15000.00
Plus cheques uncleared at 31/12/05	1342.69
	51526.48
Minus payments not received at 31/12/05	-152.75
	51373.73
Minus expenditure	-34472.02
Balance at 31 December 2005	16901.71

UKeiG Business Instant Access A/C No. 2332548
1 January 2005 - 31 December 2005

Balance at 1 January 2005	0
Plus transfer from UKOLUG Current A/C 95421645	58128.30
	58128.30
Plus interest	285.07
	58413.37
Minus transfer to UKeiG Current A/C 2332424	-15000.00
Balance at 31 December 2005	43413.37

**BALANCE SHEET: All UKeiG / UKOLUG A/Cs (2332424, 2332548,
95848223, 95434062, 95421645)**

Balance at 1/1/05	<u>38751.74</u>
Plus income	99530.62
Plus bank interest	840.06
Plus cheques uncleared at 31/12/05	1342.69
Minus cheques carried over from 2003/4	-2046.6
Minus payments not received 31/12/05	-152.75
Minus bank charges	-0.26
Minus expenditure	-70232.67
Balance at 31/12/05	<u>68032.83</u>

UKeiG Expenditure 1 January 2005 – 31 December 2005

	2005	2004
Printing / copying	5808.18	5603.08
Meetings	16887.30	9360.06
Bursaries / Awards	145.30	288.81
E-Diamond project	13100.00	21696.41
Management Committee	3620.96	2571.59
Online Exhibition	4024.15	1947.56
Labour	10049.98	9732.13
Phone / fax / post	3972.89	4054.25
Stationery	649.74	0
AGM	1128.16	405.00
Bank charges	196.88	90.84
VAT	5243.47	7185.08
Miscellaneous	5405.66	3189.80
Total	70232.67	66124.61

UKeiG Income 1 January 2005 – 31 December 2005

	2005	2004
Subscriptions	8329.00	10121.65
Capitation (CILIP)	4098.00	3500
Meetings	43099.68	34050
PLR fees	1092.99	390.98
Adverts/inserts	0.00	1050
Bank interest	840.06	263.65
VAT	7571.28	6239.26
VAT rebate	3496.33	509.14
E-Diamond project	29157.20	28805.8
Miscellaneous	2686.14	1008.97
Total	100370.68	85939.45

UKeiG accounts for the year 1 January to 31 December, 2005

Report of the Independent Examiners

The undersigned agreed to act as Independent Examiner of UKeiG's annual accounts. I undertook a detailed examination of the accounts of income and expenditure for the period 1 January to 31 December 2005 on 11 February 2006. For my guidance copies of the *Guidelines for CILIP Branch and Group Treasurers* and *Guidelines for Auditors (Independent Examiners)* were provided by the Honorary Treasurer. I was provided with all relevant bank statements, cheque books, bank deposit books, invoices for creditors, receipts of income and other documentation and was able to compare these with relevant entries in the cash book. The Honorary Treasurer was able to answer queries about the details of the accounts. Having examined the accounts as presented to me in some detail I am satisfied that they present a true and accurate account of expenditure incurred and income generated in the year 1 January 2005 to 31 December 2005 and that they were presented in a format which clearly indicated expenditure and income under a wide range of relevant headings.

Mr John Nixon

Mr Martin de Saulles

UKOLUG Management Committee Elections 2006/2007

Will Reid and Rob Hughes stood down from the committee and did not stand for re-election.

The following were nominated and seconded for election to the Management Committee:

NAME	PROPOSER	SECONDER
Chris Armstrong (Vice Chair)	Christine Baker	Gary Horrocks
Christine Baker (Hon Sec)	Tracy Kent	Shaída Dorabjee
Jane Grogan (Treasurer)	Karen Blakeman	Chris Armstrong
Gary Horrocks (Chair)	Karen Blakeman	Chris Armstrong

As the number of nominations does not exceed the number of vacancies, no postal ballot was required and I declare all the above to be elected to the UKOLUG Management Committee for 2006/2007.

Co-options

Michael Upshall as Editor, eLucidate

CILIP Council

UKeiG Councillor: Karen Blakeman

Christine Baker

Honorary Secretary May 2006

Present Management Committee 2006/2007

Armstrong, Chris (Vice Chair)
Baker, Christine (Hon Sec)
Blakeman, Karen (UKeiG Councillor)
Dorabjee, Shaída
Grogan, Jane (Treasurer)
Horrocks, Gary (Chair)
Kelleher, Zoe
Kent, Tracy
Pillar, Claire
Michael Upshall

Administrator:

Christine A. Baker

Motions

There are no motions.