



UK eInformation Group (UKeiG)

29th ANNUAL GENERAL MEETING

13th June 2007, 13.50

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

UKeiG

Annual General Meeting 2007

The 29th Annual General Meeting will be held at 13.50 on Wednesday, 13th June 2007 in the Bloomsbury Suite, Brunei Gallery, SOAS, Thornhaugh Street, Russell Square, London, WC1H 0XG.

Agenda

1. Apologies for absence.
2. Minutes of 28th 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 2006
6. Financial Report for the year ended 31 December 2006
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 28th Annual General Meeting of UKeIG held at 13:30 on Wednesday, 14th June 2006 at SOAS, Thornough Street, Russell Square, London WC1H 0XG

1. Apologies for absence.

Tracy Kent, Zöe Kelleher, Claire Pillar, Norman Briggs, Michael Upshall, Sue Hill, Miranda O'Brien. There were 33 members present

2. Minutes of 27th Annual General Meeting

Approved. Proposer: Karen Blakeman. Seconder: Ralph Adam
In favour 30. Abstentions 2.

3. Matters arising from the Minutes not covered elsewhere.

There were no matters arising

4. Appointment of Tellers

Karen Blakeman and Chris Armstrong were appointed Tellers.

5. Report of the Management Committee, incorporating the UKeIG Councillor's report for the year ended 31 December 2005.

The Chair reported on a successful year and highlighted the Groups activities and achievements during 2005. He informed members that the Group had articulated six core objectives that clarified its role. In addition the Group's operational plan had been revised which had become the foundation of the Group's activity for the coming year.

Work has continued on increasing the visibility of eLucidate, the e-newsletter, throughout both membership and the information profession generally. However, the Chair commented how ironic that an e-professional group seemed to prefer paper. A special effort is being made to publish outcomes from the Group's training events in eLucidate in the form of reports and fact sheets.

A key part of the support UKeIG has provided to its members is the practically based training programme that has seen new courses added. The Group has supported CPD with a varied training programme and has held events not only in London, but also in Belfast, Birmingham, Manchester, Edinburgh and Newcastle. At Online in Olympia merchandise was offered in the form of pens, pencils and 'Post-it' notes in order to raise the profile of the Group. A membership survey was also undertaken at the event and this is now being used to direct future training events and other activities.

Similarly, the web site has seen a lot of activity including the downloading of the popular fact sheets, and there has been more proactive use of information tools such as wikis and blogs which are being used on the Group's website.

The Chair also reported on the portfolio of Awards provided by the Group including the Jason Farradane, Tony Kent Strix Awards and the Student bursaries, all of which have helped to reward innovation and excellence within the profession in addition to raising the profile of the Group.

He also reported that the financial picture is looking healthy and membership continues to rise.

Finally, the Chair encouraged all members to get involved within the Group by suggesting new ideas for the meetings programme, contributing to eLucidate, the email list, blog and wiki 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: Martin White, Seconder: Stella Dextre Clarke
All in favour.

6. Financial Report for the year ended 31 December 2005

The Treasurer reported that the Group's finances continued in a positive trend during the year under review. She informed members that the recommendation for Groups is that they should have funds equivalent to a year's operating costs – in this year the Group's operating costs were £70,232.67 and the year-end balance was £68,032.83. If finances continued to

improve this would enable the Group to invest more in activities such as awards.

Marion Tattersall and Martin De Saulles were appointed as auditors for the Group at the last AGM. Marion was unable to undertake the duties, so John Nixon, a finance lecturer from a local college was recruited. Both auditors examined the accounts following CILIP's guidelines for auditors.

The Group started the year with three NatWest accounts, but it was agreed to rationalise the accounts to one current and one deposit account. The accounts also needed a name change from UKOLUG to UKeiG. These facts and the opening hours of the Treasurer's local branches led to a decision to move the accounts to Lloyds TSB. By the end of the financial year both NatWest deposit accounts had been closed and the money transferred. The NatWest current account was closed at the beginning of 2006.

With regard to income / expenditure the Treasurer reported that the Group had received the last lot of income and expenditure from the E-Diamond project during this period.

Meeting expenses had increased during the year by approximately £7,500, but during the same period income from meetings rose by £9,000. Payment on bursaries and awards was lower, because the Group reduced contributions due to concerns about finances at the time.

Management Committee expenses were higher because of increased transport costs and also increased activity of Committee Members e.g. involvement in the CILIP Review of Groups.

Expenses for the Online Exhibition had also increased during the year, although the Management Committee still feel that there was a great deal of benefit to the Group in participation in terms of raising the profile of UKeiG's work and in meeting current and potential members of the Group.

Labour costs for the administrator have increased during the year, due to activities including support to the Treasurer handover and an increased workload supporting a full meeting programme.

Stationery had been added as a separate item rather than including it with printing.

Miscellaneous was higher than last year because of money that was paid in error into the account, which should have been paid to CILIP and then had to be refunded. The PC, used for the Group's administration also had to be replaced.

There was an increase in capitation income i.e. income from membership as part of CILIP subs, but a decrease in direct personal and institutional subscriptions, which is probably due to CILIP members choosing to renew via CILIP.

There was no income from adverts / inserts during the year as the advertising revenue was from the old hardcopy version of the Group journal.

Approval: Proposer: Chris Armstrong, Seconder: Jo Dobson
All in favour.

7. Appointment of independent examiners for the ensuing year

Jo Dobson and Martin De Saulles were appointed independent examiners

8. Results of elections to Management Committee

The Honorary Secretary reported that Will Reid and Rob Hughes had stood down from the committee. They were thanked for their hard work on behalf of the Group. Nominations for election to the committee had been received from Chris Armstrong (Vice Chair), Jane Grogan (Treasurer), Gary Horrocks (Chair) and Christine Baker (Hon Sec). 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

Stella Dextre Clarke proposed a vote of thanks to the Management Committee for all its hard work during the previous year.

UKeiG MANAGEMENT COMMITTEE REPORT

Incorporating the UKeiG Councillor's Report

January 2006 – December 2006

2006 was the year that UKeiG 'put the SPECIAL back into Special Interest Group' continuing to enhance a portfolio of services and activities that culminated in our attendance at Online in London. A series of newly designed posters and marketing documentation heralded the completion of a busy and successful year and visitors were invited to: 'Try UKeiG...Leading the way as your personal digital navigator.' 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; proof positive of our achievements to date.

Practical, relevant and cost-effective

2006 was a successful year for UKeiG's CPD training and seminars programme. Workshops and meetings continued to be renowned for their practical content, relevance and cost-effectiveness. Throughout 2006 the management committee brainstormed new content, extended the location of the meetings and continued to offer discounted prices for all our members. Topics included: 'RSS, Blogs and Wikis' (February, Newcastle), 'Taming Your Intranet' (March, London), 'Searching the Internet: Google and beyond' (March, Birmingham), 'Electronic Information Risk Management' (May, London), 'Making websites accessible' (May, Sheffield), 'Reaching beyond bibliographic referencing' (June, Birmingham), 'E-Resources in Higher and Further Education' (July, Manchester), 'Finding Pharmaceutical Information' (July, London), 'Business Information on the Internet' (July, Warwick) and 'Knowledge Management: the Next Generation' (September, London). The hugely popular 'Developing and managing e-book collections' was repeated at home and abroad (April, Newcastle; September, Dublin). All events were well attended and received positive and constructive feedback which we have used to inform the 2007 programme. Your suggestions for topics and training venues are most welcome, so please contact the UKeiG Meetings organiser, Shaida Dorabjee at sdorabjee@sdis.demon.co.uk Tel: 01737 350767.

Calling all intranet managers & developers

A specific innovation of 2006 was the successful launch of the UKeiG Intranets Forum. It was established to enable staff managing intranets to share experiences in an informal environment. The meetings have generated considerable interest and included guest speakers initiating debate on intranet management topics of mutual interest including 'intranets in academia' and 'working with sub-editors.'

Managing the flight deck

The UKeiG AGM and associated meeting 'Desktop Search Tools - Managing the Flight Deck' held in London on Wednesday, 14th June 2006 was a great success. Two years earlier our meeting 'I'm an information professional - get me out of here!' considered information management strategies for professionals suffering the detrimental affects of information overload; so in 2006 we decided to revisit that theme by addressing innovations and new technologies for smarter desktop searching. The event explored developments in personal document retrieval evaluating some of the tools available to the information professional. The feedback was very positive, topped by one comment that UKeiG's CILIP Councillor Karen Blakeman was: 'the Judy Dench of the information world...worth the admission fee alone.'

London Book Fair

In order to extend our visibility, promote our services to a wider information industry and dabble in the world of publishing, UKeiG exhibited at the London Book Fair for the first time in 2006. It was a great success and generated some new members. UKeiG's Vice Chair Chris Armstrong, alongside Ray Lonsdale from the Department of Information Studies at the University of Wales, Aberystwyth, presented an introduction to e-books in the fair's e-content pavilion.

Internet Librarian International

Karen Blakeman flew the UKeiG flag at the Internet Librarian International conference in London in October 2006 with a presentation on 'Out-Googleing Google: Finding what Google Misses.'

Online @ Olympia

In November 2006 UKeiG exhibited and presented at the annual Online conference at Olympia, London. Karen Blakeman offered two information skills masterclasses, one on 'Tricks and tips for better web

searching'; the other on 'What's new in search tools.' She had a lot to celebrate at Online as she was presented with her Honorary Fellowship of CILIP by Chief Executive, Bob McKee during the event.

Outstanding contributions

During 2006 UKeIG explored how best to promote and develop its awards programme. A key innovation was the decision to transfer the UKeIG awards presentation from the Online dinner and dance to the heart of the day-time conference forum. On behalf of UKeIG and sponsored by Sage Publications, I presented two awards during Online. The UKeIG Jason Farradane Award recognising outstanding work in the field of information and library science, went to the University of Warwick Library for The Learning Grid – a revolutionary information and learning service. The Tony Kent Strix Award, given in recognition of an outstanding contribution to the field of information retrieval, went to Stella Dextre Clarke. The award was given in recognition of her sterling work in developing first the Government Category List and then its successor the Integrated Public Sector Vocabulary. Photos from both presentations are on the Online 2006 website and there were photo features in both the CILIP Gazette and Information World Review.

Web & Web 2 too ☺

2006 saw the demise of the remaining traces of UKOLUG (UKeIG as was) when we decided to discontinue the use of the UKOLUG domains as a means of redirection to the new UKeIG web pages. Considerable effort went in to enhancing the functionality of our web content over the year. A welcome addition was the introduction of a wiki as a collaborative tool to complement the UKeIG blog. The wiki initially was set up to develop and share support materials for the UKeIG workshop on RSS, blogs and wikis but is now being used as an experimental collaborative tool for developing fact sheets, FAQs and resource lists as well as supporting the Intranets Forum. RSS functionality also was built into the site. Specifications also were articulated for a content management system. The committee continues to compare products; discussing required features, technology, support and budgetary considerations.

eLucidate

Under the continuing guidance and co-ordination of editor Michael Upshall, Volume 3 of UKeIG's e-journal eLucidate was published over 2006, and continued to achieve 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 continued to be published in the journal or translated into 'how to' fact sheets, including one, for example, on social bookmarking by Tracy Kent, that included top tips, key facts and websites. 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. The committee continues to assess content, distribution and publicity for eLucidate, whose visibility and continued success closely is aligned to the future management of the web site.

UKeIG profiled in Information World Review

A communications and marketing strategy begun to reap significant rewards over 2006, with major UKeIG profiles in key industry publications. Some of you may have seen the two-page profile of UKeIG in the April 2006 issue of Information World Review. It's available on the web at: <http://www.iwr.co.uk/information-world-review/features/2154539/ahead-game> and explains the work and planning UKeIG has been doing since re-branding in 2004. The exposure attracted interest in the Group and resulted in increased membership.

In late 2006 UKeIG also was profiled in CILIP's Gazette as part of a wider strategy to raise awareness about the nature and remit of CILIP SIGs in a feature entitled: 'Group focus: Electronic exchanges.' Groups like UKeIG continue to be the lifeblood of CILIP, and during 2006 we provided feedback for the review of branch and group rules.

LIS-UKeIG

The LIS-UKeIG email list continued to be a key mode of communication with members over 2006, but more has to be done to encourage active participation and livelier debate in this forum.

Bank balance

Jane Grogan did excellent work over 2006 to ensure that UKeIG continues to have buoyant and healthy finances; monitoring cash flows and exploring innovations in income generation.

On the move

In December 2007 the UKeIG office re-located. It provided an excellent opportunity to weed 28 years' worth of paper archives.

Looking ahead

Over 2006 the UKeiG management committee continued to work to six core objectives that informed operational planning and directed committee business. They 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

Already UKeiG is building on the successes of last year and looking forward to the next three years. There are a number of developments in the pipeline including:

- Applying for the CILIP Seal of Recognition for our courses portfolio, ensuring that UKeiG plays centre stage in support for continuing professional development
- Building on the success of the Intranets Forum by considering further social and networking events
- Raising our visibility at additional conferences and events. A presentation by Phil Bradley on 'Practical issues for Web 2.0 in a library environment' is being hosted by UKeiG at CILIP's June 2007 Umbrella Conference
- Working actively with CILIP over 2007 by inputting into future strategic planning, including the recent draft specification for a Policy Forum

I'd like to thank all of the UKeiG management committee for their hard work, enthusiasm and commitment, none more so than our Honorary Secretary, administrator and membership coordinator Christine Baker, who continues to keep our show on the road with a firm but gentle hand. 2007 will be another challenging year, and the UKeiG committee hopes that you will support us in our endeavours. As the new UKeiG membership brochure states: 'Whatever area or discipline you work in, or specific interests that you may have, UKeiG membership will ensure that you are kept informed of news and developments across the e-information industry so that you always have the "bigger" picture.' Here's to the bigger picture.

Gary Horrocks
UKeiG Chair

Financial report for the year ended 31 December 2006

UKeiG Current A/C No. 2332424

1 January 2006 - 31 December 2006

Balance at 1 January 2006	16901.71
Plus income	65083.59
Plus cheques uncleared at 31/12/06	192.48
Minus payments not received at 31/12/05	0
Minus cheques carried over from 2005	-1342.69
Minus expenditure	-70135.5
Balance at 31 December 2005	<u>10699.59</u>

UKeiG Business Instant Access A/C No. 2332548

1 January 2006 - 31 December 2006

Balance at 1 January 2006	43413.37
Plus transfer from UKOLUG Current A/C 95421645	7705.07
Plus interest	865.95
Balance at 31 December 2006	51984.39

UKOLUG Current A/C No. 95421645

1 January 2006 - 31 December 2006

Balance at 1 January 2005	7717.75
Minus transfer to Business Instant Access A/C 2332548	-7705.07
Minus bank charges	-12.68
Balance at 31 December 2006 – Account closed	0

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

Balance at 01/01/2006	<u>68032.83</u>
Plus income	65083.59
Plus bank interest	865.95
Plus cheques uncleared at 31/12/06	192.48
Minus cheques carried over from 2005	-1342.69
Minus payments not received 31/12/06	0
Minus bank charges	-12.68
Minus expenditure	-70135.5
Balance at 31/12/05	<u>62683.98</u>

UKeiG Income 1 January 2006 - 31 December 2006

	2006	2005
Subscriptions	7315.12	8329.00
Capitation (CILIP)	4727.00	4098.00
Meetings	43028.74	43099.68
PLR fees	269.54	1092.99
Bank interest	865.95	840.06
VAT	8347.17	7571.28
VAT rebate	246.29	3496.33
E-Diamond project	0.00	29157.20
Miscellaneous	1149.73	2686.14
Total	65949.54	100370.68

UKeiG Expenditure 1 January 2005 - 31 December 2006

	2006	2005
Printing / copying	6570.29	5808.18
Meetings	17229.34	16887.30
Bursaries / Awards	3447.59	145.30
E-Diamond project	0.00	13100.00
Management Committee	2978.38	3620.96
Online Exhibition	2983.72	4024.15
Labour	13720.55	10049.98
Phone / fax / post	5982.84	3972.89
Stationery	479.29	649.74
AGM	2518.17	1128.16
Bank charges	12.68	196.88
VAT	3202.35	5243.47
Miscellaneous	4536.39	5405.66
Web / Mail list	414.89	0.00
eLucidate	245.00	0.00
VAT Repay to CILIP	3813.34	0.00
Misc event	2013.36	0.00
Total	70148.18	70232.67

UKeiG accounts for the year 1 January to 31 December 2006

Report of the Independent Examiners

The undersigned agreed to act as Independent Examiner of UKeiG's annual accounts. We undertook a detailed examination of the accounts of income and expenditure for the period 1 January to 31 December 2006 in February 2007. For our guidance copies of the *Guidelines for CILIP Branch and Group Treasurers* and *Guidelines for Auditors (Independent Examiners)* were provided by the Honorary Treasurer. We were 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 us in some detail we are satisfied that they present a true and accurate account of expenditure incurred and income generated in the year 1 January 2006 to 31 December 2006 and that they were presented in a format which clearly indicated expenditure and income under a wide range of relevant headings.

Mr John Nixon
40, Martin Close,
Cirencester
Gloucestershire

Mr Martin de Saulles
32, Manwood Road,
London
SE4 1AD

UKeiG Management Committee Elections 2007/2008

Claire Pillar and Zoe Kelleher 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)	Jane Grogan	Shaída Dorabjee
Christine Baker (Hon Sec)	Chris Armstrong	Tracy Kent
Helen Davies	Tracy Kent	Karen Blakeman
Jane Grogan (Treasurer)	Shaída Dorabjee	Tracy Kent
Gary Horrocks (Chair)	Karen Blakeman	Claire Pillar
Megan Roberts	Claire Pillar	Christine Baker
Michael Upshall	Christine Baker	Lyndsay Rees-Jones
Sheila Walker	Alice Laird	Andrea Milns

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 UKeiG Management Committee for 2007/2008.

Co-options

Helen Davies as co-ordinator, Intranet Forum

CILIP Council

UKeiG Councillor: Karen Blakeman

Christine Baker

Honorary Secretary May 2007

Present Management Committee 2007/2008

Armstrong, Chris (Vice Chair)
Baker, Christine (Hon Sec)
Blakeman, Karen (UKeiG Councillor)
Davies, Helen
Dorabjee, Shaída
Grogan, Jane (Treasurer)
Horrocks, Gary (Chair)
Kent, Tracy
Megan Roberts
Michael Upshall
Sheila Walker

Administrator:

Christine A. Baker

Motions

There are no motions.