



UK eInformation Group (UKeig)

30th ANNUAL GENERAL MEETING

12th June 2008, 13.50

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

UKeiG

Annual General Meeting 2008

The 30th Annual General Meeting will be held at 13.50 on Thursday, 12th June 2008 in the Bloomsbury Suite, Brunei Gallery, SOAS, Thornhaugh Street, Russell Square, London, WC1H 0XG.

Agenda

1. Apologies for absence.
2. Minutes of 29th Annual General Meeting
3. Matters arising from the Minutes not covered elsewhere.
4. Appointment of Tellers
5. Report of the Management Committee, for the year ended 31 December 2007
6. Financial Report for the year ended 31 December 2007
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 29th Annual General Meeting of UKeiG held at 13:50 on Wednesday, 13th June 2007 at SOAS, Thornough Street, Russell Square, London WC1H 0XG

1. Apologies for absence.

Norman Briggs, Duncan McKay, Keith Nockels, Lyndsay Rees-Jones, Michael Upshall and Martin White. There were 49 members present

2. Minutes of 28th Annual General Meeting

Approved. Proposer: Karen Blakeman. Seconder: Martin De Saulles
In favour 40. Abstentions 9.

3. Matters arising from the Minutes not covered elsewhere.

There were no matters arising

4. Appointment of Tellers

Sue Hill and John Wickenden were appointed Tellers.

5. Report of the Management Committee, incorporating the UKeiG Councillor's report for the year ended 31 December 2006.

The Chair reported on a successful year and highlighted the Groups activities and achievements during 2006. He outlined a number of key areas of activity over the past 12 months. The training and seminar programme continued to have a cross sectoral appeal offering practical, relevant and cost effective courses. The content had been developed, in conjunction with requests from members, with extended venues. A UKeiG Intranets Forum had also been developed and was proving a success. The Chair also reported on the increased visibility of the Group on the conference circuit including attendance at the London Book Fair.

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 with UKeiG being one of only three Special Interest Groups where membership is rising.

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: Chris Armstrong, Seconder: Shaida Dorabjee
All in favour.

6. Financial Report for the year ended 31 December 2006

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 £70,148 and the year-end balance was £62,683. This was very similar to the previous year.

As the Groups reserves remain healthy it has enabled the Group to consider looking at development activities over the next couple of years including the Conference planned for

2009 and more bursaries.

John Nixon and Martin De Saulles agreed to continue in the role as auditors for the Group. Both auditors examined the accounts following CILIP's guidelines for auditors.

The final NatWest account was closed at the start of the year so there is now one current and one savings account at Lloyds which has simplified the Treasurer's work.

With regard to income / expenditure, meeting expenses had increased during the year by approximately £350 whilst meetings income remains pretty stable. The most cost effective methods of running the meetings programme is pursued to enable as many members as possible to attend. The group has avoided raising meetings fees so that they remain competitive with the rest of the market

There has been an increased commitment to the Bursaries and Awards programme during this period which includes the student bursary and the Tony Kent Strix Award.

Management Committee expenses were lower this year.

General costs such as phone/fax/post and printing have all increased during the year.

The VAT repayment to CILIP was to cover the payment of VAT on non CILIP membership subscriptions. At the end of 2006 sub levels for non members of CILIP were raised to take account of the payment of VAT.

Online expenses for the Online Exhibition were reduced this year largely due to a smaller number of committee members spreading the workload between them.

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.

Misc items include the purchase of an updated version of Adobe Acrobat for the production of eLucidate.

Approval: Proposer: Yulia Aspinall, Seconder: Megan Roberts
Approved 48 : Abstentions : 1.

7. Appointment of independent examiners for the ensuing year

John Nixon and Martin De Saulles were appointed independent examiners

8. Results of Elections to Management Committee

The Honorary Secretary reported that Zoe Kelleher and Claire Piller 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 Gary Horrocks (Chair), Chris Armstrong (Vice Chair), Christine Baker (Hon Sec), Jane Grogan (Hon Treasurer), Megan Roberts, Michael Upshall and Sheila Walker. 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

There was no other business.

UKeIG MANAGEMENT COMMITTEE REPORT

January 2007 – December 2007

2007 proved to be yet another vintage year for UKeiG. We were awarded the coveted CILIP Seal of Recognition for our training programme; the increased popularity of our meetings programme meant that 'waiting lists' grew even longer and requests for 'repeats' became more frequent; and we expanded our Web 2.0 activities with a Web 2.0 blog, a Facebook Group and PageFlakes start page.

Training and events

The CPD training and seminar programme in 2007/8 has seen a number of new courses added to its portfolio, repeats of our stable of popular courses and an extension to some courses to lengthen their coverage. Many of the training sessions are held at non-London locations. The emphasis for 2008 has been very much on practical and applicable so members can easily apply the knowledge gained. The successful portfolio has also resulted in UKeiG gaining the training Seal of Approval from CILIP. This was by no means a mere formality. We had to convince the assessment panel that not only does UKeiG provide a quality programme of events but that it also acts upon feedback from participants. Bear the latter in mind when we nag you at the end of an event to fill in the feedback form!

Courses that we have run over the past year include Coping with Copyright (July); Developing and Managing eBook Collections (October); Searching the Internet – Google and Beyond (November, May and June); You want what?!: business information (November); Image management (February); Legal Issues for the Information Professional (February); Image management (March); Web 2.0 (March and April); Blogs, RSS and Wikis (March and April); Business Information on the Internet (March)

UKeIG were represented at three conferences. At Umbrella 2007 in June, Phil Bradley delivered the UKeiG sponsored seminar on practical uses for Web 2.0 in a library environment. We supported Internet Librarian International in October and Karen Blakeman gave a presentation on "What the Search Engines Are up to Now". In December 2007 UKeiG exhibited at the annual Online Information conference and exhibition at Olympia, London. Several of committee and UKeiG members gave presentations in both the conference and the free exhibition seminar programme. All three events helped raise the profile of the Group within sectors involved in electronic information management.

The training offered this year has benefited over 400 members of UKeiG in 10 different locations across the UK. The well attended training sessions are closely monitored to ensure value for money and meet our user needs. More subject based courses will make their debut in late 2008. Your comments and suggestions are always welcome so please contact the UKeiG Meetings Co-ordinator Tracy Kent at t.k.kent@bham.ac.uk.

Another member benefit of UKeiG has been the successful Intranets Forum which has resulted in 6 meetings. The Forum provides an opportunity for members to discuss issues related to Intranet implementation and has featured around 12 different speakers over the past 12 months. If you would like to help organise an Intranets Forum meeting please do contact Janet Corcoran at j.m.corcoran@imperial.ac.uk

2009 will see the reinstatement of the UKeiG conference. Work has progressed on this and the conference website will provide further support as the conference takes shape. E-innovations in e-information conference will be held in June 2009 in Manchester and will see authoritative speakers within a number of areas including intranets, Web 2.0 developments, intellectual

property rights and e-publishing - all issues that affect UKeiG members. We hope to see you there.

Awards

The Jason Farradane and Tony Kent Strix awards were again presented as part of the main Online Information conference programme. The UKeiG Jason Farradane Award recognising outstanding work in the field of information and library science went to Caroline Williams and the Intute community network. The Tony Kent Strix Award, given in recognition of an outstanding contribution to the field of information retrieval, was awarded to Mats Lindquist. Further details of the awards and the winners are at <http://www.ukeig.org.uk/awards/>.

Web & Web 2.0

The UKeiG web site became increasingly popular as a source of information on eInformation issues. We are currently investigating content management systems so that we can manage and enhance the site more efficiently and effectively. In 2007 we set up a blog covering Web 2.0 issues to support seminars and workshops covering the topic (<http://ukeig.wordpress.com/>), a Facebook Group, and a PageFlakes Start Page (<http://www.pageflakes.com/ukeig1>). Photos of events continue to be added to our Flickr stream (<http://www.flickr.com/photos/ukeig>)

eLucidate

Under the continuing guidance and co-ordination of editor Michael Upshall, Volume 4 of UKeiG's e-journal eLucidate was published over 2007, 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 are published in the journal or translated into 'how to' fact sheets.

LIS-UKeiG and the UKeiG Blog

The LIS-UKeiG email discussion list (<http://www.jiscmail.ac.uk/lists/LIS-UKEIG.html>) and the main UKeiG blog (<http://www.ukeig.org.uk/blog/>) continue to be key modes of communication with members over 2007.

Finances

Jane Grogan continued to do excellent work over 2007 to ensure that UKeiG has buoyant and healthy finances; monitoring cash flows and exploring innovations in income generation.

Jane will be standing down at the end of the year as she will be 'timed out' by the Group Rules and Regulations. If you are interested in becoming more involved in UKeiG and playing a key role in developing its future, possibly as Honorary Treasurer, please do contact one of the management committee (contact list at <http://www.ukeig.org.uk/contact/index.html>).

Looking ahead

UKeiG is already pulling together its 2009 training programme; if you have suggestions for topics, locations or venues please contact our Meetings Co-ordinator Tracy Kent (t.k.kent@bham.ac.uk). The success of our events programme is down to your support and feedback, but we need more

of the same to ensure that we are meeting your needs in the future. If you can offer a venue, even better!

Although we are almost halfway through the administrative year, the call for nominations for election to the management committee is not far away. If you have a particular skill or interest area that you feel may benefit UKeiG please contact our Honorary Secretary Karen Blakeman (karen.blakeman@rba.co.uk). If you want to get a feel for what the management committee does and how it works, you can attend a committee meeting as an observer. Again, contact Karen Blakeman if you are interested. We hold 5-6 'real life' committee meetings a year but you do not have to attend all of them: a lot of our work and decision making is conducted by electronic means.

And finally ...

The management committee would like to thank our administrator and membership coordinator Christine Baker, who continues to keep our show on the road and the management committee on their toes!

UKeiG accounts for the year 1 January to 31 December 2007

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 2007 in February 2008. 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 2007 to 31 December 2007 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

Financial report for the year ended 31 December 2007

UKeiG Current A/C No. 2332424

1 January 2007 - 31 December 2007

Balance at 1 January 2007	10699.59
Plus transfer from 2332548	10000
Plus income	77262.07
Plus cheques uncleared at 31/12/07	649.88
Minus payments not received at 31/12/07	-110
Minus cheques carried over from 2006	-142.48
Minus expenditure	-76591.41
Balance at 31 December 2007	<u>21767.65</u>

UKeiG Business Instant Access A/C No. 2332548

1 January 2007 - 31 December 2007

Balance at 1 January 2007	51984.39
Plus interest	1018.38
Minus transfer to 2332424	-10000
Balance at 31 December 2007	43002.77

Balance Sheet All UKeiG A/Cs (2332424, 2332548)

Balance at 01/01/2007	<u>62683.98</u>
Plus income	77262.07
Plus bank interest	1018.38
Plus cheques uncleared at 31/12/07	649.88
Minus cheques carried over from 2006	-142.48
Minus payments not received 31/12/07	-110
Minus expenditure	-76591.41
Balance at 31/12/07	<u>64770.42</u>

UKeiG Income 1 January 2007 - 31 December 2007

	2007	2006
Subscriptions	9699.03	7315.12
Capitation (CILIP)	2435.00	4727.00
Meetings	53853.00	43028.74
PLR fees	163.80	269.54
Bank interest	1018.38	865.95
VAT	11111.14	8347.17
VAT rebate	0.00	246.29
Miscellaneous	0.10	1149.73
Total	78280.45	65949.54

UKeiG Expenditure 1 January 2007 - 31 December 2007

	2007	2006
Printing / copying	8531.91	6570.29
Meetings	17535.94	17229.34
Bursaries / Awards	3383.60	3447.59
Management Committee	2547.93	2978.38
Online Exhibition	4763.01	2983.72
Labour	16160.60	13720.55
Phone / fax / post	7545.78	5982.84
Stationery	475.43	479.29
AGM	2365.18	2518.17
Bank charges	0	12.68
VAT	4436.97	3202.35
Miscellaneous	1303.90	4536.39
Web / Mail list	250	414.89
eLucidate	0	245.00
VAT Repay to CILIP	6547.81	3813.34
Misc event	661.85	2013.36
Conference	63.90	0.00
PayPal fees	17.60	0.00
Total	76591.41	70148.18

Notes

PayPal fees don't appear as a transaction on the bank statements as they are deducted at source by PayPal. All PayPal fees for 2007 were included as a single transaction in the expenses cash book - Tr 178/07

UKeiG Transactions Schedule for the year to December 2007

		Debtors / Creditors	
		01-Jan-07	31-Dec-07
Total balances 1/1/07	62683.98		
Receipts			
Subscriptions	9699.03		-110
Capitation (CILIP)	2435.00		
Meetings	53853.00		0
PLR fees	163.80		
Bank interest	1018.38		
VAT	11111.14		0
VAT rebate	0.00		
Miscellaneous	0.10		
Total	78280.45	0.00	-110
Payments			
Printing / copying	8531.91		
Meetings	17535.94		626
Bursaries / Awards	3383.60		
Management Committee	2547.93	-30.70	8.68
Online Exhibition	4763.01	-22.24	15.20
Labour	16160.60		
Phone / fax / post	7545.78		
Stationery	475.43		
AGM	2365.18		
Bank charges	0.00		
VAT	4436.97		
Miscellaneous	1303.90	-89.54	
Web / mail list	250.00		
eLucidate	0.00		
VAT repay to CILIP	6547.81		
Misc events	661.85		
Conference	63.90		
Paypal Fees	17.60		
Total	76591.41	-142.48	649.88
	1689.04		2086.44
Balance 1/1/07	62683.98		
Change	2086.44		
Balance 31/12/07	64770.42		

Treasurer's Statement for UKelG AGM June 2008

Finances remain healthy, which is particularly important for the next couple of years because of the 2009 conference which is likely to put something of a drain on resources, although we hope to be able to break even ultimately.

Points of note from the accounts this year.

PayPal – a number of members took up the option to renew their membership by PayPal during 2007. The PayPal fees now appear as an additional item on the expenditure statement.

Expenses – Expenses for the Online Exhibition were higher than the previous year largely due to the fact that more committee members were able to attend the exhibition to provide support on the UKelG stand this year. A number of new membership applications resulted from this. The amount for miscellaneous events was reduced as the committee only supported activities of particular relevance to UKelG membership, having assessed the value of these events in 2006. Increased communications cost affected the expenses in 2007 and the committee are conscious of the need to undertake mailings and other communications activities in the most cost effective way possible.

Income – Meetings income increased this year due to the popular series of regular events organised by the meetings co-ordinator and committee members. Direct subscriptions also increased, although capitation was reduced by CILIP by 50%, which means that the total amount for subscriptions remained approximately the same. VAT – the majority of VAT income is repaid to CILIP, so the increase in VAT under income has also led to the increase in VAT under expenditure.

UKeiG Management Committee Elections for 2008

Chris Armstrong, Christine Baker, Helen Davies and Shaida Dorabjee 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
Janet Corcoran	Shaida Dorabjee	Helen Davies
Gina Cybulska	Christine Jarrett	Liane Bradbrook
Martin White (Vice Chair)	Karen Blakeman	Christine Baker
Gary Horrocks (Chair)	Christine Baker	Karen Blakeman
Karen Blakeman (Hon Sec)	Christine Baker	Chris Armstrong
Jane Grogan (Treasurer)	Tracy Kent	Helen Davies

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 2008.

Karen Blakeman
Honorary Secretary, January 2009

Present Management Committee 2008

Blakeman, Karen (Honorary Secretary)
Corcoran, Janet
Cybulska, Gina
Grogan, Jane (Honorary Treasurer)
Horrocks, Gary (Chair)
Kent, Tracy
Roberts, Megan
Upshall, Michael
Walker, Sheila
White, Martin (Vice Chair)

Administrator:
Christine A. Baker

Motions

There are no motions.