



## Forum for Interlending and Information Delivery

### Annual General Meeting – Minutes (Draft)

28<sup>th</sup> June 2013, 9.00am

The Maldron Hotel, Cardiff

#### 1. Minutes from the previous AGM

The minutes of the meeting of June 26<sup>th</sup> 2012 were accepted unanimously

#### 2. Matters arising from the previous AGM (26<sup>th</sup> June 2012)

There were no matters arising.

#### 3. Chair's Report

Marie Lancaster (FIL Chair) presented her annual report of the past year (Appendix 1).

Highlights included:

- Membership is slightly down but remains healthy at 174 current members
- We continue to operate on a sound financial footing
- FIL endeavours to secure sponsorship to offset the cost of running events and the following companies we especially acknowledged for their sponsorship of this year's conference.:
  - OCLC
  - REP Industries
  - CILIP Wales
  - Clio
- Julie Clement, Mark Kluzek, Natalie Guest joined the committee after last year's conference. Unfortunately Paula Lockett was unable to take up her place so, as Jennie Cooke's nomination was still valid, she too joined the committee in Paula's stead.
- The committee had met three times over the last year with Telcons held in-between.
- We held our FIL@Boston Spa event in March which was over-subscribed and feedback had been extremely positive. A FIL@St Pancras is planned for 15<sup>th</sup> November and programme and booking will be available soon.
- The FIL@JISCMail List is being maintained and a members' only site is soon to be made available on the FIL web pages where it is hoped members will discuss ILL/DD issues and share ideas and good practice.
- A FIL Blog has also been developed <http://fil101blog.blogspot.co.uk> which will supplement the newsletter with more up-to-date newsy items. Our Twitter

<http://www.forumforinterlending.org.uk> and Facebook

<http://www.facebook.com.forumforinterlending> feeds will mention every time a new item is posted to the blog.

- A scoping survey is currently being undertaken to determine levels of interest in undertaking a UK ILL benchmarking exercise.
- More cost effective ways of printing the newsletter have been investigated and in future it will be printed at the University of Huddersfield. Graham Titley was thanked for his work in relation to production of the newsletter over recent years.
- Jenny Foster and Lucy Lamb won sponsorship to this year's FIL conference and we will shortly be offering the opportunity to apply for a sponsored place to the ILDS Conference in Beijing.
- Mark Kluzek is now the FIL representative on the IFLA DDRS Committee.
- The chair thanked the FIL Membership for their continuing support and the Committee for their hard work.

#### **4. Treasurer's Statement of Accounts**

Christine Shipman (Treasurer) presented the Forum for Interlending and Information Delivery Accounts for 2012 prepared by Whyatt Pakeman (Appendix 2) and provided a summary in her Treasurer's Report (Appendix 3)

#### **5. Nominations and Election of New Committee Members**

Christine Shipman and Helen Trollope had come to the end of their stint on committee and Rose Goodier was also standing down as IFLA Representative. After being nominated Lucy Lamb (Goldsmith's College) and Sandra DeRoy (University of Essex) were appointed to committee.

#### **6. AOB**

The chair formally thanked the members of committee standing down this year for their outstanding contribution to work of FIL.

#### **7. Date and Venue of AGM 2014**

The chair was happy to announce that next year's conference will be held on Monday and Tuesday June 23<sup>rd</sup> and 24<sup>th</sup> at the Carlton Hotel in Edinburgh. The committee looks forward to seeing you all there!

## APPENDIX 1.

# Forum for Interlending and Information Delivery Annual Report 2012-2013

A year on from Worcester and time certainly has flown! This report aims to give you a flavour of the work that FIL has undertaken in the last 12 months, and where we are as an organisation.

This report was formally presented at the FIL AGM, 28th June, 2013 at the Maldron hotel for consideration by the member and member representatives. It was prepared by Marie Lancaster, the current chair of FIL, with reference to committee minutes as appropriate.

### **Membership**

As of this report membership is 174. This includes 6 non-renewals, and 6 new members. Membership fees were frozen for a further year, to encourage retention and to attract new members.

As noted in the Treasurer's report, whilst FIL continues to operate on a sound financial footing, we will endeavour to operate in a cautious manner whilst remaining committed to supporting our members.

The Committee has secured sponsorship of events and wishes to especially acknowledge the following companies and organisations for sponsoring Interlend 13; OCLC, REP Industries, CILIP Wales & CLIO.

### **Committee Membership:**

At the 2012 AGM, Julie Clement, Mark Kluzek, Natalie Guest, & Paula Lockett were nominated and were endorsed by FIL members. Unfortunately Paula Lockett was unable to take up her role. With Jennie Cooke's nomination from the AGM still valid, as defined by the FIL Constitution, Jennie accepted and joined the Committee.

### **Committee officers:**

At the first committee meeting in October 2012, FIL Executive Committee members were formally confirmed in the following positions;

- **Chair** - Marie Lancaster, Cardiff Metropolitan University
- **Vice chair, Web Officer & Marketing Officer** - Helen Trollope, University of South Wales
- **Treasurer** - Christine Shipman, University of Warwick
- **Secretary** - Chris Beevers, University of Huddersfield
- **Membership** - Natalie Guest nee Picken, University of Reading
- **Newsletter Editor** - Tracey Jackson, Hertfordshire Libraries

Observers from the three allied organisations continued with their roles on the committee, Kate Ebdon, (British Library), Gillian Wilson (CONARLS) and Rose Goodier (IFLA) who have all provided valued input and insight throughout. Collaboration with these organisations continues to be extremely important.

The Committee would like to note the work undertaken by Helen Trollope as Interlend13 conference

planner and would like to whole heartedly commend her efforts on behalf of the Membership.  
Committee contact details: <http://www.forumforinterlending.org.uk/who-we-are/list-of-committee-members>

### **Committee Meetings:**

The Committee met formally 3 times during this cycle at the Britannia Hotel, Birmingham (24/10/12, 16/01/13 & 17/04/13). In addition to these, the Chair called telcons in order to catch-up and progress FIL activities.

A committee working group was established by Helen Trollope to take forward the organisation and planning of Interlend 2013. The majority of planning was done electronically and over the phone, although it is noted that the Welsh contingent of the committee made 2 site visits to the Maldron as part of planning and preparation activities.

Approved minutes from meeting are available: <http://www.forumforinterlending.org.uk/who-we-are/minutes-of-recent-committee-meetings>

### **Events:**

In addition to Interlend 2013, we recently held our annual away day at the British Library, Boston Spa. This increasingly popular event was fully subscribed almost as soon as booking was opened. As ever the feedback from the attendees was extremely positive and we look forward to running it again next year, taking on board all of your comments and suggestions.

Save the Date! FIL @St Pancras to return! In response to FIL members, we are returning to St Pancras on the 15<sup>th</sup> November, 2013 and this half day event will focus on the following:

- British Library Tour
- British Library Update
- FIL Up Close & Personal!

Confirmed Programme and Bookings will be available soon.

### **Advocacy:**

The website continues to go from strength to strength, and is the location for all FIL information. At members request, a 'members only' forum is currently well underway and we are hoping to launch shortly after Interlend 2013 – so look out for details to join the Members' Forum. Its aim is to encourage debate, share ideas and good practice.

The FIL@JISMAIL list is still maintained as a distribution list, as a venue for discussing issues relating to interlending in the UK and for communication of FIL's activities.

Prior to Interlend 2013, the FIL Committee started a blog. The ethos behind this was to be able to comment on things as and when they happen, and as a supplement to the newsletter. Every time a new post is loaded to the blog, our Twitter & Facebook feeds will give it a mention – so we are worth a follow and a like.

Blog: <http://fil101blog.blogspot.co.uk/>

Twitter: <http://www.forumforinterlending.org.uk>

Facebook: <http://www.facebook.com.forumforinterlending>

**Research:**

Currently, the FIL Committee are constructing an online survey to gauge the ILL community's interest in whether a piece of benchmarking work on behalf of our members would be useful. The survey will go live shortly after Interlend13 and I implore you all to have your say.

**Newsletter:**

One of the major benefits of being a member is the regular printed FIL Newsletter with issues made available online after a short period of time. Due to increased costs from the newsletter publisher, discussions took place this year as to whether it is financially viable to support printed newsletter production.

Given that the newsletter is heavily praised by our members, a unanimous decision was taken to continue with the printed FIL newsletter. To facilitate this pricings were gathered from new suppliers. The Committee went at this task with gusto, and based on price & service the University of

Huddersfield's Printing Services were selected as the new supplier.

FIL would like to thank Graham Titley at the University of Plymouth for his work in relation to our newsletter for the last few years.

**Sponsorship Awards:**

This year due to the level of interest and the high standard of sponsorship applications, we decided to sponsor 2 delegates at Interlend13. Congratulations to Jenny Foster & Lucy Lambe – we look forward to seeing their thoughts in the newsletter to come.

We are also delighted to announce that we will again be offering a FIL member the opportunity to attend the ILDS Conference which is being held in Beijing (October 2013). Details will be announced shortly as to how to apply for sponsorship. We will also be sending Mark Kluzek from the FIL Committee who is now FIL representative on the IFLA DDRS Committee.

**Acknowledgements:**

As Chair, I would like to thank the FIL Membership for their support over the last year and to each and every Committee member for their invaluable contributions. I'd like to note that all Committee Members are volunteers and they give their time & services in addition to their paid employment. Without their hard work and dedication to furthering FIL in the UK & internationally, FIL would not be in the position it is today.

Marie Lancaster

FIL Chair, June2013

Presented at the 2013 AGM, the Maldron Hotel, Cardiff