

Forum for Interlending and Information Delivery
Annual General Meeting
28th June 2016, 9am
Best Western Royal Beach Hotel, Portsmouth

1 Minutes of previous AGM

The minutes of the meeting of 2015 in Manchester were accepted unanimously.

2 Matters arising from previous AGM

There were no matters arising

3 Chair's Report

Sandra DeRoy (FIL Chair) presented her report (Appendix 1)

Key points

- Marjory has retired from her post in Edinburgh but is continuing managing the accounts until the appointment of a new Treasurer. She will be co-opted onto the committee until the new treasurer is ready to take over.
- 2 members are stepping down for health reasons – Karen Payne (who is at the end of 2 year appointment) and Graham Dix
- Membership total is currently 148 – there will be no increase in fees for the coming year
- We are on sound financial footing and will continue to use funds wisely and cautiously, remaining committed to our members
- Dawn Downs, Nigel Buckley, Matthias Werner and Graham Dix were all appointed to the committee last year. The committee continues to meet 3 times per year in Birmingham and have regular Telecon and email communication throughout the year.
- The BL @ St Pancras event was successful and we are looking forward to the next FIL@BL event in November
- Website and blog – we are continually looking for blog and journal content. Journal issues have been less frequent due to lack of content and the blog is currently being updated by the committee. Ideas for content or submissions will be gratefully received.
- Ellie Hunt and Anna Chapman were sponsored delegates and will both write reports on their experience for the next FIL journal.

4 Treasurer's Statement of Accounts

Marjory Lobban (Treasurer) presented the Forum for Interlending and Information Delivery Accounts for 2015 prepared by Whyatt Pakeman (Appendix 2) and a summary of income and expenses in her Treasurer's Report (Appendix 3)

5 Nominations and Election of New Committee Members

There were 4 vacancies on the Committee and 4 nominees:

Louise Dutnell (University of Edinburgh)

Sian Jones (Aberystwyth University)

Stephanie Kelly (University of Essex)

Beatriz Ferrer-Quiles (Birkbeck College, University of London)

There were no objections and the all nominees were elected to the Committee.

6 AOB

Dawn made a plea for anyone with an interest in being part of a working group for the Journal to help with interviews, editing etc. Any interest can be directed to the committee or to Dawn directly.

Sandra formally thanked all committee members for their work this year.

7 Date and Venue of AGM 2017

The next AGM will take place at 9am Tuesday 27th June at the Oxford Spires Four Pillars Hotel in Oxford.

Forum for Interlending and Information Delivery Annual Report 2015-2016

A year on from Manchester and time has certainly flown! This report aims to give you a flavour of the work 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 at the Best Western Royal Beach Hotel, Portsmouth for consideration by the members and member representatives. It was prepared by Sandra DeRoy, the current Chair of FIL, with reference to committee minutes as appropriate.

Marjory Lobban retired from her post at Edinburgh University in December 2015 but has agreed to remain with the committee in a co-opted capacity until we can train a new treasurer to take over during the next year. Karen Paine has served two years and is now stepping down from the committee due to health reasons. Graham Dix is also having to stepping down after just one year due to health reasons. We wish them both well for the future and thank them for their work, dedication and support during their years of service.

Membership:

As of this report membership is at 148

As member ship fees had been increased the previous year, there was no change to the membership fee this year and none proposed for the following year.

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 2016, OCLC, Zeutschel UK and the British Library.

Committee Membership:

At the 2015 AGM Dawn Downes, Nigel Buckley, Matthias Werner and Graham Dix were nominated and were endorsed by FIL members.

Committee Officers:

At the first committee meeting in October 2015, FIL Executive Committee members were formally confirmed in the following positions;

- Chair – Sandra DeRoy, University of Essex
- Vice Chair , Marketing Officer –
- Treasurer – Marjory Lobban University of Edinburgh

- Secretary – Joanne Docherty, University of Glasgow
- Membership – Karen Paine London School of Economics
- Web Officer/Editor – Nigel Buckley Kingston University
- Newsletter Editor – Dawn Downes University of Winchester

The observer from the one allied organisation continued with their role on the committee, Kate Ebdon (British Library). Collaboration with this organisation continues to be extremely important.

The Committee would like to note the work undertaken by Lesley Butler as 'Interlend 16' conference planner and would like to whole heartedly commend her efforts on behalf of the readership.

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 Old Joint Stock, Birmingham.

October 14th 2015

January 13th 2016

April 6th 2016

In addition, several Telcon sessions were organised between committee meetings to assist with the ongoing planning and organisation of events

A committee working group was established with Lesley Butler as lead to take forward the organisation and planning of Interlend 2016. The majority of planning was done electronically and over the phone, although that it is noted that other members made site visits to the Best Western Royal Beach Hotel in Portsmouth to maintain conference planning and co-ordination.

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

Events:

In addition to Interlend 2016 there was the half day event at the British Library St Pancras in November 2015. The event was fully booked.

Advocacy:

The website continues to go from strength to strength, and is the location for all FIL information. In addition to this the FIL committee continues to blog. 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: <https://www.facebook.com/forumforinterlending>

FIL continues to maintain the FORUMFORINTERLENDING@jiscmail.ac.uk as a distribution list, as a venue for discussing issues relating to interlending in the UK and for communicating FIL's activities.

FIL Journal:

Contrary to popular belief the FIL Journal is still alive and well. We can only apologise for the delays in publication this year. We have to thank Dawn Downes for stepping in this year and taking on the editorial role. We will be looking to have both an editor and sub-editor for next year to assist with the publication. The aim is for two issues per year but obviously this greatly depends on content, so if anyone does have something that they could offer for the Journal please do get in touch with one of the committee.

Sponsorship Awards:

Congratulations to Anna Chapman and Eleanor Hunt who both received an Interlend 16 sponsored candidate place, and many thanks to all the other members who applied.

Acknowledgements:

I would like to thank the FIL membership for their continued support, and also to thank each Committee member past and present that I have worked with during the last couple of years for their dedication and commitment. I would also urge anyone who thinking about getting more involved with FIL to put themselves forward and join us for the forthcoming challenges.

Sandra DeRoy

FIL Chair, June 2016

Presented at the 2015 AGM, the Best Western Royal Beach Hotel, Portsmouth

FORUM FOR INTERLENDING AND INFORMATION DELIVERY

ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2015

FORUM FOR INTERLENDING AND INFORMATION DELIVERY

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FORUM FOR INTERLENDING AND INFORMATION DELIVERY

MEMBERS' CERTIFICATE AND ACCOUNTANTS' REPORT

PARTNERS' CERTIFICATE

In accordance with the engagement letter, we approve the financial information which comprises the Income and Expenditure Account, the Balance Sheet and the related notes for the year ended 31 December 2015. We acknowledge our responsibility for the financial information, including the appropriateness of the applicable financial reporting framework as set out in note 1.1, and for providing Bishop Fleming LLP with all information and explanations necessary for its compilation.

S DeRoy (Chair)

J Docherty (Secretary)

Date: 16 May 2016

ACCOUNTANTS' REPORT TO THE MEMBERS OF FORUM FOR INTERLENDING AND INFORMATION DELIVERY ON THE UNAUDITED FINANCIAL INFORMATION

In accordance with our engagement letter we have prepared for your approval the financial information of Forum for Interlending and Information Delivery for the year ended 31 December 2015 which comprises the Income and Expenditure Account, the Balance Sheet and the related notes from the accounting records and information and explanations you have given to us.

The financial information has been compiled on the basis set out in note 1.1 to the financial information. The financial information is not intended to achieve full compliance with the provisions of UK Generally Accepted Accounting Principles.

As a member firm of the Institute of Chartered Accountants in England and Wales (ICAEW), we are subject to its ethical and other professional requirements which are detailed at icaew.com/regulations.

This report is made solely to you, in accordance with the terms of our engagement letter. Our work has been undertaken solely to prepare for your approval the financial information of Forum for Interlending and Information Delivery and state those matters that we have agreed to state to you in this report in accordance with the guidance of ICAEW as detailed at icaew.com/compilation. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than Forum for Interlending and Information Delivery, for our work, or for this report.

You have approved the financial information for the year ended 31 December 2015 and have acknowledged your responsibility for it, for the appropriateness of the financial reporting framework adopted and for providing all information and explanations necessary for its compilation.

We have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the financial information.

BISHOP FLEMING LLP

Chartered Accountants
16 Queen Square
Bristol
BS1 4NT
Date: 6 June 2016

FORUM FOR INTERLENDING AND INFORMATION DELIVERY

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2015

	£	2015 £	£	2014 £
INCOME				
Subscriptions	11,485		8,000	
Conference fees	18,260		15,560	
Seminars	1,370		3,253	
		<u>31,115</u>		<u>26,813</u>
OTHER INCOME				
Bank interest receivable		109		118
		<u>31,224</u>		<u>26,931</u>
LESS: EXPENSES				
Website costs	216		120	
Printing, postage and stationery	763		798	
Conference fees	21,095		17,552	
Sundry expenses	200		-	
IFLA fees	411		448	
Seminars	565		735	
Travel and refreshments	2,652		4,010	
Accountancy fees	1,020		996	
Depreciation of office equipment	104		104	
		<u>27,026</u>		<u>24,763</u>
NET SURPLUS FOR THE YEAR		<u>4,198</u>		<u>2,168</u>

FORUM FOR INTERLENDING AND INFORMATION DELIVERY

**BALANCE SHEET
AS AT 31 DECEMBER 2015**

	Note	£	2015 £	£	2014 £
FIXED ASSETS					
Tangible assets	2		106		210
CURRENT ASSETS					
Debtors	3	2,070		5,572	
Cash at bank and in hand		35,125		27,171	
		<u>37,195</u>		<u>32,743</u>	
CURRENT LIABILITIES					
	4	(150)		-	
NET CURRENT ASSETS					
			<u>37,045</u>		<u>32,743</u>
NET ASSETS					
			<u>37,151</u>		<u>32,953</u>
REPRESENTED BY:					
ACCUMULATED FUND					
Balance carried forward	5		<u>37,151</u>		<u>32,953</u>

FORUM FOR INTERLENDING AND INFORMATION DELIVERY

NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2015

4. CREDITORS:
AMOUNTS FALLING DUE WITHIN ONE YEAR

	2015 £	2014 £
2016 Subscriptions received in advance	<u>150</u>	<u>-</u>

5. ACCUMULATED FUND

	2015 Total £	2014 Total £
At 1 January 2015	32,953	30,785
Surplus for the year	4,198	2,168
At 31 December 2015	<u>37,151</u>	<u>32,953</u>

Appendix 3

Treasurer's Report

Forum for Interlending & Information Delivery Interlend 2016

AGM Tuesday, 28th June 2016

Below is a summary of income and expenses for 2015. Copies of the full report of the FIL accounts for 2015, prepared by accountants Bishop Fleming, are available from the FIL Treasurer.

They will also be made available in the member's area of the FIL website.

Main sources of income 2015:

Membership fees 2015	£11,485.00
Conference fees 2015	£18,260.00
FIL Events	£1,370.00

Main expenses included:

Conference fees	£21,095.00
FIL events	£565.00
IFLA expenses	£411.00
Committee expenses	£2652.00
Printing, Stationery and postage	£763.00
Website costs	£216.00
Accountancy fees	£1020.00

All outstanding invoices (incoming and outgoing) for 2015 have been paid