

COMMITTEE MEETING – 3 November 2022 10:00-11:30

Minutes

Agenda Point		Action (Initials)
1.	<p>Apologies Theodora Anastasiadou, Katie Green</p> <p>Present MD - Michael D’Aprix (Chair), LO - Laura O’Connor (Treasurer), GD - Gary Duckers (Secretary & Group Rep), EK - Eileen Kerhouant, JI -Jessica Irwin, SP - Simon Parsons, EP - Emily Plunkett, MK - Megan Keates (CifA)</p>	N/A
2.	<p>Introductions</p> <ul style="list-style-type: none"> • Introductions were made as first since recruitment of new committee members 	N/A
4.	<p>Minutes of the Previous Meeting/AGM</p> <ul style="list-style-type: none"> • Approved • Minutes to be forwarded for inclusion on IMSIG webpage 	GD
4.	<p>Matters Arising</p> <ul style="list-style-type: none"> • Delay to start of meeting due to lack of compatibility of some orgs settings with selected host. EP hosted via EP organisations Teams and issue was resolved. EP agreed to host future meetings if possible. GD will liaise with EP on circuiting invites for future meetings. 	GD/EP
5	<p>FISH/HEIRNET Update</p> <ul style="list-style-type: none"> • GD – Explained that this is a repeat entry on the agenda traditionally. GD can report on general FISH developments via his attendance of the HEDS working group. But is not directly involved with FISH/HEIRNET so would be second hand information. 	GD
6.	<p>Housekeeping for 2022</p> <p>a. Advisory Council [AC] Feedback GD explained the only meeting since the AGM was to discuss salary recommendations for 2023/24 by CifA staff. The outcomes of the discussion at AC will then be passed on to the board for consideration. Next AC meeting on the 17th of November. GD to attend.</p> <p>b. 2021 Budget LO to liaise with MK on requirements of the treasurer role and formulate budget</p> <p>c. 3-yr plan Wide ranging discussion of ideas for 3-year plan which the committee must complete by January 2023. All agreed that given the breadth of the discussion fulfilment of a 3-year plan would not be difficult. MP to host document via cloud platform where committee members can contribute to the draft over the next month. Next meeting will be to go over this draft and finalise content ahead of the January deadline.</p>	GD LO/MK MP/ALL
7.	<p>Communications/Membership engagement</p>	

	<ul style="list-style-type: none"> EK highlighted the importance of understanding the IMSIG membership and asked a variety of questions of MK regarding current members and issues of access to member, GDPR concerns etc. MK to explore what can be shared and will get back the committee. <p>MP asked MK if it was possible to have sub-committees. MK advised not officially but can informally create working groups focussed on specific tasks at the committee's discretion.</p> <p>MP mentioned that the 2015 membership survey is currently inaccessible and asked MK to provide access. MK agreed to look into the issue.</p> <p>It was agreed to create a new member survey over the next month. MP to host document via cloud platform where committee members can suggest survey content.</p> <p>a. Web-page update</p> <ul style="list-style-type: none"> GD asked for committee members to review text and make suggestions via email. Minutes to be provided for website. If committee members want access to IMSIG twitter please also contact GD <p>b. CPD/conference sessions</p> <ul style="list-style-type: none"> None arranged, discussion of possible participation in future events including the EAA conference (EP). Agreed to suggest future IMSIG hosted events for inclusion in the 3-year plan or opportunities for event participation as they arise 	<p>MK</p> <p>N/A</p> <p>MK</p> <p>MP</p> <p>GD/ALL</p> <p>ALL</p>
8.	Emerging industry standards No new comments	N/A
9.	Date of next committee meeting and future events To be arranged for early December 2022	GD
10.	AOB None	N/A