

COMMITTEE MEETING – 9 November 2023, 15:00-16:00

Minutes

Approved

Agenda Point	Action (Initials)
<p>1. Apologies TA - Theodora Anastasiadou, SP - Simon Parsons, EP - Emily Plunkett</p> <p>Present MD - Michael D’Aprix (Chair), LO - Laura O’Connor (Treasurer), GD - Gary Duckers (Secretary & Group Rep), JI -Jessica Irwin, EK - Eileen Kerhouant, KG - Katie Green</p>	
<p>2. Introductions</p> <ul style="list-style-type: none"> • Introductions were not required 	
<p>4. Minutes of the Previous Meeting/AGM</p> <ul style="list-style-type: none"> • Unavailable at time of meeting. • Minutes to be forwarded for inclusion on IMSIG webpage 	GD
<p>4. Matters Arising All agreed AGM GD to notify CifA - Thursday 14 December 10am</p>	GD
<p>5 Competency Matrix review (Requested by CifA)</p> <p>GD - reduce overlap with LA/HER/ and DC matrix. Focus on the allied specialism that the others do not cover, surveyors, data management, data ethics. Need comprehensive review. Open discussion on matrix at AGM possibility.</p> <p>MD - Shared version of matrix for comment on to created and return to CifA.</p>	MD/ALL
<p>6. Housekeeping for 2023</p> <p>a. Advisory Council [AC] Feedback Group Rep and Secretary to be chosen (current Group Rep and Secretary must step down at next AGM as max allowed term is served)</p> <p>Jl nominated as new Group rep to AC.</p> <p>ALL- No volunteers from committee members for secretary role. Possible new committee members appointed at AGM may want to put themselves forward.</p> <p>Update from MD on last AC on developments in salaries minimum.</p> <p>GD to attend next AC as Jess unavailable and then inform CifA that Jl is new group rep.</p>	<p>GD</p> <p>Jl</p> <p>GD</p>

	<p>b. Budget LO Applied for 800 – only £370 approved. LO is getting quotes for promotional materials as this is likely what the budget will allow for this year.</p>	LO
7.	<p>Communications/Membership engagement a. Social media: LinkedIn, Twitter etc.</p> <p>LO - social media – 1st Tweet got little bit of traction; 2nd tweet not much response.</p> <p>LO- Polls to be created on social media on 4 possible workshops.</p> <p>LO going to set up board for members to contribute photos, puns.</p> <p>EK – I think the problem comes back again, that theoretically we have a big group of people, but we don't know who they are and we're not. We're not getting in touch with them. And OK, there's the privacy rules, but we need ClfA to send this stuff out really to have impact.</p> <p>MD – Forward GDPR email from ClfA.</p> <p>ALL suggested several channels where we can promote things BAJR, Durham Uni.</p> <p>b. CPD/conference sessions</p> <p>ALL - None planned yet until other action on promotional materials and possible workshops completed.</p>	<p>ALL</p> <p>LO</p> <p>LO</p> <p>MD</p>
8.	<p>Date of next committee meeting and future events</p> <p>AGM to be held on 14 December 2023</p>	
9.	<p>AOB</p> <ul style="list-style-type: none"> ● None 	