

## Annual General MEETING - December 5, 2024: 1:00 PM.

### Online

#### MINUTES

Age	nda Point	Action
1.	ApologiesGD- Gary Duckers (consultant member)JI - Jessica Irwin (Advisory Council Group Rep)PresentLO'C - Laura O'Connor (Acting Chair, Treasurer)KG - Katie Green (Secretary)CB - Cara Burton (CIFA rep)TA - Theodora Anastasiadou (ordinary member)EK - Eileen Kerhouant (ordinary member)SP - Simon Parsons (consultant member)	(Initials) N/A
	20 participants in total.	
2	Welcome and Introductions (LO'C) LO'C provided an outline of the meeting running order, an overview of IMSIG and the purpose of the group before introducing the committee members providing a short background on each committee members background in	N/A
3	Information Management and their individual areas of expertise.         Key achievements from the past year (LO'C)         LO'C provided a brief overview on the group's achievements from the past year.         • consulted on the updated Specialist Competence Matrix review         • representatives attended the CAA UK Conference         • representatives attended ClfA Innovation Festival         • new LinkedIn account launched         • Bluesky account coming soon         • membership increased from 406 to 461. Growth attributed to:         • new social media campaign         • representation at CAA UK 2024 Conference and ClfA Innovation Festival	N/A
4	<ul> <li>Jess Irwin appointed as Group Representative</li> <li>IMSIG represented by Jess Irwin on the Advisory Council</li> <li>annual report successfully submitted (August 2024)</li> </ul> Treasurer's update (LO'C)	N/A
	<ul> <li>LO'C provided a report on the budget</li> <li>no expenses incurred this year</li> <li>£10 generated from new membership fees</li> <li>funding received for AGM travel</li> </ul>	
5	A look at our plans for next year (LO'C)	N/A



	10'C provided an outline of what we already have planned for next year	
	LO'C provided an outline of what we already have planned for next year	
	exploring PR materials for conferences	
	o new banner	
	o postcards	
	<ul> <li>investigating funding opportunities</li> </ul>	
	<ul> <li>IMSIG attendance at CIfA Annual Conference</li> </ul>	
	<ul> <li>upcoming collaborations</li> </ul>	
	<ul> <li>IMSIG and CAA UK have applied for a joint session at the CIFA</li> </ul>	
	Annual Conference in April 2025	
	<ul> <li>IMSIG representatives will attend with new promotional</li> </ul>	
	materials	
5	We want your say! Slido Survey.	N/A
	LO'C asked the attendees to tell us what they want us to do next year. Carried	
	LO'C asked the attendees to tell us what they want us to do next year. Carried	
	out the Slido survey.	
	See results in Appendix.	
6	Focus for 2025	N/A
	LO'C Presented what the committee had thought we would focus on for 2025	
	-	
	depending on the results of our survey. These priorities do tie in well with the	
	results of the survey.	
	Leading on Industry Standards for Heritage	
	IMSIG aims to take the lead in helping to shape and establish	
	information management standards for the heritage sector.	
	Outreach and Training Initiatives	
	Focused efforts to enhance awareness and promote development and	
	skills in information management	
	Survey and Report	
	Surveying members to evaluate information management roles and	
	the use of technology, comparing findings with 2015 data, and	
	publishing a comprehensive report.	
6	Elections for key positions, including Chair and Ordinary Committee Members	N/A
0	(CB)	N/A
	CB announced the uncontested applications for Chair and OCM.	
	Laura O Connor stood for Chair, nominated by Jess Irwin and Seconded by Katie	
	Green.	
	Thomas Cronwell stood for OCM	
	Laura and Thomas were welcomed to their new positions.	
	The committee still has 2 more OCM available and CB encouraged attendees to	
	contact her if they are interested in being involved in the committee.	
8	АОВ	
	The committee thanked LO'C for her work as temperary Chair following the	
	The committee thanked LO'C for her work as temporary Chair following the	
	sleeping down of the previous Chair and her excellent work chairing the AGM.	
	No other AOB was raised so a small Christmas Quiz was carried out using Slido.	
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#### Appendix: Slido Results.

š-	Which industry or sector do you primarily work in?	
	Multiple Choice Poll 🗵 16 votes 🔗 16 participants	
	Education (e.g., schools, universities) - 3 votes	
		19%
	Cultural Heritage (e.g., museums, archives, libraries) - 1 vote	
		6%
	Private Sector/Business (e.g. commercial company) - 1 vote	
		6%
	Government/Public Sector e.g. (Historic England, etc.) - 9 votes	
		56%
	Non-profit/NGO - 1 vote	
		6%
	Technology and IT - 1 vote	
		6%
	Other (please specify in Q&A box) - 0 votes	
		0%

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What type of events would you like to see more of in the future provided by IMSIG? v-0-You can select multiple options. Multiple Choice Poll 🗹 16 votes 😕 16 participants Training workshops (online) - 14 votes 88% Public lectures/seminars (online) - 11 votes 69% Thematic digital tea breaks (online) - 14 votes 88% Networking events (online/in person) - 6 votes 38% Day conference (in person/online) - 4 votes 25% Other (please specify in Q&A box) - 0 votes 0%

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# What should be IMSIG's top priority/focus next year? Please pick one option

Multiple Choice Poll 🗵 17 votes 🙁 17 participants

Industry Standards - 8 votes

	47%
Training - 3 votes	
	18%
Outreach (social media/in person events/etc) - 0 votes	
•	0%
Providing advice/guidance for IMSIG members - 6 votes	
	35%
Increasing IMSIG membership - 0 votes	
•	0%
Other (Please specify in Q&A box) - 0 votes	
	0%

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