

INFORMATION MANAGEMENT GROUP

Committee meeting – 4 February 2026

1:00 PM

Online: Teams

MINUTES

	Agenda Point	Action (Initials)
1	<p>Welcome and Opening</p> <p>Attendance numbers:</p> <p>Committee Present LO’C - Laura O’Connor (Chair) JI - Jessica Irwin (Advisory Council & Group Rep) TA - Theodora Anastasiadou (Ordinary Member) CB - Cara Burton (CIFA rep) KG - Katie Green (Vice Chair) EK - Eileen Kerhouant (ordinary member/Student Rep) TB - Tanya Brown (social media volunteer)</p> <p>Apologies TC- Thomas Cromwell (ordinary member) SP - Simon Parsons (consultant member) GD- Gary Duckers (consultant member)</p>	N/A
2	<p>Statements reminder</p> <ul style="list-style-type: none"> ● Cifa statement about dignity and respect ● Competition law statement of compliance 	
3	<p>Previous Minutes</p> <p>Previous minutes agreed.</p> <p>Fixed the outstanding things from old ones.</p> <p>ACTION: KG to send to CB after the next meeting.</p>	KG
4	<p>Matters Arising LO’C</p> <ul style="list-style-type: none"> ● Welcome to Tanya and Introductions. ● TA - IMSIG edition <p>Draft sent to committee, looks really good, to be published soon.</p> <p>It will be interesting to see the effect on member numbers. 519 currently.</p> <ul style="list-style-type: none"> ● Cifa 2026 IMSIG/AAG Session 	

	<ul style="list-style-type: none"> ○ Banner and Images galore. ○ Laura and Tanya. ○ Currently 4 submissions. Quite a short call so may get a push on last day. Meet on the 8th to see what we get. ○ Reach out to TA authors if needed. ● AGM: Open positions for Secretary and OCM - LO'C/ALL ○ Cara to reach out again in a few weeks. ○ Could always call a EGM after the conference session 	
5	<p>Standing Item: Groups Forum/Advisory Council Feedback (if applicable) JI</p> <p>Next meeting in March.</p>	
6	<p>Standing Item: Group Documentation (if applicable) KG</p> <p>Annual report will be sent out in Spring but not due to August</p>	
7	<p>Standing Item: FISH/HEIRNET/OASIS Update (if applicable) LO'C/JI</p> <p>On email list for FISH</p> <p>Next OASIS meeting 25th of March</p>	
8	<p>Standing Item: Communications LO'C</p> <ul style="list-style-type: none"> ● Social Media Update (TB) <p>Facebook is set up now, members to follow us on facebook. Nothing to post as yet but will post the next digi talk. And post call for people.</p> <p>Tanya to post the next DigiTea in blue sky. X still in process of closing</p> <p>Cara to add our socials to the group email footer.</p>	
9	<p>Conference/Event/Workshops</p> <ul style="list-style-type: none"> ● Conference session separate meeting planned follow call deadline. <p>Jumping off point for the technical working group.</p> <ul style="list-style-type: none"> ● Schedule of events - Spring/Summer 2026 digital tea breaks, speakers LOC/ALL 	

	<ul style="list-style-type: none"> ● Stuart in feb - 50 signed up. No speaker in March, ● April is conference. ● May out for a call ● Leslie Davidson is July. ● Dora's friend, KL from York. 	
<p>10</p>	<p>AOB</p> <p>Recorded Laura's session at member day talk. Will share it with us. For us to share on our own channels.</p> <p>And also considered cropping it for website. Tanya might be able to use it on socials.</p> <p>Alex CEO - lunch time institution of environmental sciences. 1.30 on 10th march speakers. Looking for speakers. 10-15 mins. Jen could support if we needed it.</p> <p>ADS recruiting 2 DAAs.</p>	
<p>11</p>	<p>Date of next committee meeting and future events.</p> <p>Early to Mid March.</p>	