

Yorkshire and the Humber Health Libraries & Knowledge Network (YOHHLNet) Committee

Date: Thursday 9th February 2017

Notes of the Network Committee Meeting

Present:

Janet Sampson (Chair)	JS
Helen Rotherforth	HR
Sarah Hennessy	SH
Katherine France	KF
Rebecca Williams	RW
Maria Simoes	MS

Apologies

Dominic Gilroy	DG
Jo Marsden	JM
Paul Twiddy	PT
Hazel Brownhill	HB
Joel Kerry	JK
Helen Barlow	HB
Heather Steele	HS
Rebecca Stevenson	RS

No.	Agenda Item	Actions
1.	Welcome and Apologies JS welcomed all to the meeting and apologies were made on behalf of those listed.	
2.	Notes of the Previous Meeting The minutes were agreed as an accurate record. KF noted that she wasn't present at the previous meeting so the minutes need amending.	
3.	Matters Arising DG had sent an update regarding the Wiki Task and Finish Group. At the previous meeting the group had discussed the need for a password protected area of the wiki. This could be used for a range of areas - car share options, room bookings, list of member organizations, bursary information and application forms. Some training materials may also need to be password protected. Guidance is needed from DG and JK to what is possible – certain areas of the wiki are already password protected - could the same password be used for this purpose? JS reported that the venue information and YOHHLNet constitution to go on the wiki HB and KF will send out the car-share list to the network in due course	JS and BW to discuss with DG and JK for investigation JK and DG to action KF and HB to action
4	Committee Membership Update JS updated the group that Heather Steele (HS) is to join the committee. However, there is still a vacancy for a paraprofessional to join the committee. HR suggested that she might know someone who would be interested– HR to check. One other possibility is to target north/east Yorkshire who currently have limited representation.	JS and HR to identify a paraprofessional to join the committee

<p>5</p>	<p>Finance HR and JS reported that all is up and running with the bank account, although online access is still to be resolved. A bursary has been awarded to MS for the LILAC conference.</p> <p>14 memberships have been invoiced, with another 11 still expected. There has been no response from 5 services.</p> <p>SH queried whether a welcome pack/e-mail is sent when a service joins YOHHLNet. HR said that this does not currently happen but the group agreed that this would be a good idea. This would be sent when confirmation of payment is received.</p> <p>JS volunteered to draft an e-mail and send it to BW and HR for comments. The group had a discussion about what to include, e.g. hashtag, professional collections.</p>	<p>JS to draft a welcome e-mail</p>
<p>6</p>	<p>CPD Update KF updated the group regarding CPD events:</p> <p>The Ned Potter Marketing Masterclass has been booked in for the 12th May in Leeds. 25 places will be available and the cost is £750. The event will take place at Willow Terrace Road - catering will need to be booked. Andrea Guest to do the bookings. This will be advertised on the list and to YOHHLNet network in the first instance.</p> <p>Managing Outreach Session JS – earmarked a day with the CILIP – date in June TBC. 25 people in York. Andrea to look for a venue. Venue costs to be covered by YOHHLNet. Bookings through HCLU.</p> <p>Applications for bursaries are welcomed – HB has e-mailed the lists to inform staff across the region.</p> <p>Book collection – a list of new books is ready and needs ordering. These are print books and will be ordered through Blackwells. HB to action as needed.</p> <p>The Paraprofessional meeting was a success and it is hoped that this will be repeated at a venue in Sheffield with IT training facilities. This has been passed to DG see if funding is available. If not consider YOHHLNet funding.</p> <p>An update was provided by DG. The Big Day Out Up North in York on the 10th March is now being advertised. A Health Information Study Day will take place on the 10th July regarding information for patients, carers and the public.</p> <p>The group discussed whether the synthesizing course be run again as it became fully booked very quickly.</p> <p>A Knowledge Management event will be organized in due course. DG and Caroline Storer to do KM Train the Trainer.</p> <p>MS requested that we try and vary the days that the training takes place and ensure that this is not just on Fridays. The group confirmed that training takes place on a</p>	<p>HB to order the book collection</p> <p>DG to consider funding a further event</p> <p>JS to check the format of the day.</p> <p>KF to send out a message to gauge interest.</p>

	<p>variety of days.</p> <p>The national level training needs analysis results are due out soon – this will help inform future training.</p> <p>The group formally acknowledged that they will grant a bursary to MS to attend the LILAC conference in Swansea 10th -12th April.</p> <p>HLG have also advertised for applications for bursaries to attend conferences. The group agreed that it would be useful to send a reminder to all about applying for bursaries. It would be good to also provide a link to other bursaries on the CILIP page.</p> <p>Early bird bookings for CILIP conference now being taken. The conference takes place on the 5-6th July at a cost of £280 + VAT for CILIP members. It was agreed to promote the course and offer a bursary for 1 place. CILIP would be approached to see if they would be prepared to offer a further discount.</p>	<p>KF/HB to send out details</p> <p>KF/HB to put out the call for applications.</p>
7	<p>YOHHLNet Launch Event</p> <p>The day was very enjoyable and there was very good feedback from the keynote speakers. It was a really good day with lots of new faces. There was good use of Twitter for the event. The group agreed that they were happy with how the day went – a success!</p> <p>.</p>	<p>HB and RS to write an article – to be out in the spring edition</p>
8	<p>CILIP Conference</p> <p>Some expressions of interest have been raised with CILIP to present at the conference. JS, SA (HLN) and JW (NW) have put in a proposal for a talk on networking and partnership working for the three networks. KfH and HCLU may have also put in expressions of interest.</p>	
9.	<p>COP and Regional Groups Update</p> <p>The group discussed the COP survey results and report. It was agreed that the groups need updating and refreshing. The following points were agreed:</p> <ul style="list-style-type: none"> • All groups to have up to date Terms of Reference and these will be placed on the wiki • All groups will send out an annual call for members • The suggested list of groups will be sent to the YHLKS list and ask for feedback on whether this meets the needs of the network. Also ask whether these are permanent or temporary groups, e.g. Task and Finish Groups. • It will be suggested that the groups are largely virtual with an annual event • Volunteers will be requested to chair and organise the groups • The groups will be renamed as Special Interest Groups • The groups will be able to apply for funding from YOHHLNet, i.e. for the annual events. 	<p>BW to draft e-mail and send to JS for approval/ distribution</p>

10	<p>A.O.B.</p> <p>At the recent Patient and Public Information Day, it was suggested that YOHHLNet have a representative on their committee for Making Every Contact Count. The group agreed to put out a call to the list to ask for a volunteer this will have a link in it to the presentation on the wiki for further information.</p> <p>The YOHHLNet committee wished a happy retirement to Ruth Merrill at the end of Feb.</p> <p>The group had a discussion about YOHHLNet rewards and recognition. It was agreed to have a Directors Award and a People’s Award to start in 2017 at an annual Christmas event. The Directors Award will be awarded and made by David Stewart. The People’s Award(s) will be nominated and voted for – procedure to be defined.</p>	<p>JS to put out a call on the lists</p> <p>People’s Awards: All to consider for the next meeting and circulate examples of how awards could be adapted before the next meeting.</p>
11	<p>Dates of next meeting Wednesday 5th April 2017 10am at Willow Terrace Road</p>	

Notes: