

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

Date: Tuesday 6th November 2018

Notes of the Network Committee Meeting

Present:

Janet Sampson (Chair)	JS
Dominic Gilroy	DG
Rebecca Williams	RW
Sarah-Gardner	SG
Helen Barlow	HB
Natasha Craigs	NC
Maria Simoes	MS
Heather Steele	HS
Helen Rotherforth	HR
Rocio Rodriguez-Lopez	RRL
Sarah Hennessy	SH
Chris Lawton	CL
Helen Curtis	HC

Apologies

Joel Kerry	JK
Katherine France	KF
Jennifer Roberts	JR
Paul Twiddy	PT

No.	Agenda Item	Actions
	<p>YOHHLNet Awards</p> <p>The meeting commenced with finalizing the winners of the YOHHLNet awards- to be announced at the Christmas Study Day. Care was taken to ensure that the voting was done in impartial manner!</p>	
1.	<p>Welcome, Introductions and Apologies</p> <p>JS welcomed all to the meeting and apologies were made on behalf of those listed. This is the last meeting for JS and the group were very sad but thanked her for her fantastic work!</p>	
2.	<p>Notes of the Previous Meeting</p> <p>The minutes were agreed as an accurate record.</p>	
3.	<p>Matters Arising</p> <p>JS updated the group as follows: Committee posts – congratulations were given to the following members who start their new roles with effect from January:</p> <ul style="list-style-type: none"> • BW and HS as co-chairs • HC as secretary • JK and RRL as CPD co-ordinators • NC and CL as social media co-ordinators. • HR to remain as treasurer. 	<p>HR to action the online banking updates</p>

	<p>Some practicalities with the online banking need to be sorted out - HS and HC to be set-up on the system and JS needs to be removed. BW's role needs to be updated.</p> <p>As per the previous meeting. JS has e-mailed library managers to request expressions of interest in mentoring to support others to develop managerial skills.</p>	
4.	<p>Finance HR provided an update on the budget figures. The current balance is £13575.26 – awaiting transfers from HCLU. The Knowledge Management course invoice is still outstanding. Some membership fees are also still outstanding and some have gone into Mid Yorks account in error. Sheffield Teaching Hospitals now joining YOHHLNet.</p>	HR to action all finance issues
5	<p>CPD Update HB provided a CPD update to the group on forthcoming events:</p> <ul style="list-style-type: none"> RRL, JK, KF and DG had teleconference to handover CPD role. Discussed having a telephone meeting in January to finalise events. KF will be the only member of YOHHLNet who is a member of the national CPD group. <p>DG updated:</p> <ul style="list-style-type: none"> Ned Potter event advertised and is fully booked Advocacy and Influencing event fully booked Research event increased capacity from 40 to 50 Health Literacy event is fully booked CASP training is available in Lancaster – all are encouraged to book-on if interested <p>Conference bursaries The group agreed to remove EAHIL and northern conference travel costs from proactive promotion. The following conference bursaries will be promoted in the new year. :</p> <ul style="list-style-type: none"> EBLIP CILIP LILAC <p>YOHHLNet will advertise 2 bursaries for each but consider other strong applications. The group agreed to cover conference fees and £200 towards travel and accommodation.</p> <p>The bursaries will be advertised via e-mail to co-ordinate with HCLU bursaries. They could possibly also be advertised through an article for LINKUP in its new blog format.</p>	BW/HS to advertise bursaries in the new year.
6	<p>Christmas Study Day 2018 JS reported back on progress with the Christmas Study Day and all is coming together well. 54 people are booked to attend which is double the bookings from last year. There is also a good coverage of organisations – NHS, public libraries, academic, NHS Digital, public health.</p> <p>The speakers all confirmed :</p> <ul style="list-style-type: none"> Andy Wright is the keynote. 	

	<ul style="list-style-type: none"> • Mindfulness – Sally Rose • Knowledge Cafes - JS to recap topics and volunteers • Tai-chi • Bursary speakers • YOHHLNet’s Got Talen. • Awards – the group agreed to fund chocolates and certificates for the winners. <p>The Cartoonist will require space to display his artwork.</p>	<p>JS to e-mail delegates and remind them about menu choices.</p> <p>DG to bring laptop, YOHHLNet goodies and name stickers.. Leeds staff to bring post-its and pens.</p>
7	<p>Wiki DG reported that the new website will be available in the new year – possibly April. SG and RRL volunteered to undertake website training alongside JK.</p>	<p>SG and RRL to undertake training</p>
8	<p>YOHHLNet Constitution The group agreed some updates to the YOHHLNet Constitution:</p> <ul style="list-style-type: none"> • P2 – Distribution – social media, Document owner needs updating • P7 CPD - receive applications for bursaries, COP is advisory panel • P5 – COP check TOR and approval • Remove wording about auditing 	<p>BW to update and distribute – review at the next meeting</p>
9.	<p>Ordering Food for Events DG asked that if we could simplify the process when ordering catering for an event so this does not need to be done through Sharon. The group agreed although HCLU/national events will still need to be ordered through Sharon.</p>	<p>DG to draw-up guidance.</p>
10	<p>YOHHLNet Poster DG and BW outlined plan to create a poster for conferences and events as part of the fellowship process. The group agreed with the following suggestions for things to be included:</p> <ul style="list-style-type: none"> • JS to send a slide on the benefits of YOHHLNet • Photos and cartoons from events • Feedback from members 	<p>BW and DG to action</p>
10.	<p>A.O.B.</p> <ul style="list-style-type: none"> • SG raised the issue of Survey Monkey problems – all agreed that this is very problematic but hard to think of a solution • SH asked whether delegate lists for event can this be shared. The group decided that this was not possible due to confidentiality/GDPR issues. 	
11.	<p>Date of next meeting Friday 18th January 2019 10am Willow Terrace Road</p>	