

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

Date: Friday 18th January

Notes of the Network Committee Meeting

Present:

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| Dominic Gilroy | DG |
| Rebecca Williams (Chair) | RW |
| Sarah-Gardner | SG |
| Joel Kerry | JK |
| Katherine France | KF |
| Jennifer Roberts | JR |
| Paul Twiddy | PT |
| Helen Rotherforth | HR |
| Rocio Rodriguez-Lopez | RRL |
| Sarah Hennessy | SH |
| Helen Curtis | HC |

Apologies:

Natasha Craigs, Maria Simoes, Chris Lawton, Heather Steele

| No. | Agenda Item | Actions |
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| 1. | Welcome, Introductions and Apologies RW 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. | |
| 3. | Matters Arising HR commented that the banking process, to enable new members to authorize expenditure, was in hand and should be completed shortly. YOHHLNET Poster was still being written and could be used to promote the organization at national conferences, such as CILIP, in order to raise awareness and hopefully attract new members. To this effect RW was going to send out a small survey shortly to existing YOHLNET members about expectations and service developments which would inform the poster content. DG said the survey could mirror the initial survey sent out prior to YOHLNET's creation which was effectively asking the same questions. | RW to send out survey to members |

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| 4. | <p>Finance HR provided an update on the budget figures. The current balance is £18,500.22. HR was chasing up 5 membership subscriptions which have got lost in the system. HR explained that the £50.00 subscription fee was ending up in the Mid Yorkshire rather than the YOHHLNET account and because it was such a small amount it was really difficult for HR to claim back from her finance department. It was decided that the 2019 invoices would have HR home address on them to try and avoid this confusion and that HR would send an email out to this effect nearer the subscription renewal date.</p> <p>There are still a few invoices outstanding in relation to speakers and for food at meetings but no cause for concern in regard to finances were reported.</p> <p>RW discussed the need to attract members from the other from those from NHS health libraries with public health staff, cited by DG, as likely recruits.</p> | <p>HR to email members to advise of invoice address change</p> |
| 5 | <p>CPD Update KF/HB are both on the national CPD group. KF provided an update from the national CPD group:</p> <ul style="list-style-type: none"> • Systematic Review training has been advertised • Grey literature training is planned for Spring/Summer 2019 • Next development needs analysis will take place in September 2019 <p>KF said there was shortly to be a teleconference the CPD special interest group to complete the handover to Joel and Rocio.</p> <p>DG updated the group with Northern CPD activities</p> <ul style="list-style-type: none"> • Research day - well received by delegates • CASP /Ned Potter fully booked • Health Literacy- train the trainer on 13th February 1 place left • Library assistants customer service day 11 places left on the 29th January York event • National conference – 6/7 June – Harrogate is at the planning stages it is a virtual group that deals with the planning, multi-disciplinary in content <p>Conference bursaries JR stated that at the Christmas meeting a few people had commented to her that they had been put off applying for a bursary because the application form stipulated that the recipient had to tweet from the event as one of the conditions. There was then a discussion about whether this represented a training issue (RRL) in regards to social media. It was ultimately decided that although the onus on the delegate to share their reflections after the event should remain there should be less of an emphasis on social media as an essential requirement but they should be encouraged</p> | <p>JK to change wording on bursary application form</p> <p>RW to advertise the vacant position</p> |

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| | <p>to do so (SH) JK will rewrite bursary application to reflect this.</p> <p>As Rocio is now leaving to take up a new position in Cardiff there will shortly be a vacancy on the CPD group.</p> | |
| 7 | <p>Wiki</p> <p>JK reported that he has updated the wiki to include all new members of the committee. He also discussed the new website which will supersede the wiki imminently. Joel stated that although the training had been a little tortuous the first impressions of the site are good with improved functionality over the wiki. There is a slight disadvantage, however, in that at the moment it stands separate from the national website which was unavoidable due to the amount of time that the national site took to be developed https://www.lksnorth.nhs.uk/</p> <p>At the Christmas study day YOHLNET was criticized for its lack of social media presence. RW to email members to remind them about the importance of using social media to promote our activity.</p> | <p>RW To email members to remind them about #YOHLNet</p> |
| 8 | <p>YOHLNet Constitution</p> <p>RW gave the committee a chance to review and comment on the changes made to the constitution. SH suggested that the links should be taken out so that the document remains accurate. SH suggested that the rule that committee members could only stay in post for 3 years needed amending as this obviously isn't the case as many of the original post holders are still in situ or hold other posts on the committee. There was then a discussion on a potential reword of the constitution regarding this point with RW to edit accordingly.</p> | <p>RW to edit as discussed</p> |
| 9. | <p>AGM 2019</p> <p>Discussion was made of the need to plan for the AGM which is due to take place on May 16th 2019. We all discussed what format this should take with preliminary ideas includes discussions on apprenticeships, panel question time and representation from the CILIP revalidation officer with a slot on the agenda for the CILIP President David Stewart.</p> | <p>DG to invite delegates as discussed</p> |
| 10. | <p>A.O.B.</p> <p>None raised</p> | |

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| 11. | Date of next meeting Friday 15th March 2019 10am Willow Terrace Road 10.00-12.00 | |
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