Forum for Interlending and Information Delivery

Minutes of the Executive Committee Meeting 15th April 2015

**Attendees:** Sandra DeRoy(SD), Julie Clement(JC), Karen Payne(KP), Lesley Butler(LB), Tracey Jackson(TJ), Kate Ebdon(KE), Marjory Lobban(ML), Su Fagg(SF), Joanne Docherty(JD), Gillian Wilson(GW)

**Apologies:** Natalie Guest(NG)

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| Agenda Item | Discussion/Decision | Action |
| 1 | **Minutes of previous meeting**The minutes were accepted as an accurate record |  |
| 22.12.22.32.42.5 | **Interlend 2015**Update on venue – GW confirmed we have 10 rooms booked for Sunday evening, 70 rooms for Monday evening with an additional 10 rooms available if required (advise hotel by mid may). KE offered to go on final visit to hotel with LB. Date to be confirmed.Checklist for hotel – see appendix 1**Speakers**SF reported that she had still to receive signed speaker agreements from Mike, Ned, Annette, and Sarah. **Programme**SF is trying to finalise the programme, working around tour times. After a brief discussion it was decided to check with Ned if he could start at 10am instead of 10.30. It was also suggested to add in refreshments at 11am and possibly make lunch 45 mins on day 1. Another option would be to move Dawn to day 1 and move SF and CB to day 2. Depending on the final programme, it may be easier for the committee to issue room keys at end of session on day 1 rather than have people try to collect keys and move luggage around during lunchtime or afternoon break.UPDATE: Ned OK to start earlier on day 1, and has accepted offer of hotel room on Sunday night. Registration now from 9am. Sign up sheets for tours? Lunch moved forward on day 2, no gap between pm session and tour to allow for earlier finish. Changes circulated to committee for checking.**Sponsors/freebies/branded items**JC reported that invoices had been sent to OCLC, Taylor & Francis and CapitaKE will look into if there are any freebies available from BL. KP has some picture postcards, we have plenty of FIL branded bags, pens, pencils and folders. SD will pursue ordering travel style mugs with FIL branding.ML will provide KE with a list of attendees to produce badgesSF asked about the printed conference booklet/brochure that was produced last year. JC will confirm the cost to Huddersfield Univ print unit last year, ML also offered to obtain a quote from Edinburgh Univ print unit for comparison.**Timescales/Key milestones**It was decided to extend the Early bird bookings until 30th April to allow time for the full programme to be confirmed and hopefully attract more attendees. ML will send a message to the list to advertise once the programme has been confirmed.KE and LB will arrange date for the final hotel visit.SD will arrange the next telecon after this visit**AOB**: We have received 2 sponsored delegate applications – it was decided to offer both sponsored places. | KE & LBSFSFKEML & KEJC & MLMLKE,LB & SD |
| 3 | **Interlend 2016**Sub-committee: LB volunteered and others TBCVenue: Oxford or Portsmouth - both venues were thought to be acceptable, and it was suggested that we could choose Portsmouth for 2016 and Oxford 2017. This would make things easier as both venues have been checked out already meaning no visits would be required next year to check sutability. It may also be possible to lock down a lower price for Oxford by provisionally booking so far in advance.Theme : TBC / speakers: TBC |  |
| 4 | **IFLA**KE is investigating if BL have a rep. SD will send a message to the list about sponsored delegate place. ML has a link she will share with the group re IFLA placement for ideas. | KE, SD, ML |
| 5 | **FIL Journal**Chris B has been sent material from Claudia. He should have enough for the next issue. As Chris is not a committee member we will need a volunteer to take it forward for future issues. Chris will continue to arrange for publication via Huddersfield Univ print unit. It was suggested that we add info about the conference – possibly a "wish you were here!" postcard? We could also add some of the blog entries if required. Everyone was reminded to submit their bio if they haven’t already done so. |  |
| 6 | **Treasurer Report – see Appendix 2**JC reported that although we made a loss on the conference, we gained on the BL event.It was decided to deposit £15k into a fixed term deposit account paying 1.1% interest until Feb 16  |  |
| 7 | **Membership Report**162 members - 5 cancellations JC – suggested that we offer a 6 month membership fee of £40 for people who want to join after conference until the end of the year. |  |
| 8 | **Web Officer Report**NG will provide instructions for ML with regards to making updates to the website. NG will continue to update website as much as possible meantime. |  |
| 9 | **CONARLS report – see Appendix 3**GW reported the next meeting would be on 6th May. Questionnaire has been circulated to gather info in context of development (public libraries). Briony will give feedback about this at the conference. GW also reported this would be her last FIL meeting.  |  |
| 10 | **BL Report – see Appendix** **4**KE reported the new pricing letters are due to be sent in May. Price for electronic journals - no change. Scanned/print copies/loans increasing by 5%Currently piloting 'plugin-less' DRM - will start rolling out soon. Information will be sent out over the next few months.The Magna Carta exhibition is still running. |  |
| 11 | **AOB**FIL @ BL (London) November - KE will check for available dates in November and provisionally book roomsSF will update the evaluation forms as necessary | KE , SF |
| 12 | **Date of next meeting**14th October 2015 |  |
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**Appendix 1**

* who will be contact? - SD
* noticeboard at reception and outside conf room? - yes @ reception "Welcome to FIL 2015", pop up FIL banner outside conf room.
* who can sign for additional items? - JC and SD and JD
* any deliveries before event? Banners, merchandise, TandF journals, FIL bags/folders/pens/pencils,frogs
* who will be delivering? - various
* how many? - TBC
* size/quantity? - TBC
* can be stored 2 days before and 2 days after event - check if this includes weekend
* hotel not responsible for left items, will dispose of items 48 hours after event
* what time will you be arriving? committee arriving Sunday
* is there a room to keep things in? use one of the premium bedrooms? (checkin 2pm)
* how many delegates? TBC (currently 49 full and 8 day)
* setup in main room? theatre style (without tables)
* setup in breakout rooms? TBC
* top table in main room and breakout rooms - yes
* setup time required? yes
* registering guests? yes
* registration desk required? yes
* require group checkin? yes - check re luggage storage
* additional guest costs will be charged to main account unless individual card details left at reception
* audio/visual equipment - yes - laptop, projector, pa system
* external av company? - no
* crew catering? - no
* exhibition in breakout area? yes - send plan and furniture requirements from exhibitors £5 per stand extension cable £2.50 - check with hotel setup/breakdown time
* site visit for exhibition area? - not necessary, 2 tables and chairs only
* required teambuilding activities? - no
* arrival refreshments? - yes on day 1 from 9.30am - 10.30am (included)
* Timings - TBC Lunch - TBC Buffet lunch or bowl food? - confirm what is bowl food?
* drinks with lunch? jugs of water
* breakdown time required? – no
* full list of guest names – TBC
* Accounting instructions for invoicing - JC
* twitter account - #Interlend15
* ask about seating plan for dinner, example of menus and check re drinks reception

**Appendix 2**

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http://www.forumforinterlending.org.uk/

**Treasurer’s Report**

**FIL committee meeting 15th April 2015**

**Balance on 31st March: £36,979.52**

**Includes fixed term deposit that matured 17.3.15 of £10,161.68**

**Membership Subscriptions 2015**

Income £6390

1st reminders just sent out

**Interlend 2014**

Final figures

Income £15,560

Expenses £17552

Loss £1992

**FIL@BL event 2014**

Income £3250

Expenses £735

**Interlend 2015 Sponsorship packages**

Platinum £1000 – OCLC

Silver £500 - Routledge, Taylor & Francis

Bronze £250 - Capita

**Options for fixed term deposits**

3 months 0.55% 6 months 0.70% 1yr 0.8% 2 years 0.9%

10th Sept 0.75% 10th Feb 16 1.1%

**Appendix 3**