



Scientific Archivists Group

Promoting excellence in records management

Minutes of an Annual General Meeting of the Company held at The Marriott Hotel, York, UK on Thursday 17th October 2013 at 4:45 pm

A quorum (minimum 10 members) was in attendance. The meeting was chaired by Chris Jones (SAG Chairperson).

Election of Directors

The result of the ballot to elect Directors was announced. The following members of SAG Ltd have been elected as Directors and will serve on the Board for a period of 2 years.

- Chris Jones
- Neil Gow
- Richard Pennicard
- Mary Paul
- Gail Dams
- Russell Joyce
- Eldin Rammell
- Reinhard Schoebitz

There are two open Director positions. Any company members interested in filling an open position were asked to contact an existing Director for further details.

Board Roles

The Board had met earlier on the 17 October and identified individuals to serve in a number of roles that support the operation of the Company. The individuals allocated to the roles are listed below.

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|--------------------------------|-------------------------------|
| • Chairperson* | Chris Jones |
| • Membership Secretary* | Neil Gow (Reinhard Schoebitz) |
| • Meetings Secretary* | Eldin Rammell |
| • Treasurer* | Richard Pennicard |
| • Business Development | Mary Paul |
| • Events Coordinator | Gail Dams |
| • Events Programme Coordinator | Eldin Rammell / Russell Joyce |
| • Publications | Russell Joyce |
| • Website | Neil Gow |



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The roles marked * will always be undertaken by a director. Other roles are not required to be undertaken by Directors. There may be other roles in the future that require expertise from outside the Board.

It was noted that Mary Paul is looking to relinquish her responsibility both as Business Development Coordinator and as a Director during 2014. Neil Gow will be handing over responsibility as Membership Secretary to Reinhard Schoebitz during 2014. Richard Pennicard is looking for a Director to handover Treasurer responsibility to during 2014.

Membership Subscriptions

It was confirmed to Members that the subscription rate for 2014 would be held at the current rate.

Accounts

The accounts for year ending 31 December 2012 were presented to Members and were accepted unopposed. Berkeley Townsend was proposed as Independent Examiners for the 2013 accounts. The proposal was accepted unopposed.

Training

Chris Jones presented proposals for SAG to offer a comprehensive training programme both for SAG members and non-members. The training programme would initially be offered in two streams: introductory and advanced. The advanced programme would include the existing Spring Conference and a new Autumn 2-day workshop. A member queried whether the programme would include assessment of competency following training. The response provided was that this would be considered by the Board.

Questions

The meeting was opened up to questions from Members. A member suggested that once the Training Programme was available, SAG should consider purchasing a stand at a NHS R&D Forum event.

The Chairperson formally closed the SAG Ltd AGM at 5:20pm.