

Minutes of the Annual General Meeting of the Scientific Archivists Group Limited held at Crowne Plaza Hotel, Birmingham on Thursday 21st April 2016 at 09:10 am

## **1. Administration**

- 1.1 The detailed information presented to the members are contained in the associated slide pack, which is available on the Members area of the SAG website <http://www.sagroup.org.uk/members-area/document-library/governance>.
- 1.2 A quorum (minimum 10 members) was in attendance. The meeting was chaired by Eldin Rammell (SAG Chairperson).
- 1.3 A proposal to accept the minutes of the previous meeting was carried.

## **2. Directors**

- 2.1 Gail Dams and Svetla Churchman-Zlatkova have stepped down as Directors of the group effective 21-Apr-2016.
- 2.2. There are 4 Director positions open for election in October 2016, nominations will be sought in the summer. If any members are interested in becoming a director, they are encouraged to learn more by talking to an existing Director.

## **3. Finance**

- 3.1 Jody Salisbury shared the 2015 accounts - which are currently being examined by the SAG accountant. They will be shared with SAG members once they have been examined.
- 3.2 Income was primarily conference receipts, training course receipts and membership subscriptions.
- 3.3 Main operating costs were the conference, training courses and Sagacity.
- 3.4 The operating deficit for the year was £2,837 primarily due to implementing changes in SAG events.
- 3.5 In 2016 it is expected the group will break even.
- 3.6 Physical assets are fully depreciated (no net value).
- 3.7 Reserves are healthy
- 3.8 **Proposal to retain Berkley Townsend as the Group Accountants was supported.**
- 3.9 **Question from the floor:** Why when the reserves are healthy did the membership fee increase in 2015? **Response:** The membership fee is meant to cover the costs of administering the organisation. As those have increased over time, we were relying more on the conference to subsidise, so took the decision to implement an increase in membership fees.

## **4. Future events**

- 4.1 The 2017 conference will be held in Manchester 27-28th April.

4.2 Training events are being planned for the rest of the year and will be published via the SAG website once confirmed.

5. **Membership**

5.1 Annual membership fee is £60.

5.2 As of today there are 125 current members, distributed across 11 countries.

5.3 Paying online is the easiest approach to process and is therefore strongly encouraged.

6. **Special Interest Group (SIG)**

6.1 GCP and e-Record SIGs are active, and both will be publishing new output shortly.

6.2 A GLP Special Interest Group will be starting up , volunteers will be sought to take part.

Meeting formally closed 09:47 am.