



Minutes of the Annual General Meeting of the Scientific Archivists Group Limited held at Midland Hotel, Manchester on Thursday 27st April 2017 at 09:05 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 2016 meeting was carried.

## **2. Directors**

- 2.1 The composition of the Board of Directors is now reduced. There are now 3 Directors – Chairperson, Secretary, Treasurer plus up to 2 optional Directorships.
- 2.2 Jody Salisbury and Leigh Tate stepped down from the Operational Committee.
- 2.3 Jamie Toth, Alex Dingenouts, Carolyn Fitzpatrick and Sarah Curno have joined the Operations Committee. Carolyn Fitzpatrick has also joined the Board as the current Treasurer.

## **3. Finance**

- 3.1 Carolyn Fitzpatrick shared the 2016 accounts - which have been examined by the SAG accountant and approved. They will be shared with SAG members via the Members Area in the SAG website
- 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 £3917. In 2017 it is expected the group will make a small excess.
- 3.5 Reserves are healthy
- 3.6 Proposal to retain Berkley Townsend as the Group Accountants was supported.

## **4 Conferences and Training**

- 4.1 The 2018 conference will be held in Brighton 26-27th 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 134 current members.
- 5.3 Offline payments have been removed as an option on the website.
- 5.4 Membership certificates will not be issued automatically, but are on available on request.

## 6 **Technology and website update**

- 6.1 Committee now use OneDrive for collaboration
- 6.2 Moved back to EventHq from EventBrite for conference booking
- 6.3 Stripe has been added for credit card payments due to issues with PayPal for some members.
- 6.4 In 2017 the website will be moved to a new host and content management system to improve usability and reduce support costs.
- 6.5 The group is working to increase social media presence.
- 6.6 A call was made for SAG members to join, follow or "Like" the various social media channels.

## 7 **Sagacity**

Additional members are being sought to serve on an editorial panel for Sagacity. If any members are interested, please contact Russell Joyce.

## 8 **Training**

SAG has run 7 instructor led training course in the past 12 months. 4 Archiving, 1 TMF Essentials, 2 Electronic Records - 53 attendees. Further courses will be introduced and delivered in the coming year. Details will be available on the website.

## 9 **Special Interest Group (SIG)**

- 9.1 Good Clinical Practice SIG and Electronic Records SIG continue to operate with a number of active members.
- 9.2 There was insufficient interest amongst members for a GLP SIG, so that has not been created.

## 10 **Group Name**

The group has operated under the same name since its formation in 1981. During that time the group has evolved its activities to continue to deliver maximum benefit to members. The Operations Committee have recently agreed changes to the group's Mission Statement and Aims, these will be published on the website in the near future. Additionally, it has been

decided to change the name of the group to ensure it effectively represents the activities the group undertakes. The current membership will be asked to contribute ideas for a new name.