

Date: Tuesday, 09-Nov-2021 **Time:** 8 am EDT / 1 pm GMT **Location:** Virtual Meeting via GoToMeetingWebinar

Chair: Neil Gow

Purpose: An overview of our activities over the last 16 months and a look ahead to the coming year. This meeting was recorded, and is available at here [Scientific Archivists Group Ltd -2021 Annual General Meeting.mp4 - OneDrive \(live.com\)](#)

13 people attended the meeting

Ops Committee members attending the meeting: Dora Endreffy, Jamie Toth, Russel Joyce, Hobson Lopes, Bob Thompson, Anita Paul, Shanaye Thomas

Meeting began at 8:04 am EDT / 13:04 GMT by Neil Gow with a review of housekeeping for the meeting.

TOPIC	MINUTES
1. Acceptance of minutes from AGM April 2020	<ul style="list-style-type: none"> Minutes from April 2020 have been posted to the website and available for review for the last 18 months. No questions or comments on the minutes. Minutes were accepted.
2. Annual Review of Activities April 2020 - Oct 2021	<p>Below are summary notes only, see full slide deck for all details:</p> <ul style="list-style-type: none"> Composition of SAG Board and HSRAA Operational Committee: Neil reviewed the SAG Ltd. Board of Directors reviewed and Operations Committee. Financial Review of SAG Ltd: Russell reviewed the financials. Membership Update: Dora reviewed membership. 2020 at 64, 2021 at 87, have 82 renewed memberships.

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	<ul style="list-style-type: none"> • Training Update: Russell reviewed the slide on what is actively being worked on, as well as the courses run over the past 18 months. • Let's Talk Series: Dora reviewed the sessions and how they went and what the plans are for the future. • Community Forums: Neil discussed the GCP, eRecords forums and updates on what is happening with each. • 						
3. Future of HSRAA	<p>Impact of Changing Environment SWOT analysis was reviewed by Jamie, Russell and Dora. A revised mission statement will be posted on the website.</p> <div data-bbox="600 746 1556 1134" style="border: 1px solid #4a7ebb; padding: 10px; background-color: #e6f2ff;"> <p>I support the proposal to commit no more than 30% SAG reserves (£17k) to implement SWOT recommendations?</p> <p>Poll Results (single answer required):</p> <table border="1" data-bbox="658 938 1527 1109"> <tbody> <tr> <td>Yes</td> <td>86%</td> </tr> <tr> <td>No</td> <td>0%</td> </tr> <tr> <td>Not sure yet</td> <td>14%</td> </tr> </tbody> </table> </div>	Yes	86%	No	0%	Not sure yet	14%
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No	0%						
Not sure yet	14%						
4. 2022 Conference	<p>Conference plans: Russell reviewed that the status of the UK and travel is being monitored as well as how other companies are handling conference. Discussed that an in person event is likely but in the early fall of 2022 rather than in April.</p>						

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5. Appointment of independent examiners of accounts	<p>Per the companies Act 2006, the need for independent review is required. Proposal made to retain Berkeley Townsend Chartered Accountants as independent examiners. Neil has proposed this.</p> <div data-bbox="600 475 1666 884" style="background-color: #e6f2ff; padding: 10px; border: 1px solid #0056b3;"> <p style="text-align: center;">Do you approve to retention of Berkeley Townsend Chartered Accountants as independent examiners?</p> <p>Poll Results (single answer required):</p> <table border="1" style="width: 100%; text-align: center;"> <tr> <td style="background-color: #f8d7da;">Yes, I approve the retention of Berkeley Townsend</td> <td>100%</td> </tr> <tr> <td style="background-color: #fff3cd;">No, I do not approve the re of Berkeley Townsend</td> <td>0%</td> </tr> </table> </div>	Yes, I approve the retention of Berkeley Townsend	100%	No, I do not approve the re of Berkeley Townsend	0%
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6. Questions & Answers	<p>Q: September makes sense for the Conference. A: Agreed.</p> <p>Q: Prefer in person conference. A: Agreed.</p>				
7. Closing	The meeting closed at 8:48 am EDT / 13:48 GMT.				