

Annual General Meeting

25th AIUG Conference

Agenda



Meeting to be held Friday 21 November 2014, 9.30am, at the South Dining Room, Woodward Conference Centre, University of Melbourne (<http://goo.gl/maps/lf1BB>)

1. Welcome
2. Attendance
3. Apologies (and Proxy requests)
4. Minutes of 2013 AGM

<http://www.deakin.edu.au/library/aiug/meetings/agm-and-reports/2013-minutes.pdf>

5. Financial Report by the Chair, Bruce Eames

5.1. Budget

5.2. Proposed : Conference registrations in excess of the free places included in the annual subscription to be variably charged according to the estimated cost of catering each year.

Example : in 2014 the cost of catering is \$70 per day, so the cost for additional registrations should be \$140.

5.3. Proposed : consider an increase in the annual subscription (as per separate planning paper circulated) to better fund AIUG activities such as –

- the Annual Conference
- the Chair's visit to IUG annually
- the Chair's attendance at AIUG
- the Deputy Chair's visit to IUG every second year
- collaborative activities e.g. training etc

5.4. Proposed : consider revising Conference arrangements so that only 1 attendee is included per subscription (as per separate planning paper circulated)

5.5. Proposed : establish a working group to recommend on the future of AIUG activities (as per separate planning paper circulated)

6. Business arising

6.1. (2012 6.1) Working group formed - Isis Bibaoui, Kathy Martin and Jane Miller to look at AIUG funds to designate amount of assistance, create selection criteria, and talk to III re their proposal. This group will start early 2014 and obtain endorsement via email.

6.2. (2012 6.4) By the end of March 2014 all sites are to send Monica Condon their training needs.

6.3. (2012 6.4) Bruce Eames and Monica Condon (Training Coordinator) to continue discussions with III regarding costs

6.4. (2013 7.5) BE to ask Leslie Sharp (SLSA) to draft document to send to group to add information about the Site Coordinators' Meeting to the Operational guidelines :

6.4.1. *Proposed : add to operational guidelines V. MEMBERSHIP MEETINGS*
(<http://www.deakin.edu.au/library/aiug/operational-guidelines.html>) a new point :

"A Site Coordinators meeting will usually be held the day prior to the Annual Conference, but may be held at any time determined by the group."

6.5. (2013 7.6) All AIUG members to provide AIUG history if known for upload to the web site

6.6. (2013 7.7) Jane Miller to send details regarding domain hosting to committee

6.7. (2013 7.7) Jane Miller, Bruce Eames, Kathy Martin and Rose Counsel to report back to group regarding options for web hosting.

6.7.1. Domain & web hosting purchased

6.7.2. Proposed : add a Web Coordinator role to the Committee, to be tasked with setting up the new AIUG site

7. New Business

7.1. Updates to Operational Guidelines (Bruce Eames)

V. MEMBERSHIP MEETINGS (<http://www.deakin.edu.au/library/aiug/operational-guidelines.html>)

7.1.1. *New point proposed :*

At the AGM or any other AIUG meetings, attendees represent their member institutions who fund the Group. Attendees should share or propose any issues which their home institution would like raised in the Group and should also communicate AIUG matters back to their institution as necessary.

7.1.2. *New point proposed:*

Agendas for the AGM will be distributed via the AIUG listserv in advance. Members adding items or proposals to the Agenda should forward supporting information in advance also, to allow time for other members to seek feedback at their home institution as required.

7.2. AIUG Governance

(Bruce Eames)

7.2.1. Report on Survey of University Librarians and Directors

7.2.2. Proposed : add a standing item to the AGM agenda for proposals for collaborative and strategic activities

7.2.3. Proposed : the AIUG Committee to be expanded to include one executive member i.e. a UL / director from a member institution

7.3. Tribute to Elvio Pederzolli

It is with great sadness that I inform AIUG that Elvio Pederzolli, our wonderful III systems librarian and application support officer passed away on Saturday 22 March 2014 on his 61st birthday after a long illness during which he managed to keep working until the last few weeks.

Elvio had been with the State Library of South Australia for exactly 37 years, having commenced on 21 March 1977 and was closely involved with all aspects of the Innopac and Millennium systems. Elvio was one of those people whose career mapped alongside the advent of technology and computer systems and he had a gift in sharing his knowledge with everyone in the most unassuming way.

Lesley Sharp, State Library of South Australia

7.4. Retirements noted

- Carolyn Jones
- Lesley Du Ve
- Sarah Cox

7.5. Vote for Office bearers 2015-2016

- Deputy Chair

- Secretary AGM
- Training Coordinator
- Enhancements Coordinator
- Web Coordinator [new position]
- ACT Representative
- Victoria Representative
- South Australia Representative (nominee Andrew Piper)
- Tasmania Representative
- New South Wales Rep
- Queensland Representative
- Western Australia Representative
- New Zealand Representative

8. Other business

Note: If attendance if not possible, all Site Coordinators can delegate AGM voting by proxy to the Chair AIUG.