Annual General Meeting

27ᵗʰ AIUG Conference

Minutes

Meeting held at 9.30am on Friday 18 November 2016, at Centenary Lecture Theatre, University of Tasmania.

1. Welcome

by Tim Darlington, AIUG Chair 2015-2016

2. Present

Attendance list included with minutes

3. Apologies (and Proxy requests)

Neil Cairns, University of Wollongong
Kurt Vollmerhause, Queensland University of Technology

4. Minutes of 2015 AGM

http://www.aiug.org/wp-content/uploads/2016/06/2015-agm-minutes.pdf

Accepted: Debra Jones, State Library of Western Australia
Seconded: Monica Condon, University of Newcastle

5. Financial Report by the Chair, Tim Darlington

5.1. Budget

Tim Darlington presented the AIUG Financial Report – included with minutes

Accepted: Leona Jennings, City of Gold Coast
Seconded: Monica Condon, University of Newcastle

6. Business arising

The following (Items 6.1 – 6.3) were carried over from the 2014 AGM after the working group did not have enough opportunity to meet during 2015.

6.1. (2012 6.1) Financial support by AIUG for individual presenters to attend user group conferences to be addressed within the new working group's review of activities (2014. 5.5), with report on this item provided to group by end of FY 2015)

Recommendations made by working group (WG) are recorded in **Appendix A**.

Proposed: Chair recommended that this issue be discussed and decided at each AGM, rather than making a binding ruling at this time, due to finances being subject to fluctuation.

Carried
Accepted: Tim Darlington, Massey University
Seconded: Helen Bronleigh, Murdoch University

6.2. **(2012 6.4)** Training issues to be considered within the new working group's review of activities (2014 5.5).

Also covered by WG in Appendix A. The Training Coordinator (Brett Wortham, University of Sydney) was satisfied with the two training sessions offered to AIUG libraries this year – Load Profile and Site Coordinators; also indicated he is happy to receive ideas for 2017.

6.3. **(2012 6.4)** New working group (2014 5.5) to liaise with Training Coordinator to determine training arrangements for 2015.

n/a

6.4. **(2014 5.5)** Establish a working group to recommend on the future of AIUG activities. Bruce Eames, on behalf of the working group, circulated a document via the AIUG listserv on Friday 23 September 2016: **AIUG - proposals on AIUG Futures**

Appendix A included with agenda – each recommendation was discussed, proposed by the Chair and Carried / Not Carried accordingly to 'show of hands'

| 1.1 | Make the Conference shorter (e.g. 1 or 1.5 days plus associated meetings e.g. site coordinators) |

Discussion included the following points/suggestions:
- shorter conference is more difficult for those travelling long distances
- cost of travel is same regardless of length of conference
- shorter sessions and more time for discussion amongst delegates
- conference could be evenly split (1.5 days of conference and 1.5 days of meetings)
- conference should not be devalued by making shorter; sufficient time is needed to enable discussion with Innovative staff attending (executives and product specialists)
- possible change to format to include training
The Chair advised it is the Conference organising committee who is responsible for content and format.

Not Carried

| 1.2 | Revert to the practice of holding it in Sydney or Melbourne every other year as far as possible |

Discussion included the following points/suggestions:
- pressure only on sites at the two major capital cities to provide the venue each year
- additional locations (easy to reach, serviced by direct flights): Brisbane, Gold Coast
- any decision would need input from Library Directors

The Chair proposed: the AIUG is to be held in Sydney, Melbourne, Brisbane every other year as far as possible, assuming there are sites in those locations willing to host.

Carried

| 1.3 | Redesign activities so that the Conference is more worthwhile and relevant to Library Managers |

Discussion included the following points/suggestions:
- Kurt Vollmerhause (QUT) communicated that the purpose and format of the AIUG conference is designed for staff who work with the system rather than Library Managers
- feedback suggests the current format provides a good mix of info for both audience types
- suggestion that Innovative's meeting for Library Directors should be held adjacent to / in conjunction with the AIUG conference.
- Rodney Foley (Chair Elect, University of Tasmania) suggested that III is probably already coordinating meetings with Directors in this way

| 1.4 | Schedule the Conference and associated meetings around VALA or Online to make attendance more convenient for sites |

Discussion included the following points/suggestions:
- problem with timing, i.e. trying to fit attendance at two conferences in one week
- could make attendance more difficult as many sites can only send one person
- many vendors already schedule meetings in same week as Information Online and VALA

Not Carried

| 1.5 | Explore with Innovative Interfaces ways of offering an 'Innovative Hall of Solutions' (i.e. Help Desk support) at the Annual AIUG Conference |

Further suggestion by Kathy Martin (Deakin University) to have a vendor hall/room at AIUG

Carried

ACTION: Chair to explore with Innovative ways of offering an 'Innovative Hall of Solutions', and vendor hall, at the annual AIUG Conference

| 2.1 | New listserv |

The Chair conceded that AIUG is still imposing on Deakin University via their hosting of the Listserv. Kathy Martin advised this is not too onerous since the successful move of the AIUG website to its own platform. Helen Bronleigh (Murdoch University) suggested it would be worthwhile to move to software that enables searching of the Listserv archive.

Carried

ACTION: Web Coordinator to investigate options and report to AIUG Committee

| 2.2 | List archive |

Assumption that an archive will be included with the software to be chosen

| 2.3 | Forum or blog |

In response to the suggestion to make a change from using the Listserv to a Forum or Blog, Kathy Martin reminded that use of a Wiki some years back was short-lived; any communication tool can be effective if it is used, but is there a need for multiple channels? At least email notifications are easy to monitor, whereas it can be time consuming to be up-to-date with more than one format. Helen Bronleigh suggested the Listserv is not heavily used anyway so the need for a change is not obvious.

Not Carried

2.4	Password protection to facilitate access to site information, AIUG presentations, clearing house material, and other proprietary information

The Chair advised he is very much in favour of more secure access to the AIUG website, while also recognising it will create additional workload for the Web Coordinator.

Debra Jones (SLWA) queried if password protection will be applied at the individual member level (i.e. any staff member at each site) or at the site level (i.e. just for Site Coordinators)?

Helen Bronleigh queried what would be the options for authentication? Monica Condon (University of Newcastle) recommended that whatever changes are made should also be implemented for the BONUS+ section of the website. In response to a question from Debra Jones, Monica advised BONUS+ content is maintained by University of Newcastle staff.

Carried

ACTION: Web Coordinator to investigate options and report to AIUG Committee

2.5	List of module / product experts in AIUG community

The Chair suggested that a more organised process for notifying who amongst us are the 'product experts' could be useful.

Discussion included the following points/suggestions:

- no change necessary as people generally know already; for example, Jim Nicholls (University of Sydney) is the SQL expert.
- the usual practice is to send query to AIUG Listserv and wait for answer
- Kathy Martin (Deakin University) advised that Innovative has flagged making changes to the process for dealing with enhancements (i.e. to include forwarding issues to 'functional experts' for assessment)
- Kathy Martin suggested the AIUG should put forward to Innovative a list of Australasian functional experts, as a supplement to the designated IUG ones, who could act in an advisory capacity as well
- Freddie Mbuba questioned what would be the requirements for such a role?
- Bruce Eames (University of Melbourne) shared his opinion that the person would just need to be enthusiastic and not necessarily a technical expert
- Rodney Foley (University of Tasmania) expressed concern re the capacity of those listed persons to be able to respond, especially is the work involved becomes too onerous

Not Carried

Amended proposal: a list of product specialists be drafted to cover dealing with the enhancements process to be communicated to Innovative Interfaces

Carried
Accepted: Kathy Martin, Deakin University
Seconded: Monica Condon, University of Newcastle

ACTION: Chair to coordinate collation of information for Innovative Interfaces

3.1	Create an AIUG annual report, taking in content from site reports and other info from Chair, including site feedback on needs, issues etc

Chair agreed that producing an Annual Report is a good idea, while also recognising the possibly onerous workload for the Chair of the day.

Susan Tegg (Griffith University) suggested it could be undertaken as collaborative project.

Amended proposal: the task of creating an Annual Report be shared by members of the AIUG Committee

Carried
Accepted: Rose Counsel, Federation University Australia
Seconded: Kathy Martin, Deakin University

ACTION: Chair to coordinate work on Annual Report with AIUG Committee reps.

3.2	Conduct annual survey (e.g. Surveymonkey) to collect basic system data so we can get it in better format, allowing easier comparison of sites, identification of sites using products / functionality / integrations of interest

The Chair advised that the use of SurveyMonkey software was tested this year, with data collated into one report by the Web Coordinator. Tim Darlington is satisfied this process is a more convenient method for communicating key information, instead of having to 'click through' many individual Site reports, so proposed that this continue in future.

Carried

3.3	Revisit the need for and content/format of site reports, in order to make them more useful, including information about integrations/integration methods

The Web Coordinator (Debra Jones, SLWA) reported that there was a significant amount of work involved in gathering and reporting the results of the SurveyMonkey survey. Debra suggested that, ahead of the survey next year, she will request input re any issues / topics to add.

Carried

ACTION: Web Coordinator to request input from Site Coordinators prior to launch of survey for 2017 reporting

3.4	AIUG chair to have regular calls with III to discuss roadmaps, enhancements, etc - put on web site / forum / blog

The Chair advised that, in his experience, aside from the IUG visit there is no official contact with Innovative Interfaces.
Discussion included the following points/suggestions:
- now the quarterly Roadmap webinars have been put in place the need for this level of communication between AIUG and III is not as vital
- concern re the onerous workload for the (voluntary) Chair to maintain communication
- important that members are able to talk with each other and provide feedback to III more than once a year at the AIUG conference, but not sure how best to make this happen?
- Adam Hornsey (Deakin University) reported that the BONUS+ Site Coordinators meet regularly via 'free call' teleconference and pass feedback to Rochelle Wordsworth

Sam Searle proposed that Rochelle be asked to coordinate a group discussion after a webinar – Tim Darlington suggested this requires work to organise; therefore, maybe too onerous for the Chair of the day to administer
Not Carried

Amended proposal: a regular 'catch up' meeting via Skype (possibly twice per year) of Site Coordinators be set up by Rochelle Wordsworth

Carried
Accepted: Tim Darlington, Massey University
Seconded: Susan Tegg, Griffith University

ACTION: Chair to coordinate meeting arrangements with Rochelle Wordsworth

4.1	Collaborate on API development

The Chair expressed support for the idea of API collaboration and integration with other systems; though not sure how this can be achieved outside the current Listserv.

Carried

ACTION: Chair to coordinate ideas for collaboration with AIUG Committee reps.

4.2	Collaborate on integration with third party systems

4.2 as above

4.3	Organise other activities or meetings during the year e.g.webinars e.g. to show sites products that are being beta tested, training etc. to be re-presented at the Conference as needed

4.3 covered above

7. Agenda items

7.1. (2014 7.2.2) Standing item - Proposals for collaborative and strategic activities

    7.1.1. No proposals were put forward.

7.2. Retirements noted
- n/a

7.3. Vote for Office bearers 2017-2018

- Deputy Chair – Election deferred due to no nominations received.

ACTION: Outgoing Chair to write to Site Coordinators to call for nominations for position of Deputy Chair/Chair Elect

Nominated/Elected:
- Secretary AGM – **Rose Counsel** (Federation University)
- Training Coordinator – **Brett Wortham** (University of Sydney)
- Enhancements Coordinator – no longer required – Moved K. Martin; Seconded H. Bronleigh
- Web Coordinator – **Debra Jones** (State Library of Western Australia)
- ACT representative – **Mark Huppert** (Australian National University)
- New South Wales representative – **Monica Condon** (University of Newcastle)
- Queensland representative – **Leona Jennings** (City of Gold Coast); Seconded S. Tegg
- South Australia representative – **Janet Wilkinson** (State Library of South Australia)
- Tasmania representative – **Debra Wilson** (University of Tasmania)
- Victoria representative – **Kathy Martin** (Deakin University)
- Western Australia representative – **Debra Jones** (State Library of Western Australia)
- New Zealand representative – **Eliza Richards** (Auckland Council)

Note: Where no Seconder noted, election was unanimous.

ACTION: Chair to coordinate updating of relevant documentation.

8. Other business

Chair recommended (and in conjunction with discussion re item 1.2 in Appendix A) it would be ideal to have the next AIUG conference located in Melbourne or Sydney. Given that University of Melbourne hosted as recently as 2014, Tim Darlington reported that he has approached both University of Sydney and University of Technology, Sydney – USyd will be unavailable due to scheduled refurbishment works; awaiting response from UTS.

Meeting closed at 10:50am.

Meeting closed with official handover of Chair duties from Tim Darlington (Massey University) to Deputy Chair/Chair-Elect, Rodney Foley (University of Tasmania) as per AIUG Operational Guidelines. Group thanked Tim Darlington for his service, and Rodney Foley and University of Tasmania conference organising staff for hosting.

Next meeting: The exact date and host venue for the 28th Australasian Innovative Users Group Conference and AGM in November 2017 is yet to be confirmed.