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**Tayside Branch**

**CILIPS Tayside AGM**

**Conference Room, Central Library, Tuesday 23 August 2016 at4.30pm**

**Attendance:** Carol Moug (Chair) Tanya Duthie (Secretary) Neil Paterson (Branch Rep to Council)

 Mark McKay (Web Editor) Shona Donaldson (CILIPS Tayside member)

1. **Apologies**

Apologies were received from the following members;

 Laura Stewart, Richard Hughes, Sandra Birse, Jillian Latto (all of the committee) and Rowena Roberts (CILIPS Tayside member).

1. **Minute of the last meeting and matters arising**

This is the first AGM of CILIPS Tayside. Therefore there was no previous minute to consider.

1. **Treasurer’s Report**

Since he was unable to attend the meeting due to work commitments Richard sent a brief Treasurer’s Report which Carol presented to the meeting.

 ***Proposed TD, seconded NP.***

Carol will seek advice from Sean McNamara regarding the level of financial detail required in future financial accounts and we will introduce a brief budget update as a standing item in future meetings. Carol emphasised the responsibility of using such significant funds wisely in the future to provide training and professional development opportunities for CILIPS members across Tayside.

1. **Convenor’s Report**

Carol presented the CILIPS Tayside Annual Report which outlined branch activities and events to date and future development ideas. It also highlights the need for greater support from the wider Tayside membership in the future.

***Proposed MM, seconded NP.***

1. **Report on behalf of CILIPS**

Carol reiterated that Sean is very happy to help and advise the branch as required. The CILIPS Monthly Ebulletin was also discussed as a useful support and information tool.

1. **Office Bearers & Committee**

The following posts were agreed for the coming year;

Chair – Carol Moug

Treasurer – Richard Hughes

Secretary – Tanya Duthie

Branch Rep To Council – Neil Paterson

Web Editor – Mark McKay

It was suggested a new post of Events Co-ordinator would be held by Laura Stewart, who has previously expressed an interest in marketing events.

***Proposed CM, seconded SD.***

1. **AOCB**

Tanya will ensure committee members who were unable to attend the AGM receive copies of the minute, Annual Report and Treasurer’s Report.

Mark will also add the reports and minute to the CILIPS Tayside website.