



**Minutes of the 2014-2016 LIASA Higher Education Library Interest Group (HELIG) Annual General Meeting which was held on the 19th June 2015 via LIASA Webinar (BigBlueButton) at 09:00-10:55**

Minutes by Paulette Talliard (SU) (HELIG Secretary 2014-2016)

**1. WELCOME**

Mrs Ina Smith, Chair, welcomed all members to the first LIASA virtual AGM conducted via BigBlueButton.

**2. ATTENDANCE AND APOLOGIES**

**2.1 ATTENDANCE**

See attendance registry attached. Attendees were requested to register online via Google Forms at <http://goo.gl/forms/aFyBjChLjR> Due to the nature of the format many groups registered under only one name.

**2.2 APOLOGIES**

Elmarie Horn, Nikkie Crowster, Sebina Levember, staff from the University of Pretoria.

**3. DETERMINATION OF QUORUM**

Yusuf Ras presented the rules regarding a quorum, as documented in the LIASA Constitution. 10% of members need to be present in order to form a quorum. At the stage there were 45 signed-up members on the registry but some of the signed-on members were in groups thus more than 50 members attended the meeting.

**4. CONFIRMATION OF AGENDA**

Mrs Ina Smith, Chair, read and confirmed the agenda for the meeting.

**5. MINUTES OF THE PREVIOUS 2014 HELIG AGM**

The minutes of the previous meeting held in September 2014 was read by the HELIG Secretary Paulette Talliard. There were no changes to the minutes and it was seconded by Ilana Barling and Ingrid Thomson.

**6. CHAIR'S ANNUAL REPORT**

Mrs Ina Smith, Chair, gave a report back to the meeting. Please refer to the full report available at [http://www.liasa-new.org.za/wp-content/uploads/2015/06/helig\\_report\\_june\\_2015.pdf](http://www.liasa-new.org.za/wp-content/uploads/2015/06/helig_report_june_2015.pdf)

The report was shared with the meeting, and the following are some of the highlights:

- ❑ **Leadership:** HELIG members lead by example and follows an agile leadership style and encourages an agile learning style by its members. It is the role and responsibility of all members to actively participate in and support Branch and Interest Group activities, and to follow a self-learning/lifelong-learning approach. New trends in the Higher Education sector are monitored and communicated via various channels, amongst others mailing lists and social media tools (twitter, facebook). Not only does HELIG utilise new technologies to conduct activities and implement new services, but it also tries to demonstrate to others (Institutions, Organisations, Branches, Interest Groups) in the LIS that they can follow. Open Source Software (OSS) is preferred, and HELIG considers itself as a leader as far as it concerns the implementation of OSS within the LIS. HELIG members demonstrate their leadership by actively engaging in vocational activities and contributing to research, on both a local and international level.
- ❑ **Membership and Sector Management:** HELIG relies heavily on membership campaigns by its Branches. No official membership campaigns were launched by National HELIG. Members are mainly from the twenty five SA Higher Education Institutions, but also from Research Councils and TVET Colleges, Universities of Technologies, Research Organisations etc.

HELIG	2013	Sept. 2014	Feb. 2015	June 2015
Primary	448	421	171	368
Secondary	150	151	59	124
<b>Total</b>	598	572	230	<b>492</b>

- ❑ **Treasury:** The current balance in the HELIG account is R5448.96.
- ❑ **Branch activities:** Various activities were reported, please refer to the full report available at [http://www.liasa-new.org.za/wp-content/uploads/2015/06/helig\\_report\\_june\\_2015.pdf](http://www.liasa-new.org.za/wp-content/uploads/2015/06/helig_report_june_2015.pdf)
- ❑ **Advocacy:** Sanele Kunene published an article in LIASA-in-Touch 2015: titled “LIASA HELIG-the interest group of choice!”
- ❑ **Information Literacy Discussion group:** This is lead by UWC Libraries, please refer to the full report available at [http://www.liasa-new.org.za/wp-content/uploads/2015/06/helig\\_report\\_june\\_2015.pdf](http://www.liasa-new.org.za/wp-content/uploads/2015/06/helig_report_june_2015.pdf)
- ❑ **ETDP SETA Public Higher Education Sector Skills Plan 2015-2016:** The intent of this guide is to develop programmes that are aimed at supporting the scarce and critical skills needs identified in various sectors and to address this through appropriate skills development interventions. Find the full report at

<http://www.etdpseta.org.za/live/files/publications/Scarce-and-Critical-Skills-Guide-Web-Version.pdf>.

- ❑ **Marketing & Communication:** This include mailing lists, Twitter and Facebook. HELIG is in the process of starting a news blog. The HELIG Committee also has its own mailing list, which is used to communicate governance issues. HELIG has accounts for the following: Gmail, SlideShare, YouTube, Flickr, Google Docs, Google Forms, and Dropbox. LIASA Events (OCS) and LIASA Webinar (BBB) are used to manage and present events.
- ❑ **Governance:** The biggest challenge this year was to document all governance related information regarding HELIG. A governance manual was compiled, and the HELIG Constitution has been updated. The governance manual is available on HELIG Google Drive for internal use by HELIG Committee members, and the HELIG Constitution is available on the LIASA website at <http://www.liasa-new.org.za/constitutions-policies/>
- ❑ **Training & Development:** Various training, seminars and webinars were held and since September 2014 more than thirteen events took place. Please refer to the full report available at [http://www.liasa-new.org.za/wp-content/uploads/2015/06/helig\\_report\\_june\\_2015.pdf](http://www.liasa-new.org.za/wp-content/uploads/2015/06/helig_report_june_2015.pdf)

## **7. THE WAY FORWARD**

Several webinars are still to come, as well as two international annual events for 2015, the 81st IFLA Conference held on 15--21 August, Cape Town, Open Access week in 19- 25 October 2015, see <http://www.openaccessweek.org/profiles/blogs/2015-theme> and, LIASA AGM on 20 August, please refer to the full report available at [http://www.liasa-new.org.za/wp-content/uploads/2015/06/helig\\_report\\_june\\_2015.pdf](http://www.liasa-new.org.za/wp-content/uploads/2015/06/helig_report_june_2015.pdf)

## **8. MOTIONS**

There were no motions.

## **9. CLOSURE**

Mrs Ina Smith, Chair, on behalf of the Committee, thanked all members for participating in this the first webinar, and also thanked everybody for their enthusiastic involvement and willingness to participate in webinars and seminars. She gave well wishes to all attending the IFLA Conference in Cape Town.

The meeting adjourned at 10:55.