

Minutes of the 6th meeting of ALERC
Wednesday 29th April 2010
BVSC, The Centre for Voluntary Action, 138 Digbeth,
Birmingham, B5 6DR

Annual Meeting
held during the
ALERC Spring Conference

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Creator	Darwyn Sumner Company Secretary Association of Local Environmental Records Centres cic 122, Link Road, Anstey, Leicestershire LE7 7BX Tel: 0116 212 5075 Email: Darwyn.sumner@ntlworld.com
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Directors

Chair	Adam Rowe Manager, South East Wales Biodiversity Records Centre (SEWBReC) 13 St. Andrew's Crescent, Cardiff, CF10 3DB. Tel: 029 2064 1110 Email: adam.rowe@sewbrec.org.uk
Treasurer	Nicky Court 9 Lime Road, Alresford, Hampshire SO24 9LD Tel: 01962 832322 Email: nicky.court@hants.gov.uk
Company Secretary	Darwyn Sumner 122, Link Road, Anstey, Leicestershire LE7 7BX Tel: 0116 212 5075 Email: Darwyn.sumner@ntlworld.com
Director	Mark Wills North & East Yorkshire Ecological Data Centre Tel: 01904 641631 Email: mark.wills@neyedc.co.uk
Director	Tim Corner Bristol Regional Environmental Records Centre (BRERC) Third Floor, Bristol Central Library College Green, Bristol, BS1 5TL Tel: 0117 9349833 Email: tim.corner@brerc.org.uk
Director	Eric Fletcher rECOrd Oakfield House Chester Zoological Gardens Upton, Chester, Cheshire CH2 1LH Tel: 01244 383749 Email: eric@record-lrc.co.uk
Director	Craig Slawson Staffordshire Ecological Record The Wolseley Centre, Wolseley Bridge, Stafford, ST17 0WT Tel: 01889 880100 Email: craig@salticus.org.uk

Association of Local Environmental Records Centres

Meeting of ALERC Members

13.30 am – 14.30pm, Thursday 29th April 2010 , BVSC, The Centre for Voluntary Action, 138 Digbeth, Birmingham, B5 6DR

AGENDA

1. **Apologies for absence**
2. **Chairman's Report**
3. **Treasurer's Report**
4. **Appointments**
5. **Any Other Business**

Minutes of the 6th meeting of ALERC

(first Annual Meeting)

Directors present: Darwyn Sumner, Craig Slawson, Adam Rowe, Nicky Court, Eric Fletcher, Tim Corner, Mark Wills
xxx ordinary members present

The Chairman (Adam Rowe) declared the meeting open at 13:30

1. **Apologies**

Apologies were received from Gavin Bird

2. **Chairman's Report (Adam Rowe)**

Adam Rowe opened the meeting by thanking all those who had helped get ALERC off the ground. He indicated ALERC's desire to recruit all LRCs. He briefly indicated the work that ALERC had carried out, including the conference currently in progress and the work on Accreditation and hoped that members considered that ALERC were providing value for money.

He made particular reference to opportunities that were now available for ALERC members to communicate amongst one another, indicating that the ALERC Forum was now available only to members.

3. **Treasurer's Report (Nicky Court)**

The treasurer (ask Nicky for notes or get a summary)

- **Financial report**

A summary report was distributed at the meeting

- **Conference**

The treasurer indicated that the costings of the current conference had worked out very well, likely to result in only only a slight shortfall.

- **Membership**

nothing?

- **Banking**

Financial accounts preparation has be

Roy Tapping asked if a Direct Debit be set up to allow members to pay their membership fees. The Treasurer agreed to investigate this possibility

4. **Appointments**

The Company Secretary explained that the particular function of this Annual Meeting was to provide an opportunity for all members to provide input and contributions. Similarly it was an opportunity for the Directors to provide accountability to its membership.

Directors

He pointed out that whilst it was possible for Directors to be appointed at any time, the Annual Meeting provided an excellent opportunity for proposals to be made, possible candidates to be sounded out and broad approval from the membership to be sought.

The following additions to the ALERC Directors were made:

1. Charles Roper
2. Aisling Carrick
3. Teresa Frost
4. Gary Lewis

The membership indicated their approval of all the above suggestions.

1. **ALERC Directors: Agreed to formally add the above to the Directors**

Specific Officers

The current posts of Chair (Adam Rowe), Treasurer (Nicky Court) and Company Secretary (Darwyn Sumner) were unanimously approved by the meeting

5. Any Other Business

Working groups

Directors indicated the "sign-up" sheets posted around the conference room and asked that anyone interested in participating in these groups add their names. The following working groups were identified (the names below them were extracted from the sheets at the end of the conference):

- **A. Technical and data management**
 1. Dan Jones
 2. Ellie Knott (D???)
 3. Rob Large
 4. Dave Gibben
 5. Andy Foy
 6. Ad??? Luala (Record)
 7. Ian Carie? (HBRC)
 8. Helen Davies (BRERC)
- **A.1 Metadata (and Archives)**
 9. Darwyn Sumner
 10. Matthew Grose
 11. Andrew Lawson
- **B. Training and skill**
 12. Clare Langrick (NEYEDC)
 13. Purgle Linham (HSBRC)
 14. Sara Carvalll (EcoRecord)
- **C. Accreditation**
 15. Simon Pickles (NYEDC)
 16. Simon Wood (Worcs BRC)
 17. Paul Hill (Record)
 18. Jon Carle (HBAC)
- **D. Communications: Marketing and promotion**
 19. Emm??? Wright
 20. John Cornell
 21. Purgle Linham
 22. Helen Davies

ALERC Work Programme

Roy Tapping asked ALERC to work up an idea about what might be achieved by ALERC in the forthcoming year - an "Annual Work Programme".

Annual Income

Laura Fennel asked what the approximate annual income for ALERC was, the treasurer replied that this was in the order of £10,000. She indicated that decisions about the precise nature of ALERC spending would have to lie in the future as we had only just determined the precise costs of the conference.

Roy Tapping suggested having a list of key projects towards which resources could be targetted when they become available.

Nicky Court suggested that National Schemes and Societies, for example, could make a single Data Exchange Agreement for LRCs through ALERC rather than with individual LRCs.