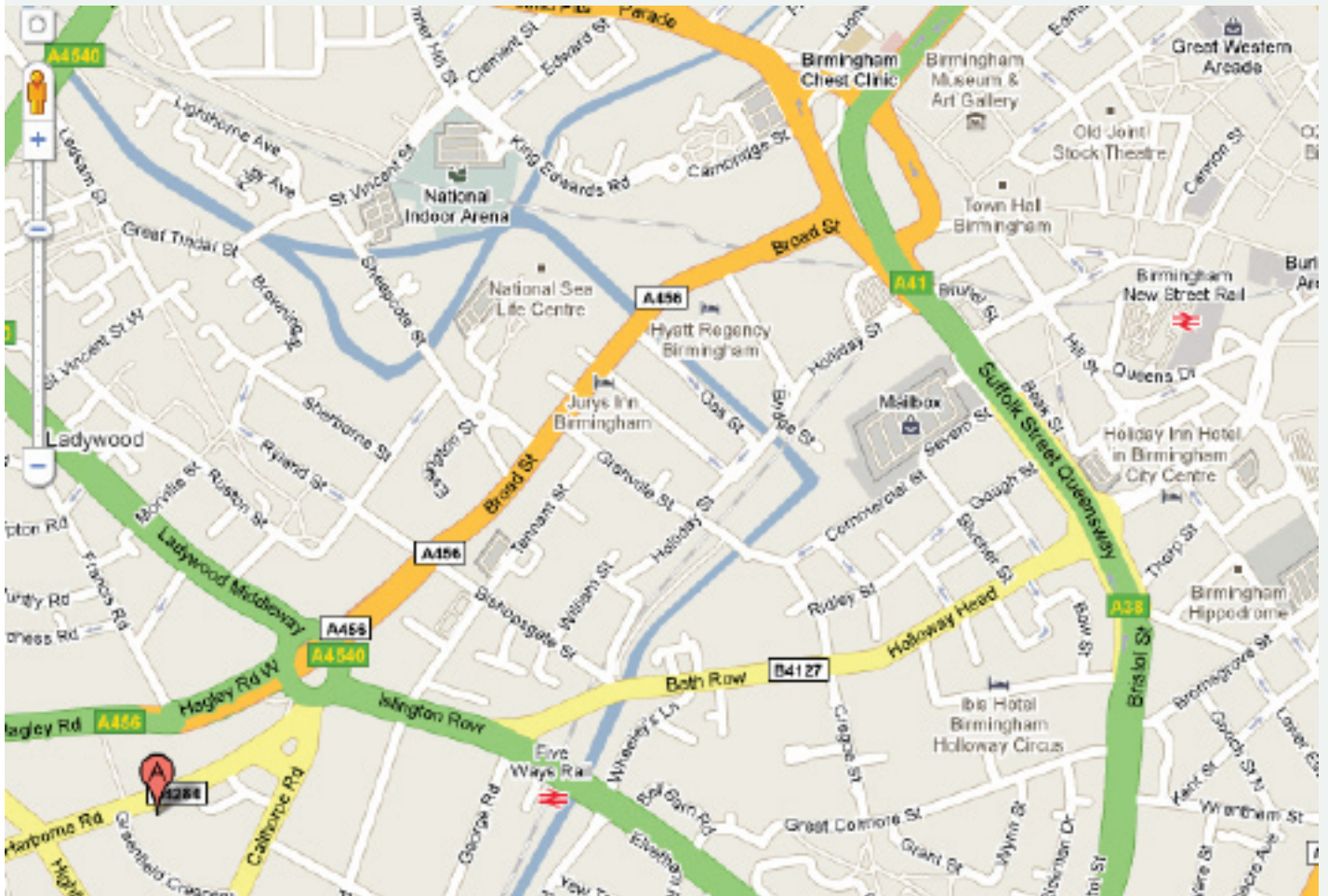




## Minutes of the 11<sup>th</sup> meeting of ALERC Thursday 30<sup>th</sup> June 2011: 10:00a.m. to 4:00p.m. Offices of EcoRecord 28 Harborne Road, Edgbaston, Birmingham. B15 3AA

5 minutes walk from Fiveways Railway Station (trains from New street to Fiveways leave every 10 mins and take 3 minutes)



## Metadata

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

Chair	<b>Gary Lewis</b> ERC for Cornwall and the Isles of Scilly Tel. 01872 240777 ext 247 gary.lewis@cornwallwildlifetrust.org.uk
Treasurer	<b>Nicky Court</b> 9 Lime Road, Alresford, Hampshire SO24 9LD Tel: 01962 832322 Email: nicky.court@hants.gov.uk
Company Secretary	<b>Darwyn Sumner</b> 122, Link Road, Anstey, Leicestershire LE7 7BX Tel: 0116 212 5075 Email: Darwyn.sumner@ntlworld.com
Director	<b>Mark Wills</b> North & East Yorkshire Ecological Data Centre Tel: 01904 641631 Email: mark.wills@neyedc.co.uk
Director	<b>Tim Corner</b> 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	<b>Eric Fletcher</b> rECOrd Oakfield House Chester Zoological Gardens Upton, Chester, Cheshire CH2 1LH Tel: 01244 383749 Email: eric@record-lrc.co.uk
Director	<b>Craig Slawson</b> Staffordshire Ecological Record The Wolseley Centre, Wolseley Bridge, Stafford, ST17 0WT Tel: 01889 880100 Email: craig@salticus.org.uk
Director	<b>Teresa Frost</b> Kent & Medway Biological Records Centre Tel: 01795 532385 teresa.frost@kmbrc.org.uk
Director	<b>Aisling Carrick</b> Cofnod Intec, Ffordd y Parc, Parc Menai, Bangor, Gwynedd. LL57 4FG Tel: (01248) 672603 Aisling.Carrick@cofnod.org.uk
Director (co-opted)	<b>Simon Wood</b> Worcestershire Biological Records Centre Lower Smite Farm, Hindlip, Worcester, WR3 8SZ Tel: 01905 759759 simon@wbrc.org.uk
Director (co-opted)	<b>Mandy Rudd</b> GIGL mandy.rudd@gigl.org.uk

# Association of Local Environmental Records Centres

## Meeting of Directors

10:00a.m. to 4:00p.m. Thursday 30<sup>th</sup> June 2011, Offices of EcoRecord

28 Harborne Road, Edgbaston, Birmingham. B15 3AA

## AGENDA

Items in red are prioritised by the Chairman

1. **Apologies & introductions**
2. **Minutes of 10<sup>th</sup> Meeting**
3. **Matters arising – not dealt with on agenda**
4. **Officers Reports**
  - 1. Chairman (including IEEM meeting and conference)
  - 2. Treasurer
5. **Issues for discussion and resolution**
  - a. **ALERC Officer**
    - 3. Job description (previously circulated)
  - b. **Accreditation**
    - 3. update
  - c. **NBN**
    - 4. update
    - 5. Role of LRCs and NBN (Guest: Paula Lightfoot)
  - d. **ALERC Conference**
    - 6. 2011
  - e. **Website**
    - 7. Website
  - f. **Establishing priorities and work programme**
    - 8. draft proposals previously circulated
  - g. **Working groups**

The following items are retained in all agendas to permit reports from the relevant groups:

    - A. Technical & data management**
    - B. Training & skills**
    - C. Accreditation**
    - D. Communication: Marketing and promotion**
    - E. Business**
  - h. **Company work**
    - 9. Annual Return (non-financial) due at end of July
6. **Any Other Business**
7. **Date(s) of next meeting(s)**



# Minutes of the 11<sup>th</sup> meeting of ALERC

Present: Darwyn Sumner, Craig Slawson, Gary Lewis, Tim Corner, Nicky Court, Aisling Carrick, Mark Wills, Eric Fletcher, Simon Wood, Mandy Rudd, Guest: Paula Lightfoot  
 The Chairman (Gary Lewis) declared the meeting open at 10:00

## 1. Apologies

Apologies were received from Teresa Frost

## 2. Minutes of 10<sup>th</sup> Meeting

Darwyn Sumner had previously distributed the Minutes for the 10th Meeting on 22/3/11 and again on 27/6/11. The agenda for this meeting had been accidentally sent to an old Yahoo groups address and unfortunately not received by all.

## 3. Matters arising – not dealt with on agenda

GL requested that CS or MR be responsible for ALERC representation at future NFBR meetings as they are already members, if not perhaps another board member. This would alleviate some of the pressure on GL's time.

**1. CS or MR to represent ALERC at NFBR meetings**

## 4. Officers Reports

[1] The Chairman

1. (IEEM Meeting) GL & MR met with representatives from IEEM and opened negotiations with a view to wider data sharing between the two communities. An A4 summary of the meeting will be forwarded to ALERC directors when made available

**2. ACTION: GL to send out summary.**

2. GL reported that Sally Hayne (IEEM) was looking for funding to help support an ALERC Development Officer. GL suggested that it may be more beneficial for ALERC to source funding from a pool of funders to avoid any potential conflicts of interest.
3. GL met with Richard Benyon prior to IEEM meeting and made clear to the minister that current government plans regarding the natural environment could only succeed if underpinned by the proper robust evidence base. GL also stated that the network of Local Environmental Record Centres was the only route through which this evidence base could be generated.

**3. ACTION: GL to write to Richard Benyon following up points raised at meeting.**

4. GL is to go in front of the cross party select committee and needs three to four key messages to put forward from ALERC.

**4. ACTION: ALL suggest three to four Key messages for GL to take forward.**

5. GL is to meet with Marina Flammark from **Environment Agency** to discuss future Service Level Agreement needs and potential methods of standardising agreements with all LRC's.

**5. ACTION: GL to feedback to directors on meeting outcomes.**

[2] Treasurer

6. NC provided the financial figures (could we attach them?)
7. NC highlighted that 2010 conference made a £400 loss and not £500 as was reported previously.
8. NC stated that ALERC membership currently stands at 35 LRC's

**6. ACTION: GL to raise sponsorship of the ALERC Conference with Sally Hayne (IEEM)**

**7. ACTION: GL & NC look into funding Development Officer Role through 2011 membership funds in autumn 2011.**

**8. DS (liaising with NC) to provide further revisions to Membership Form**

9. The topic of ALERC associate members was discussed in particular for Local Geological Record Centre's. £75 per membership was quoted. It was felt that many such LGRC's would not meet accreditation standards so would rule out full membership.

**9. ACTION: NC & GL to contact South Yorkshire Geological Trust**



## 5. Issues for discussion & resolution

### a. ALERC Development Officer Job Description

1. GL asked for any additions or comments to the Job Description he sent out prior to the meeting. MW suggested the adding in production of policy documents as a key part of their role.

**10.ACTION: All to suggest any changes to job description to GL, GL to incorporate any suggested changes to the JD Document.**

2. GL felt that the Development Officer role would take on the assessor role for LRC Accreditation. It was agreed that the post should be full time if possible.
3. There was some discussion on the funds that ALERC could make available for this post (DS pointing out that travel and accommodation would need to be taken into account). ALERC could comfortably employ an Officer for 6 months at ~£10k but details are to be deferred until later in the year in view of the possibility that other funding sources may be found to support this role.
4. GL is due to talk to Oliver Grafton shortly regarding the proposed **Natural England** Service Level Agreement.

There had been some email & forum debate (6 LRCs) regarding the NE Memorandum of Agreement (MoA), most comments focussed on the topic of the "use of data" (para 12 in the "standard" MoA currently being worked on by most LRCs). NC pointed out that the wording contained in this document was very similar to that in a previous MoA which had been rejected by her legal department's advisors. Examples given were that the "exit strategy" was unacceptable, also that the definition of the data "product" was vague in that any changes made to such a dataset (e.g. by NE) would in effect make it a different "product". All these kind of wordings were currently making it extremely difficult for individual LRCS to negotiate their MoAs with the various regional NE representatives.

**11.ACTION: GL to feedback to directors on discussions with Oliver**

### b. Accreditation

1. [3] Not dealt with as a specific item, but referenced in several other topics (above and below)

**12.ACTION: GL to send accreditation documentation to MW for inclusion on ALERC website.**

### c. NBNT

1. [4] Debate: There was some speculative debate on the interaction with Defra and LRCs, following on from email discussions regarding LRC/NE funding and the like. The outcome of of this debate was the desire of ALERC to have a more proactive relationship with Defra. There was also some discussion regarding the relationships of LRCs with the wider recording community, including NSSs, ALGE & IEEM.

Mark raised the issue of the need to market ourselves.

Our guest, Paula Lightfoot then arrived:

2. [5] Paula Lightfoot's paper (**The Role of Local Records Centres in the NBN: a discussion paper**. Paula Lightfoot, NBN Trust Data Access Officer), previously circulated to Directors, was discussed by Paula, point by point.

THE NBNT Trustees are due to meet on 12th July, hopefully the paper will have been finalised by this time.

**13.All: To provide comments to the paper in time for Paula to amend and present to the NBNT Trustees meeting (discharged mainly through this meeting but several individual Directors agreed to work directly with Paula over the next few days)**

Paula was thanked for attending this meeting, she stayed for informal discussions over lunch and departed with her heavily annotated notes and promises of further work from various ALERC Directors.

### d. ALERC Conference 2011

1. [6]. Mark Wills summarised the current status of organisation for the Conference, most focus was on the speakers and workshop conveners:

Simon Wood to organise the Habitat workshop

**14.SW**

Ian Eggerton was proposed for "Finding Funding Streams"

**15.MW**

Flyer needs designing

**16.DS**

**e. Website**

1. [7] Several issues were raised regarding the test site that had been set up by Mark Wills and Dan Jones:
  - (see 5.b.1. above)
  - The name still has to be paid for

**17.DS to pay for name**

- DS reminded the developers about the Usability Guidelines previously agreed by Directors

**18.ACTION: ALL look at website and provide comment for MW.**

**f. Establishing priorities and work programme**

1. [8] Gary Lewis had produced a short paper "ALERC Priorities" to outline ALERC priorities and objectives for the short and long-term.

It was considered that this paper could form the basis of a more formal document which could be made available to all members.

**19.All**

**6. Any Other Business**

Change in company address

**20.DS to investigate**

NE MoA issues to be logged on ALERC forum

**21.All**

It was felt important that it be shown that ALERC is responding to events, issues to be placed onto ALERC Forum

**22.All**

**7. Date(s) of next meeting(s)**

The Chair proposed that the number of Directors meetings could be reduced from 4 per year (+conference) to 3 per year (+conference), suggesting February, June/July and October (conference in September). All agreed and this pattern is now indicated in the Year Planner in these Minutes.

**23.DS to initiate a Doodle for September Conference and October Meeting**

**Chairman**