DIGITAL PRESERVATION COALITION AGM

Draft Minutes of the Third Annual General Meeting of the Digital Preservation Coalition, held at 11:15 am on Wednesday 2 November 2005 in the British Library Board Room.

Present: Simon Bains; Lynne Brindley (Chair); Adrian Brown; Jane Brown (for Laura Mitchell); David Dawson (for Chris Batt); Helen Hockx-Yu; Carol Jackson; Maggie Jones (Company Secretary); Judith Mathiae (Auditor); Ronald Milne; Non Scantlebury; Helen Shenton; Gerry Slater; Dave Thompson; Andrew Wilson

1. Welcome and formal notice of meeting

Lynne Brindley, Chair, Digital Preservation Coalition welcomed everyone to the third AGM of the Digital Preservation Coalition. The AGM had been convened under the provisions of the Companies Act and the DPC Articles of Association which state that no more than 15 months may elapse between the date of one annual general meeting and that of the next. Due notice of at least 21 clear days had been given to members by emailing the notice to DPC members on 5th October 2005.

2. Apologies

Apologies were received from Kevin Ashley; Susie Bioletti; and Richard Ovenden.

3. Minutes of the Second AGM, 26/10/04

The Chair asked for DPC members who were present at the second AGM to confirm the minutes of 26/10/04 as a true and accurate record.

Proposed: Jane Brown
Seconded: Chris Rusbridge
Passed Nem Con

4. Presentation of the 2003-04 Annual Report and Accounts of the Digital Preservation Coalition
Maggie Jones introduced the agenda item and reported that the draft Annual Report for 2004/05 had been circulated to members and would be professionally designed and images added, once the content had been formally received. Four things had dominated the year, administrative matters, which had included moving the DPC Office to an administratively independent status and taking on additional staff; planning and preparation for the JISC-funded Digital Preservation Training Programme; planning and preparation for the 2005 Digital Preservation Award; and progressing the UK Needs Assessment. None of the latter three projects had been completed during the planning year but as Gill Joy, facilitator of the DPC Planning Day had noted, the DPC had reached a new level of maturity and participating in initiatives sufficiently substantial to span more than one planning year seemed indicative of that maturity. The Planning Day itself had been a major highlight, allowing an opportunity for DPC members to debate and discuss priorities and direction for the DPC work programme. The DPC had welcomed three new members during the year. The University of Oxford, the Digital Curation Centre, and the Corporation of London. The Chair congratulated the DPC on a full and very successful year.

Judith Mathiae guided the meeting through the formal report. The main issue to draw attention to was clarification on the tax position. It has now been established that no corporation tax is due on general subscriptions. If the situation changes and there is additional income, for example from bank interest or trading income which exceeds the threshold of £10,000, it would be necessary to review the situation. The Inland Revenue has requested that the DPC monitors the situation regarding liability for corporation tax, but would otherwise not seek further information for a period of five years. Ronald Milne questioned the statement regarding DPC application for charitable status. As advice had been received that the DPC did not require charitable status for tax purposes, it had been decided to withdraw from further application, pending further advice from the auditor. It was agreed that this statement p. 9 of the financial report be amended.

Lynne Brindley proposed that the DPC Report of Directors and Financial Statement be formally received.

Proposed by Chris Rusbridge
Seconded by Ronald Milne
Passed Nem Con

5. **Appointment of auditors**

The Chair requested that Judith Mathiae be reappointed as auditor for the DPC and that remuneration be set by the DPC Board.

Proposed by Adrian Brown
Seconded by Simon Bains
Passed Nem Con

6. **Election of Chair and Vice Chair of the DPC**
The Chair, Lynne Brindley, sought re-election to the Chair for a further twelve months, as permitted under 10.3 of the DPC Articles of Association.

The nomination was seconded by Jane Brown

Passed Nem Con

As Reg Carr had resigned his position on the DPC Board, a vacancy existed for the position of Vice Chair. Ronald Milne agreed to be nominated.

Proposed: David Dawson
Seconded: Helen Hockx-Yu
Passed Nem Con

7. **Presentation on UK Needs Assessment by Tessella**

Martin Waller, Tessella’s Project Manager for the UKNA project gave a presentation on the preliminary results of the UKNA survey, accompanied by Francis Bruynseels, Sales Executive Director of Tessella. A Powerpoint presentation will be made available from the website.

MW described the overall objectives and methodology of the UKNA, before presenting key findings. Legislative and statutory requirements were seen to be key drivers. NS suggested that disabilities legislation such as SENDA (Special Education Needs and Disabilities Act 2001) might act as a driver, as there was a requirement to keep material for 8 years. On the whole, a fairly immature stage of development was indicated, with only 17% of respondents having a digital preservation strategy. It was agreed that the survey results would benefit from further commentary and more detailed analysis of responses. MW said that a draft final report was to be presented to the UKNA Steering Group on 17 November and the launch of the UKNA would take place on 15 February 2006.

8. **Any Other Business**

There was no other business.

9. **Close of meeting**

The meeting closed at 12:30p.m.