



## Mercian Collaboration Conference Meeting

### Minutes

2<sup>nd</sup> March 2018

Conference Call

#### 01 Apologies & introductions

**Present:** Emma Walton (Meeting Chair), Jennifer Brotherton, Helen Curtis, Gaz Johnson, Liz Kennedy, Lydia Matheson, Jo-Anne Watts

**Apologies:** Carol Barker, Claire Browne, Matt Cunningham

#### 02 Actions and Matters Arising

##### a) *Actions 1 & 2: Sponsorship*

Discussions have taken place between Emma and Gaz regarding amending the sponsorship policy, also raised with Steering Group.

Allocated budget has been upped to a max. of £7000, although it is hoped that this won't all be used, and that sponsorship will be forthcoming. If sponsorship not available in 2019 may be moved to bi-annual.

Carol to work with Emma and Gaz in relation to sponsorship going forward.

**Action 1: Emma, Carol & Gaz to progress with discussions regarding sponsorship prior to next meeting.**

##### b) *Action 3: Theme*

See item 2.

##### c) *Action 4: Group co-ordination*

Helen has set up a Microsoft 365 group. Carol couldn't access this from DMU, Gaz to investigate. Alternatives (Google Drive, Trello) suggested if problems couldn't be resolved.

**Action 2: Gaz to check connectivity from DMU and liaise with Carol to find fix.**

#### 02 Theme

Previous discussions had identified 'innovation and change' to be the preferred theme. Gaz had suggested 'New For You' to Emma in a previous discussion and the group agreed that this should be the conference theme. Encapsulated ideas around everyone adapting to change and was wide-ranging enough to attract papers. Emma will draft a conference descriptor and call for papers and circulate, everyone was encouraged to share comments and amendments.

**Action 3: Emma to draft call for papers and share via email for comment.**

**Action 4: Emma to report back to SG/Directors on planned theme.**

#### 03 Sponsorship

See notes under actions and matters arising point a (above). Plan to make sponsorship less specific. Agreed online only programme would be feasible although either limited numbers of print programmes would be needed, or, Emma suggested poster sized programme could be used in the venue.

Emma has spoken with Ian Corns (Talis Education) regarding sponsorship, they may be interested although have changed approach to primarily sponsor events attended by senior decision makers.



Lydia noted Alterline may be a good sponsor to approach.

**Action 5: All group members to send suggestions for sponsors to Carol who will collate a list.**

**Action 6: Emma and Gaz to meet to revise policy prior to next meeting.**

**Action 7: Emma to encourage Directors attendance at next Directors Group meeting.**

#### 04 Costs

Emma thanked Claire and Lydia for their work on venue costings. Costs for venue £32.50 per delegate plus four breakout rooms. Total cost expected to be around £4,500. University of Birmingham paying this directly to simplify payment procedures. Budget should have scope for external keynote speaker. Gaz noted it would be good to approach in-house options, and that it may be possible to obtain a quality speaker this way without incurring costs. Emma suggested Andy Cope as a possible speaker.

**Action 8: All group members to suggest potential keynote speakers.**

**Action 9: Gaz to raise at SDG for suggestions.**

#### 05 Next Steps & Next Meeting

Next meeting 21<sup>st</sup> March at Loughborough.

Group to continue to collaborate via email and additional face-to-face meetings may be arranged for those who cannot attend.

Items for next meeting include sponsorship programme, outlining the programme structure and setting up key tasks/roles to progress the conference going forward.

Helen will send outline of planned dates and deadlines.

**Action 10: Emma and Jo-Anne to arrange a meeting to 'catch-up' on planning so far.**

**Action 11: Emma and Jen to speak regarding handover.**

**Action 12: Helen to share outline of planned dates and deadlines.**

#### 06 AOB

Emma thanked Jen for all her work and contributions to the group and wished her well for her maternity leave.