



## Mercian Collaboration Conference Meeting

### Minutes

10<sup>th</sup> April 2019

#### 01 Introductions & Apologies

**Present:** Emma Walton (Meeting Chair), Jen Brotherton, Claire Browne, Cheryl Coveney, Matt Cunningham, Charlie Hill, Jo-Anne Watts

**Apologies:** Gaz Johnson, Helen Curtis, Kimberly Maxwell

#### 02 Actions from previous meeting

**ACTION 1:** EW to send out final report to all group members – final report forms part of Mercian Annual Report

<https://merciancollaboration.org.uk/sites/default/files/publications/Annual%20Report%202018-Version%202.pdf>

**ACTION 2:** EW to contact two venues with decision and book Nottingham for Tuesday 10th September 2019 – complete

**ACTION 3:** All to think about a keynote around the theme of community, voices, Higher Education – on agenda

**ACTION 4:** EW to email on 25 March – complete

**ACTION 5:** As companies plan their attendance early in the year, EW and GJ would revise the sponsorship documents to reflect these changes ASAP. - complete

**ACTION 6:** MC to identify if there is someone based at Nottingham University who would be interested in working with us in a venue co-ordinator capacity this year. – MC discussed with Sue Storey at Nottingham to give her a head's up. EW will mention it again after LILAC (which is also at Nottingham this year).

**ACTION 7:** HC to create document to pass on key information on financial aspects of role. - complete

**ACTION 8:** EW to email out doodle poll for next meeting in April, and June to discuss paper submissions. - complete

#### 03 Venue update

Everything is in hand – we are in the process of paying the deposit via Sconul. The venue seems to be efficient and has addressed concerns over tech support and parking.

Some decisions will need to be made about what sessions will be held in which rooms, but this will be dealt with once we have a better idea about delegate numbers for the sessions.

#### 04 Theme

A suggested theme of “Making connections: collaboration, partnership, community” was put to the group. It received broad approval, but it was agreed we would happily look at alternate wording if someone on the group had any last-minute inspiration.

#### 05 Keynote speaker

A variety of possible keynote speakers were discussed – varying from someone who works in the HE sector e.g. JISC or HEPI to Library directors who also have student services as part of their portfolio.

Two strong contenders were identified: Anne Hannaford (who led the team responsible for the development of The Hive at University of Worcester) and Katie Pekacar (an independent consultant who has recently published a report examining the potential for greater partnership between HE and public libraries: “Independent Mind. Higher Education and Public Libraries: Partnership Research”

<https://www.artscouncil.org.uk/sites/default/files/download-file/Public%20Libraries%20and%20HE%20report.pdf>

**ACTION 1:** EW to approach contact at Worcester to investigate Anne’s availability.

**ACTION 2:** Group to read Katie’s report

#### 06 Call for papers and Paper submissions

The group agreed that the timings for sessions would be the same as last year with workshops remaining in their afternoon slot – although a line will be added to the call for paper documentation stressing the need for interactivity in the workshop sessions.

Once papers are accepted, we will then ask for speaker bios etc rather than asking for things in advance.

Deadline for submissions will be 5<sup>th</sup> June and the group will meet on 17<sup>th</sup> June to shortlist.

**ACTION 3:** EW to finalise wording on call for paper documentation

**ACTION 4:** EW to send call for papers to Mercian Directors once wording finalised. GJ to publicise via social media channels, Mercian distribution list and add to website

**ACTION 5:** EW to chase with Mercian Directors in Mid-May once JW sees how many submissions there are

#### 07 Sponsors

EW, CC and GJ met to discuss sponsorship policy and have uploaded it to the Mercian website. There is just a single level of sponsorship of £1000 (or £200 if the sponsor just wants a logo in the conference pack). Sponsors can attend sessions if they want.

There is enough space for six sponsors in the exhibition space at the venue plus an additional table for the Mercian SIGs to share

**ACTION 6:** CC to email last year’s sponsors to ask if they want to attend again this year. There is also a potential list of new sponsors to approach.



**ACTION 7:** EW to email Figshare directly to ask about possible interest

08 Marketing

**ACTION 8:** CB to investigate costings for a notebook and pencil in Mercian colours and order if appropriate. Delivery to be made to MC at Loughborough who will take to the conference venue on the day.

09 Planning for next few months

The group is on track with its timings in comparison with previous years – especially as venues and timings are already in place.

At our next meeting we will be selecting papers/workshops and will send out booking information once finalised.

We will meet in early August to look at room allocation in light of delegate interest and to allocate the chair of each session to group members.

In light of a number of the group approaching the end of the term, it was felt involving newer members in a variety of activities could be helpful so that there isn't a sudden loss of knowledge and it would be good practice for people with existing roles to create a document of their activities/duties that could be passed on to their successor. This would be discussed in the evaluation meeting after the conference.

10 Date of next meeting

**Monday 17<sup>th</sup> June 2019**