



Mercian Collaboration Conference Group

Meeting Minutes

14 June 2018

University of Birmingham Library

Present: Emma Walton (Meeting Chair), Carol Barker, Claire Browne, Matt Cunningham (MSDG Rep), Liz Kennedy, Lydia Matheson, Gaz Johnson (MCDO), Helen Curtis, Jo-Anne Watts

01 Apologies and Introductions

02 Matters arising from last meeting (21/03/18)

The Chair noted that all matters had either been actioned or were on the agenda as ongoing matters of concern.

03 Matters pertinent to the Conference Group from Steering Group meeting

Emma reported back from the Steering Group's recent meeting (11th May 2018)¹, noting their continued support for the CG's activities. It was agreed in the light of the need to have high level representation for sponsors, as well as for delegates, that attendance from steering group members would be strongly encouraged by the CG. It was hoped some other Directors would also attend.

Action: Emma to advocate to SG the importance of attending the Conference

04 Update on sponsors

Emma and Carol reported that some sponsorship has been secured, meaning the conference is on track to recoup a portion of its costs. It was noted that some potential sponsors had proved more demanding than anticipated.

Action: Emma to contact additional sponsors if any further sponsorship is required.

05 Conference Venue Update

The Nicholson building (original planned venue) is being refurbished, so the conference will now be held in the new **Edgbaston Park Hotel and Conference Centre** (currently being built, due to open in Sept 2018). This information had been supplied to Claire as the local conference liaison the day before the meeting.

The **Pervsner Room** is main space (capacity 110 theatre style), with the **Writer's Suite** for parallel sessions (capacity 50. 50, 45 - to be set up cabaret style). The venue includes exhibition space, although clarity is needed about how this relate geographically to delegate refreshment and lunch space. Concerns were noted with respect to the closeness of the opening date and the MC conference, although the Chair believed should the venue fail to be available on time, that the university would be bound to provide alternative space.

It was agreed that as soon as possible the new venue must be visited, and clarifications on the opening date (and any ancillary snagging support) were required. Claire agreed to investigate also what guarantees or arrangements existed for our booking with respect to the provision of a back-up venue by the university.

¹ <https://merciancollaboration.org.uk/about-collaboration/agendas-minutes#steering>

Action: Claire to follow up with Birmingham Conferences to establish key information and assurances with respect to new and alternative venue provision

06 Paper Submissions

There were an excellent range of paper submissions from staff from member libraries, which far exceeded the number of planned programme slots. As a result, the CG conducted a longlisting and then a shortlisting exercise. Far more presentations than workshops were proposed. However, after a long deliberation 4 workshops and 8 presentations were selected.

Action: Jo-Anne to contact successful paper applicants and confirm their attendance

Action: Subsequent to confirmation of speakers, Jo-Anne to notify unsuccessful applicants

07 Activity Timeline

A timeline of key activities for the coming months

Date	What	Comments/Actions
Week beginning 18 June	Jo-Anne to contact presenters	Request in initial email, that on acceptance speakers include: photo (200 x 200 pixels), a couple of sentences about would make someone attend their session and a max 50 words biog. Speakers to confirm attendance by Friday 29 June and send bio etc. by Friday 6 July at latest
Monday 23 July	Bookings open on EventBrite	Speakers will need to be confirmed as well as a skeleton programme drafted. Delegates should be able to choose sessions (choices to be put up on a board on the day.) Gaz confirmed consent not required for delegate lists, in relation to data protection ²
W/b 13 August	Next meeting	To confirm duties on day and delegate packs
Friday 17 August	Bookings close	
Monday 20 August	Confirm numbers to venue for catering	Claire will check whether this could be confirmed at a later date
Monday 10 September (afternoon)	Pre-conference meeting at UoB	Claire to check if UoB Library staff can help with registration

² Falls under legitimate interest (function of MC to promote links between staff) and contractual arrangements (conference participation requirement)



Action: Jo-Anne to contact all entrants early next week (w/b 18th

Action: Liz / Gaz to create booking form & draft programme for website.

Action: Claire to check re help from University of Birmingham Staff on the day of the conference.

08 Marketing and delegate packs

As had previously been agreed, the delegate pack will be online for #Mercian18. The online delegate pack will include: venue info, programme, Twitter hashtag (#Mercian18), speaker bios and session details. The potential to include information of the MC and its activities was also discussed, and will be reviewed ahead of the conference.

It was agreed to investigate the costs for branded give-aways for this year, to include A6 notebook and pencil. It was also agreed, as GJJ had previously noted, that a pull-up banner would be a good purchase. Lydia and GJJ agreed to collaborate on the design and acquisition of this.

Action: Lydia to get quotes for handouts and distribute to Chair and committee

Action: Lydia and GJJ to coordinate on pull-up banner acquisition

09 AOB

None.

10 Next Meeting

This would be in Mid-August close to the close of bookings.

Action: Emma to distribute Doodle-poll and arrange meeting date and venue