



## Mercian Collaboration Conference Meeting

### Minutes

21<sup>st</sup> March 2018

Loughborough

#### 01 Apologies & introductions

**Present:** Emma Walton (Meeting Chair), Carol Barker, Claire Browne, Matt Cunningham, Liz Kennedy, Lydia Matheson,

**Apologies:** Jo-Anne Watts, Helen Curtis, Gaz Johnson

#### 02 Actions and Matters Arising

a) *Microsoft 365 group*

Carol is still having difficulty accessing Microsoft 365

**Action: Carol to discuss with Gaz**

b) *Conference theme*

The response of the directors' meeting to the theme was positive.

#### 03 Sponsorship

OCLC have expressed an interest in sponsoring the conference.

Emma has drafted an email to send to potential sponsors, which just needs details of the sponsorship policy adding to it. This was shared in the meeting and amendments suggested. Having explored alternative options, it will be necessary to use a gmail address for the sponsorship email address. The conference will need a longer lunch break to give exhibitors an opportunity to exhibit. Carol has collated a list of potential sponsors to approach.

**Action: Emma to amend email as per suggestions, and to chase Gaz re amendments to policy.**

#### 04 Venue

Following the email Claire sent with pictures of the venue, she gave further information about the space. There is space for 4 or 5 exhibitors at most. The venues has gardens which will be open to delegates.

#### 05 Conference Theme

The directors liked the theme, especially those from smaller institutions as it gives their staff opportunity. Emma has drafted a blurb for call for papers.

#### 06 Timeline

Call for papers to go out end of April/beginning of May. Deadline for submission 1<sup>st</sup> June, meet on 14<sup>th</sup> or 15<sup>th</sup> June to select. Keep submission form similar to last year, but ask for summary and perhaps provide more guidance; many speakers exceeded the 500 word limit.

**Action: Emma to adapt submission form and send to group**

07 Conference schedule and keynote

We discussed conference schedule and key note. [Andy Cope](#) was a popular suggestion for keynote speaker, with [Tom Jackson](#) aka ‘Dr Email’ also suggested.

We will need a longer lunch break to give our sponsors time to exhibit. The directors have said that it would be good to have the Special Interest groups represented, but as we require sponsorship we will have to prioritise space for our sponsors. Suggestions for making SI groups visible: report in delegate pack, rolling slide show, special badges for reps.

Provisional outline for the day:

Set up – exhibitors, sponsors etc.	Before 9.30
Registration	9.30 – 10.00
Welcome	10.00 – 10.10
Keynote	10.10 – 11.00
Coffee	11.00 – 11.30
Session 1 (papers – 4 parallel sessions)	11.30 – 12.10
Session 2 (papers – 4 parallel sessions)	12.20 – 13.00
Lunch and exhibitors	13.00 – 14.15
Session 3 (workshops – 4 parallel sessions)	14.20 – 15.20
Closing/prize/Q & A	15.30 – 16.00

Session 3 is longer as the intention is to have this session for workshops, with sessions 1 and 2 for papers. It will be made apparent in the call for papers that we are seeking both papers and workshops.

08 Group roles

Claire – Venue Coordinator  
 Carol – Sponsorship Coordinator  
 Marketing Coordinator – Lydia  
 Bookings coordinator – Liz  
 Treasurer - Helen  
 Joanne had expressed an interest in Speaker Liaison role; Emma to confirm this with her

09 AOB

Gaz had raised with Emma that we don’t have KPIs. We could have critical success factors, such as: we are as inclusive as possible; conference attended by delegates from across region; something around keeping the conference free, or finding funding opportunities.

**Action: Emma to write up success factors, and pick up with Gaz to ensure we are echoing but not duplicating existing Mercian KPIs.**

10 Next meeting

14<sup>th</sup> or 15<sup>th</sup> June, hopefully at Birmingham.