



Mercian Collaboration Steering Group

Telcon, 24th Nov 2017

Minutes

Present: Dave Parkes (Chair), Paul Reynolds (Treasurer), Diane Jobs (Vice-Chair), Phil Brabban, Fiona Parsons

17/24 Apologies

Emma Walton

17/25 Minutes of previous meeting (11th Aug 2017)

These were accepted as an accurate record. All matters arising are on today's agenda, and no additional items were raised by the SG.

17/26 Treasurer's Update

As noted at the Directors' meeting (6th Nov 2017) the increased subscription rates for 2018 were agreed, and these have been sent to SCONUL, who will invoice them as part of their subscriptions.

ACTION: Paul to send reminder to Directors of subscription rates

Paul noted that we have not yet fully paid for the 2017 conference costs, and that a catering charge of around £1,600 was still outstanding. However, we require an invoice before we can request SCONUL pay this from Mercian funds. The Chair noted he would investigate this at DMU.

ACTION: Dave to chase up DMU catering invoice for the conference with DMU Conference team

It was also noted that SCONUL had overpaid the external speaker, by paying his travel expenses back and that Paul was talking with the Conference Group and SCONUL to seek repayment of this error.

ACTION: Paul to chase up overpayment to external speaker with SCONUL

17/27 Governance

a) SCONUL Subgroup: MoU Feedback & Conclusions

Paul noted he had proposed some amendments and clarifications to this, which had been distributed prior to the meeting. He had also discussed these amendments with Robin Green, in his capacity as past-treasurer and one of the instigators of the Mercian Collaboration. Robin concurred with Paul's assessment and suggestions. There were a number of minor corrections, along with some more detailed points which following discussions required further clarification. It was also noted that the SCONUL Executive Board, given its role in governing SCONUL and its subgroups, required specific representation from the MC (and also NoWAL and NC). As this is a large body already, ideally a single person could represent the interests of all 'regional subgroups'.

Following these detailed discussions, it was agreed that as SCONUL wished the MoU to be in place for the start of 2018 some further, urgent, discussions were needed between them and the MC to resolve these particular issues. Paul agreed to continue leading on this, and to report back as soon as possible.



ACTION: Paul to raise representation of MC and regional groups on SCONUL Board with Ann

ACTION: Paul to discuss issues and clarifications for MoU with Ann as a priority

ACTION: SG to agree, electronically, if they will accept the final revised MoU before the end of 2018

b) Mercian Sponsorship Policy

As noted at the Directors' meeting, GJJ was drawing this together, adapting the M25's format. This would be shared with the SG for approval before making public.

17/28 Collaboration Action Plan

a) Buddying scheme

GJJ noted, following on from the 3 applications at the conference, a further 12 applications had been received, with a slight bias towards offering rather than seeking support. He would be periodically promoting the buddying scheme, alongside the events programme.

b) Talent Management scheme

As also discussed at the Directors' meeting, it had been agreed to step back from this as an idea whose time and maturity had not yet come, despite significant pockets of interest across the Collaboration. Dave and GJJ would arrange for a statement in support of intra-collaboration member exchanges and placements. It was noted the level of anticipated administration for this, exceed that currently available to the Mercian. Should more demand for action/support for Talent Management placements across the membership appear, it was agreed to revisit and explore in more operational depth.

ACTION GJJ and DP to arrange Talent Management supporting statement for Website

c) Regional Outreach & Collaboration Inter-Relationships

These items were also now parked, although ongoing informal communications between regional SCONUL subgroups and other national and regional library related bodies would continue as appropriate. It was noted there may be a need in the longer term to revisit more collaborative activities with other organisations, and notably internationally, should need arise. Potentially, this is an area where sponsorship activities may open unexpected doors or partnerships. However, for the foreseeable future no further directed action is currently anticipated.

17/29 SIG Matters Updates

a) Copyright Group: Sponsor and Plans

It was noted while this SIG subgroup was in the process of forming, following support at the Directors' meeting, that an application to fund an external speaker for an event within the region had been received. While the Chair expressed some reservations, given the costs involved (~£600+travel expenses), the Treasurer expressed his opinion that this event was fundable and he supported the idea. It was agreed therefore by the SG to fund this event.

ACTION: GJJ to coordinate with Mercian Copyright Group concerning event support procedures



A discussion concerning the protocols for receiving funding requests were discussed, noting that some prior requests for support had arrived late in the day. Notably while most events were run with costs satisfied by hosting organisation, as previously agreed by Directors, there remains a potential to support two SDG, and two other external speaker events annually within the Mercian budget. The SG agreed where external and charging speakers were brought in, organisers should not shy away from recouping costs through levying delegate fees, to enhance further opportunities within the Collaboration to bring in external speakers, etc.

The Treasurer also proposed that a window (or windows) for event support submission requests could be established, in sync with the SCONUL funding year (Jan-Dec), which it was agreed to explore. However, for the time being the MC would continue to operate on a first-come, first-served basis in terms of handling funding requests from subgroup events. It was proposed to write to subgroup chairs to highlight these discussions, and explore any implications for their own planning cycle.

ACTION: GJJ to draft email to all group chairs to inform them of event funding guidelines and proposals

b) Conference Group

Emma had sent a brief written report, noting the CG would be meeting 15th Jan 2018 at DMU, to begin active preparation for #Mercian18. It was noted the subgroup would be recruiting new members, with a mailshot to all Directors in the next week or so, highlighting the kinds of staff it was hoped would come forward or be identified for participation.

c) Disability Group

These had met the previous week (13th Nov), and the minutes were pending. With respect to (17/29(a)), it was understood that an event with an external speaker was under consideration for March/April 2018.

d) RDM

Fiona noted she was scheduling a face-to-face meeting with subgroup. No further submission had been received from the subgroup chairs.

e) SDG

Diane also noted she had a face-to-face meeting planned with the SDG. No further submission had been received from the subgroup chair.

f) MUAL Integration

Dave noted that he had spoken with Alan Brine at DMU, and that MUAL were meeting in January 2018 to discuss integrating with the MC. While they are a loosely configured group, it was noted that the MC would require a ToR as part of any formal merging into a MC SIG.

ACTION: Dave to follow up with Alan Brine and MUAL following their Jan meeting



17/30 March 2018 Directors Meeting

a) Invited speakers & suggested themes

GJJ noted that he had written to Neil Grindley and Bethan Ruddock, who are both associated with the NBK (National Bibliographic Knowledgebase), to invite them to attend. As they had previously expressed considerable interest in addressing the MC, it was expected that one or both would be in attendance in March.

A second potential speaker or topic for the morning discussion slot was briefly discussed, with no firm consensus. Hence, it was agreed to return to this in the light of developments or requests from the Directors at the next meeting.

ACTION: All to consider potential speakers or discussion topics for March Directors meeting

b) Draft agenda topics

It was noted that some discussion around preparations for dealing with the GDPR (General Data Protection Regulation) would be valuable, and that Dave would be happy to lead discussions on this item.

17/31) MCDO Update

Given the lack of working days since his report to Directors, GJJ did not provide a report this time. However, he had presented his analysis of his 2016 Director visits which highlighted a number of potential issues, challenges and synergies which the MC could address. Given the richness of the report, it was agreed to allow the SG to reflect on its conclusions and return to consider it, and any additional research required to update it, at the next meeting. After this time, it would likely be made available to the other Directors.

ACTION: All to review and consider GJJ's Mercian Collaboration Synergies, Priorities and Challenges report and be ready to discuss at next meeting

17/32) AOB

a) Approximate dates for next meeting

It was agreed the next meeting would take place in late Jan/e.Feb as normal.

ACTION: GJJ to coordinate date for next SG telcon in Jan/Feb 2018

It was noted that there may be a need for ad hoc interim meetings, phone calls or email exchanges over the next few weeks to finalise the MoU.