



Mercian Collaboration Conference Meeting

Minutes

17th June 2019

01 Introductions & Apologies

Present: Emma Walton (Chair), Jen Brotherton, Cheryl Coveney, Matt Cunningham (MSDG), Helen Curtis, Kimberley Maxwell, Jo-Anne Watts, Gaz J Johnson (Development Officer)

Apologies: Claire Browne, Charlie Hill

02 Actions from previous meeting

ACTION 1: EW to approach contact at Worcester to investigate Anne's availability – **complete, on agenda**

ACTION 2: Group to read Katie's report – **complete**

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

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 – **complete**

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

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 – **complete**

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

ACTION 8: CB to investigate costings for a notebook and pencil in Mercian colours and order if appropriate – **on agenda**

03 Keynote

EW contacted Judith Keene at Worcester about Anne. After a discussion it was agreed the best option would be for Judith and Janine, who is Head of the Hive, to give the keynote covering the development of the Hive, partnership working, and how they are developing the team at Worcester to deliver the services.

ACTION 1: EW to liaise with Judith and ask for a written piece for the Mercian website to be used in promoting the conference in the lead up

04 Sponsorship

There has been ongoing dialogue with interested sponsors. A number have confirmed both Gold and Silver sponsorship. CC will continue to liaise and firm up final arrangements.

Discussed the space available and possibilities of stands for the SDGs.



ACTION 2: EW to contact Figshare directly about sponsoring the conference.

ACTION 3: GJJ to contact the SIGs for an expression of interest in staffing a stand.

05 Venue

EW reported that all paperwork is in place and the venue has been paid. It has been challenging and the issues will be detailed in the finance notes. EW will invite the new Mercian Treasurer, Mark Toole, to Loughborough to discuss finances.

06 Marketing

CB has circulated a suggested order for the marketing materials prior to the meeting. Agreed upon a yellow A5 unlined notebook (200) and pens (250) with the Mercian logo as this year's conference freebies.

ACTION 4: CB to progress the order and deliver the materials to Loughborough

07 Paper submissions

Reviewed and selected the submissions for presentations and workshops. The schedule will be the same as last year with 4 workshops in the afternoon. HC has created a draft conference schedule in the group's shared folder.

ACTION 5: JW to contact successful speakers with next steps and contact unsuccessful speakers with thanks for their submissions

08 Next Steps

The key dates were agreed as follows:

- Speakers to confirm attendance by 5th July
- Speakers to submit revised session blurbs, speaker bios and photographs by 12th July
- Bookings open 29th July with a cap of 4 per institution – speakers will need to be reminded to sign up. Agreed sponsors would not sign up.
- Remove the cap if appropriate on 14th August. EW and GJJ are attending Mercian Directors on this day.
- Conference group meeting in August to allocate chairs and schedule for the day
- Close bookings on 23rd August and advise the venue of numbers and dietary requirements

ACTION 6: JW to liaise with Charlie re: the parallel session information details for publishing when the bookings open

ACTION 7: EW to contact Diane Job about giving the welcome

ACTION 8: EW to send Doodle poll to the group for an August meeting at the venue in Nottingham

09 Date of next meeting

August tbc