



Conference Group Meeting Minutes Thursday 30th November 2023 @ 14:00 - Online

Summary of New or Outstanding Actions

ACTION: Ruth to finalise the delegate feedback, sponsor feedback and delegate analysis reports and upload to the Mercian CG Agenda, minutes and reports page.

ACTION: ALL to review reports to inform planning for the Mercian 2024 Conference.

ACTION: Catherine to check with University of Birmingham colleagues about payment for The Exchange.

ACTION: ALL to promote opportunity for new members to join the CG.

ACTION: Chair and Vice-Chair to confirm roles for existing and new CG members as soon as possible.

ACTION: Catherine to talk to Sue Ackermann about options for the venue and possible themes for the Mercian 2024 Conference.

ACTION: Catherine, Paul and Ruth to produce a conference planning timeline for the year.

ACTION: Chair to send out poll to find a CG meeting date in January 2024

1. Welcome and Apologies

Chair welcomed the group to the meeting, with a particular welcome to Jane Mansfield who had just joined the Conference Group. It was confirmed that Paul Cavanagh would be taking on the role of Vice-Chair.

Present: Catherine Robertson (Chair, Birmingham), Paul Cavanagh (Vice-Chair, Nottingham), Kerry O'Brien (Loughborough), Michelle Mayer (Coventry), Grace Troth (BCU), Jane Mansfield (DMU), Ruth Jenkins (Mercian Collaboration Executive Officer)

Apologies: Jodie Heap (Staffordshire), Matt Cunningham (MSDG liaison, Loughborough), Sue Ackermann (Steering Group Sponsor, Nottingham)

2. Outstanding actions from 2023 conference

2.a. Reports:

- Delegate feedback survey
- Sponsor feedback survey
- Delegate analysis

ACTION: Ruth to finalise the delegate feedback, sponsor feedback and delegate analysis reports and upload to the Mercian CG Agenda, minutes and reports page.

ACTION: ALL to review reports to inform planning for the Mercian 2024 Conference.



2.b. Income and expenditure:

Ruth noted the need to provide summary of income and expenditure associated with the Mercian 2023 Conference to Directors, and to have transparency about income and expenditure for Mercian 2024 Conference.

Ruth queried whether costs of the venue had been paid through University of Birmingham as the host institution. If so, we need to arrange for this to be invoiced to Mercian Collaboration via SCOUNL.

ACTION: Catherine to check with University of Birmingham colleagues about payment for The Exchange.

3. Group membership and roles

3.a. Membership of CG

Conference Group members and roles are listed on the following webpages:

<https://merciancollaboration.org.uk/cg-current-members>

<https://merciancollaboration.org.uk/conference-2023/contacts-help-2023>

We need to encourage more people to join the conference group.

ACTION: ALL to promote opportunity for new members to join the CG.

3.b. Roles on the CG

A guide to Conference Group Roles and Responsibilities is available here:

<https://www.merciancollaboration.org.uk/sites/default/files/publications/Conference%20Group-Roles-V3.0.pdf>

We had an initial discussion about CG members and roles for 2024:

- Catherine Robertson (Birmingham) – Chair (new to this role)
- Paul Cavanagh (Nottingham) – Vice-Chair (new to this role)
- Jodie Heap (Staffordshire) – Sponsorship Co-ordinator (continuing in this role)
- Michelle Mayer (Coventry) – Speaker Liaison (continuing in this role)
- Grace Troth (BCU) – interested in Communications and Programme Co-ordinator (would be new to this role)
- Kerry O'Brien (Loughborough) – Delegate Liaison (continuing in this role)
- Vacant role – Delegate Liaison (Jane Mansfield expressed an interest in taking this role)
- Vacant role – Communications and Programme Co-ordinator
- Vacant role – Sponsorship Co-ordinator
- Vacant roles – Venue Co-ordinator x 2
- Vacant role – Speaker Liaison



CG also includes the following Ex Officio members:

- Ruth Jenkins (Mercian Collaboration Executive Officer)
- Matt Cunningham (Mercian Staff Development Group liaison, Loughborough)
- Sue Ackermann (Steering Group Sponsor, Nottingham)

ACTION: *Chair and Vice-Chair to confirm roles for existing and new CG members as soon as possible.*

4. Venue and theme(s)

The venue and theme(s) of the Mercian 2024 Conference would need to be discussed and approved by the Mercian Directors Board. The next Directors Board meeting was being held on 14th December 2023.

We had an initial discussion about possible venues, noting that we would like to get the venue and date for the Mercian 2024 Conference confirmed and announced as soon as possible in the New Year. It is helpful to have CG members who are local to the venue.

Ideas for possible themes were also discussed. It was agreed that the theme should be broad and flexible enough to be able to interest a wide range of speakers and delegates across the Mercian region.

ACTION: *Catherine to talk to Sue Ackermann about options for the venue and possible themes for the Mercian 2024 Conference.*

5. Timeline for planning Mercian 2024 Conference

It was agreed that it would be helpful to have an overview of the timeline for planning the Mercian 2024 Conference. This would be especially useful given the high number of new CG members this year.

ACTION: *Catherine, Paul and Ruth to produce a conference planning timeline for the year (based on previous documentation, if possible).*

6. Date of next meeting

We need to confirm a date for CG meeting in January to start planning the 2024 conference.

ACTION: *Chair to send out poll to find a CG meeting date in January 2024*