



Mercian Collaboration Conference Group Meeting

Minutes

Friday 9th August 2017

De Montfort University

01 Apologies & introductions

Present: Emma Walton (Meeting Chair), Carol Barker, Jen Brotherton, Helen Curtis (Minutes), Rob Davies, Liz Kennedy, Matt Cunningham (SDG), Anna Richards

Apologies: Gareth J Johnson (MCDO)

02 Decisions

This was the final face-to-face meeting of the group although some members will go to the venue to finalise practical plans on Sep 11th, the day before the conference.

Decisions were taken on

- 1) Speakers information
- 2) Recording and making presentations available
- 3) Bookings and numbers
- 4) Giveaways (freebies)
- 5) Printed material for delegates
- 6) Competition
- 7) Venue organisation incl layout and the role of the conference group
- 8) Contingency/emergency plans
- 9) Costs and expenses

Action: EW to talk to Gaz about colleagues in equivalent groups and their attendance

Action: EW to talk to Steering group about numbers and attendance by Directors

Action: EW to invite bookings from Cranfield and another potential institutional member

A detailed list of actions for each group member were disseminated following the meeting, in the shared file space. Group members were reminded to continue updating the rest of the Group on issues or information on progress via the distribution list.

03 Date of Next Meeting

This will be decided following the Conference 2017, and will be focussed on the evaluation and preparing the report to the Steering Group.

Action: Emma to agree and set date for the next meeting