



## Mercian Staff Development Group Meeting Tuesday 13th March 2018

Loughborough University Library, Seminar Room 1

10.30am to 3pm

### Agenda

1. Apologies
2. Welcome to new members and Deb from Birmingham (KK)
3. Minutes/matters arising – meeting on 21<sup>st</sup> September 2017 (KK)
  - a. The meeting queried what the geographical boundaries of the Mercian region are. **Action: Kirsty to raise at the next Mercian Collaboration meeting**
  - b. Buddy scheme. **Action: Kirsty to contact the three individuals and then email MSDG reps to find suitable matches.**
  - c. Buddy scheme. **Action: Gaz and Kirsty to undertake the additional promotion work.**
  - d. **Action: Gaz to advise the MSDG of its sponsor.**
  - e. Programme. **Action: Rob to liaise with the external speaker and confirm the date of the event.**
  - f. Programme. **Action: Kirsty to email reps [re outstanding dates].** Reps would be provided with a flyer to circulate to staff promoting the full programme
  - g. **Action: Jane to produce a flyer once all dates confirmed**
  - h. Those running sessions to be asked to do a brief write-up (500 words max) and to provide photos – these to be sent to Gaz. Also to tweet using the Mercian handle. **Action: All reps**
  - i. Evaluation. **Action: Ruth Chell to devise survey.** All other events to use the traditional form on the day method. Coventry will also trial a Padlet wall on the day at their event. **Action: Kirsty.**
  - j. Copyright group. **Action: Yvonne to draft terms of reference, using template to be supplied by Gaz. Gaz/Kirsty to put on agenda of next Mercian Collaboration meeting**
4. Update from the Mercian Officer/conference update (GJ)
5. Election of Officers (KK/JM)
  - a. Chair
  - b. Vice -chair
  - c. Admin Officer
  - d. Evaluation Officer
6. Update on current programme and admin
  - a. External speakers
  - b. Evaluation (RC)
7. Update on mentoring/networking scheme (JM)
8. Draft programme planning 2018-19 (All)
9. Meeting locations for June, September 2018 and March 2019 (All)
10. AOB