



Mercian Staff Development Group Meeting Thursday 9th March

**University of Birmingham
Staff Training room 129 situated on the 1st floor of the New Main Library**

10.30am to 3pm

Lunch will be provided with a tour of the new library immediately after lunch.

Agenda

1. Apologies
2. Minutes/matters arising
 - a. Delays to payments
 - b. Website
 - c. Termly press release/support of officer
 - d. Annual report
 - e. Mentoring scheme
3. Update from the Mercian Officer/conference update
4. Review of MSDG TOR
 - a. Proposal to remove item 7) To develop an Annual/Bi-Annual Conference on behalf of the Mercian Collaboration
5. Election of Officers
 - a. Chair
 - b. Admin Officer
 - c. Evaluation Officer (draft descriptors required)
6. Review of admin processes
 - a. Closure of wordpress site
 - b. Photos for web site and upkeep of site
 - c. Evaluation and using the Mercian Eventbrite account
 - d. Costs (lunch and external attendees)
7. Draft programme planning 2017-18
8. Meeting locations for June, September and March 2018
9. Mentoring/networking scheme
10. AOB