



## Mercian Collaboration Steering Group Meeting

### Agenda

Friday 6<sup>th</sup> January 2023 | 13:00-16:00

Online Meeting via Teams

1. Welcome and Apologies
2. Previous meeting
  - a. [Minutes from previous meeting \(9th Aug 2022\)](#)
  - b. Outstanding actions
3. Administration
  - a. Executive Officer Recruitment
  - b. Interview panel and dates
  - c. Responses to Tim Wales questions (CP)
4. Governance
  - a. Steering Group members elections
  - b. New Subgroup proposal – Research
  - c. New Subgroup proposal – Systems
  - d. Framework documentation revisions - who should be tasked with designing the framework? (i.e., before the new Officer is appointed? Perhaps a task for the new Officer?)
  - e. Promotion of Strategic Plan
  - f. New Mercian member suggestion
5. Reports
  - a. Conference Group reports 2022 (JW)
  - b. Staff Development Group annual reports 2022
  - c. Annual report 2022 – Call for contributions (deadline Wed 18<sup>th</sup> Jan 2022)
  - d. Financial update 2022 (HC)
6. Operations
  - a. Renewal of zoom licence VS purchase of Microsoft Teams licence for the Mercian Collaboration
7. Subgroups updates
  - a. Conference Group (*next CG meeting planned 19/01/23*)
    - i. 2023 conference dates, location, budget etc. (See 2 x quotes from UOB)
    - ii. Conference theme (see padlet for suggestions received)
    - iii. Conference sponsorship pricing model
    - iv. Equality impact assessment needed for in-person conference. Steering Group to discuss and decide who will author this.
    - v. Directors/ Senior Staff meeting prior to conference, to drive up interest in senior staff attending the conference.
    - vi. Accessibility requirements
  - b. Mercian Staff Development Group (Inc refreshed Buddying programme)
    - i. Request dates and locations for forthcoming programme of activities
  - c. Copyright Group
  - d. Deputies and Senior Staff Group
  - e. Marketing and Communications Group
  - f. Mercian Disability Forum
  - g. Mercian Metadata Group
8. AOB
  - a. Website Photographs (NBF request)
9. Date of next meeting