**LIR COMMITTEE MEETING,**

**Tuesday February 21st 2012**

**Boardroom HEAnet building 5 Georges Dock IFSC**

**11:00am –12 30pm**

**Present**: Greg Sheaf, Peter Reilly, Glenn Wearen, Brendan Devlin, Siobhan Dunne, Gillian Kerins, Diarmuid Stokes, Ronan Kennedy, Claire O’Brien

Apologies:, Rachel Hynes, Breffni Smith, Aidin O’Sullivan

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| **Actions** | **Minutes** |
| * **Brendan** | * Minutes of Meeting January 11thapproved. |
| * **Matters arising** |  |
| Glenn | * **Updates on Workshops**  1. *Webinar on Shibboleth for April 18th* 2. *Apps towards end of May* 3. *Teach Meet May also*   *Agreed specific dates should be fixed for 4 annual workshops*   * ***Update on Invoices of 2011 Annual Seminar*** * *One invoice still outstanding, Chair will chase up Law library who has delayed payment.* * *Agreed – Institutions who don’t pay invoice not allowed attend future events.* |
| **Annual Seminar** | **Speakers Programme** |
| **Diarmuid**  **Glenn**  **Claire** | * Committee sympathised with sudden death of OCLC speaker Phil Cole. * It was agreed not to request another speaker from OCLC * Will contact Peter McKiernan to see if willing to extend his talk to 30mins * Chase up Cloud Security Alliance to see if still interested in speaking , if not offer slot to someone else * Suggested somebody from SILs (Crystal Fulton) might be available in place of Phil Coles’ Slot. |
|  | **Jobs to do** |
| **Gillian** | * Agreed Chair order 1,000 pens with LIR logo from suppliers Opusprintpromiotions. * Bookmarks Ordered * Agreed don’t require list of attendee email addresses * **Feedback form:**  1. Operate Dual system for Feedback Questionnaire, electronic and paper. 2. Offer Prize of IPOD as incentive to fill out Questionnaire 3. Use survey gizmo to link in with QR codes   Investigate possibility of pre recording future seminars and workshops and placing additional video content on LIR website. |
|  | **Tasks on Actual Day** |
| **Greg**  **Glenn**  **Greg** | * Team designated to assemble delegate folders prior to registration * Will explore acoustics options overall layout of venue (number of roving mikes required etc) * Speaker’s podium needs to be located beside panel of speakers. * Will monitor twitter feeds   Twitter #LIR2012 will be put on timetable for the day.   * Time keeper: - will introduce themselves to speakers and inform them of no running over. * Speakers guidelines need to be updated * Committee can access speakers’ presentations by joining dropbox. * Checklist on day  1. Titles slides 2. Glasses for Speakers 3. Petty cash float to pay for speakers taxi’s |
|  | **Seminar registration** |
| **Gillian** | * All committee members to register for Seminar * Register with Linked In * Glenn will put LinkedIn on LIR website. |
| **Topics for AGM** |  |
| **Ronan** | LIR Constitution needs to be reviewed in light of changes to committee. |
| **Next Meeting** | Date for next meeting To Be Announced. |