**LIR COMMITTEE**

**October 19th 2016**

**HEAnet, Dublin**

**Present**: Jennifer Ball, Frank Brady, Michelle Dalton, Peter Fleming, Clíona Ní Shúilleabháin, Peter Reilly, Jonathan Richardson, Glenn Wearen

**Apologies:** David Kane, Jenny Byrne, Elaine Doherty

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| **Actions** | **Minutes** |
| **Minutes (April 27th)** |  |
|  | * Date of Seminar updated to 24th November * Website Trouble Shooting workshop went ahead (see AOB) |
| **1: Acknowledgement** |  |
|  | * The committee acknowledges Siobhan Dunne’s dedication and commitment to the LIR committee as Chair and Secretary. |
| **2: Call for Submissions Update** |  |
|  | * No submissions were received. An error with the posted email address may have been an issue. * Only 4 confirmed speakers (1/2 a day). Need 4 more * **Action (Glenn)** – Approach Brian Wilson (HEAnet) * **Action (Cliona)** – Approach Peter Dudley (TCD) * **Action (JR)** – Approach John Cox and Connell Cunningham (NUIG) regarding speaking at the seminar, based on their talks at the HEAnet conference. * **Action (Peter F)** – Approach Horacio González-Vélez (NCI) * **Note**: Invited speakers get travel costs covered * **Programme:** deadline for posting – Nov 3rd |
| **3: Speaker Release Forms** |  |
|  | * All speakers to sign a Trinity Release form * Peter to coordinate signed forms * Received - Karen Latimer * On the way – Roisin Hennigen * **Action (Cliona)** – to send form to all committee members |
| **4: Venue & Catering Update** |  |
|  | * Venue visit to happen on the 8th @ 3pm– Glenn, Elaine, Jenny, Cliona * Water to be available this year * Cost - €12.99 pp * €1169 – invoiced after the event * Dietary requirements / Programme to be forwarded to caterers prior to event * Timing for food – by 3rd * Dietary Requirements – by 18th |
| **5: Tasks on the Day** |  |
|  | |  |  | | --- | --- | | LIR Seminar 2016 Task List |  | | Task | Responsible | | Post Programme online (deadline 2nd March) | Jenny | | Registration goes live (deadline 2nd March) \* | Jenny | | Room run through (3rd March) | Glenn, Clíona, Jenny, Elaine | |  |  | | Liaising with speakers: release forms, etc. | Peter | |  |  | | Feedback form online () | Jenny | | Print programmes (deadline Nov 24th) | Frank | | Print delegate list (deadline Nov 24th) | Frank | | Print biographies (deadline Nov 24th) | Jennifer | | Print feedback forms (deadline Nov 24th) | Michelle | | Close Registration (deadline Nov 18th) | Jenny | | Prepare Name Tags | (Jenny to check) / Jennifer | |  |  | | Bring Folders, pens | Jenny | | Prepare packs on seminar day (Start time 08.45) | All | | Liaise with caterers | Clíona | | Tech Assistance/Presenter PC | Glenn | | Registration Desk | Jonathan/Peter F/Michelle/Frank | | Hang Signage | Glenn (Twitter # Sign) | | Chairing morning | Peter | | Time keeping morning | Jennifer | | Roving mike morning | Jonathan | | Twitter morning | Glenn | |  |  | | Chairing afternoon | Cliona | | Time keeping afternoon | Frank | | Roving mike afternoon | Glenn | | Twitter afternoon | Michelle | |  |  | | Collate feedback forms | Jonathan | |
| **6: Open Online Registration** |  |
|  | * Registration to be opened on Nov 3rd |
| **7: LAI CPD Certs Update** |  |
|  | * **Action (Jennifer)** – To contact LAI about Certificate of Attendance |
| **8: Availibility of HEAnet A/V Unit** |  |
|  | Glenn to Liase |
| **AOB** |  |
|  | **Report on Workshop**   * 20 Attendees * Feedback was positive * Some people were out their depth / Not deep enough for others * Venue was good * Worth running again in a year or two (assistant needed) * Potential Topic- Monitoring E-Resources   **Reminder**   * Constitution – AGM only place for significant changes * Due notice of any proposed changes to be given. * **Proposed Change** – Change proposed to reflect practice of electing new officers on the day of the AGM (Glenn to propose)   **Text**: *“Position of Officers will be elected at the AGM. Expressions of interest for those offices may be received from committee members prior to the AGM”*   * **Action** – Email regarding proposed change to be sent to LIR list * **Action** – Email seeking interest in becoming member of the committee to be sent to LIR list * **Action** – Email seeking expressions of interest in officer positions to be sent to LIR committee list prior to AGM.   **Committee Membership Update**   * Jenny stepping down as member & (unofficial) web officer * Michelle stepping down as member * Jonathan stepping down as Secretary * Glenn to stay on Treasurer   **Signatories on Bank Account**   * Jenny and Siobhan to be removed * Peter F. to be added as signatory |
| **Next Meeting** |  |
|  | * AGM after Seminar * Meeting – Wednesday, December 7th. Includes Christmas Lunch. |