**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
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| **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
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| **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
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| **5: Tasks on the Day** |  |
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| 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 |

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| **6: Open Online Registration** |  |
|  | * Registration to be opened on Nov 3rd
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| **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
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| **Next Meeting** |  |
|  | * AGM after Seminar
* Meeting – Wednesday, December 7th. Includes Christmas Lunch.
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