**LIR COMMITTEE**

**February 25th 2014**

**HEAnet, Dublin**

**Present**: Jennifer Ball, Jenny Byrne, Clíona Ní Shúilleabháin, Aidín O’Sullivan, Simon Perry, Ger Prendergast, Simon Perry, Peter Reilly, Jonathan Richardson, Diarmuid Stokes, Glenn Wearen, Bill Murphy

**Apologies:** Mary Antonessa, Siobhan Dunne

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|  | **Minutes** |
| **All** | * Minutes of Meeting Jan 14th approved.
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| **Matters Arising** |  |
|  | * Aidín will follow up with UL on overpayment
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| **Officers** |  |
|  | * Bill Murphy appointed to the committee by DIT, replacing Brendan Devlin
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| **Treasurers Interim Report**  |  |
|  | * Adequate funds to meet expenses of 2014 seminar. 5.5k balance.
 |
| **Review Annual Seminar Speakers**  |  |
|  | * Speakers reviewed and programme agreed.
* Committee members will liaise with speakers to advise them of accepted submission, final date for papers, email address where final paper should be sent, find biographies and check if current with speaker
	+ Diarmuid: Michael Ladisch (requesting open-source focus) & Jenny Collery
	+ Simon: David Kane (2 talks)
	+ Aidín: Helen Falon / Anne O’Brien and Jim Foran/Meave McCauley
	+ Jenny: Hugh Murphy
	+ Jennifer: Niamh Walker Headon
	+ Glenn: Deirdre Judge
* Glenn to advise each committee liason of the email address where final presentations should be sent.
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| **Annual Seminar Progress to Date**  |  |
|  | Seminar preparation is making good progress.Tasks assigned to each committee member as follows;

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| **Member**  | **Tasks**  |
| Chair | Co-ordinate activities  |
| Glenn | Collect copies of presentations from LIRCTTE list |
| Chair | Prepare preamble for seminar  |
| Glenn | Format of presentation files |
| Siobhan | Chairing Morning Session  |
| Jonathan | Time keeping morning  |
| ALL | Helping with information packs  |
| Simon  | Feedback form online AND extractspreadsheet on closing date |
| Siobhan | Twitter |
| Bill, Ger & Diarmuid | Registration on the day |
| Mary Antonesa | Chairing Evening Session  |
| Ger | Time keeping evening  |
| Peter & Siobhan | Organising AGM + Minutes  |
| Mary Antonesa | Ensuring delegates return to seminar in time after tea and lunch  |
| Glenn | Checking technology in venue |
| Glenn | Uploading presentations  |
| Glenn | Troubleshooting on day  |
| Jenny & Diarmuid | Printing Programme, BIO's, Attendee list for packs  |
| Jonathan | Identity badges |
| Simon Perry  | Helping Glenn morning  |
| Diarmuid, Glenn  | contact SILS and DBS on student places |
| Aidin | Amazon voucher to be arranged for keynotes |
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| **Topic for AGM** |  |
|  | Peter sought clarification on AGM topics, committee agreed a summary report of past years activities would be presented. Amendments to constitution will be proposed (see below) |
| **Amendments to LIR Constitution** |  |
|  | * Procedure for filling the position of chair when the chair has left the committee unexpectedly
* CONUL committee representative position will be removed
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| **Next Meeting**  | LIR AGM  |