

UKCoRR Committee Meeting Minutes- Spring

Date: 07/04/09, Meeting number: 1 of 2009

Location: A95, Trent Building, University of Nottingham

Attendees: Jenny Delasalle, Mary Robinson, Dominic Tate

Apologies: none

1) Committee structure, meetings, reporting and introducing ourselves to the membership

The committee intends to serve for one year from the date of this meeting (7th April 2009). The committee will call for nominations one month before the end of tenure. This will be reviewed in the case of a committee member becoming ineligible/unable to serve.

The announcement of the members' survey (see point 3 below) will also be used to introduce ourselves to the membership.

The committee will meet four times per year with formal, minuted meetings and other meetings as necessary. Where possible the committee will take advantage of UKCoRR meetings to hold committee meetings also. Once the date of the next UKCoRR meeting is decided, the schedule for committee meetings for this year will be decided and made available via the website (see point 3 below).

ACTION: DT to develop a document listing 'Principles of committee membership', for JD and MR to review and all committee members to agree to.

ACTION: JD to develop an agenda template.

ACTION: MR to prepare minutes, send to JD and DT for approval then circulation to the membership via the list.

ACTION: DT to add minutes to website when approved.

ACTION: Committee members to let each other know of holiday periods or planned absences of more than 3 days working days.

2) Vacant Treasurer position

The committee recognises a treasurer may be necessary if we require funds for UKCoRR and we should seek sources for funding. In the first instance members will be asked via a survey for their suggestions. Without funding UKCoRR will be reliant on the commitment and involvement of our members.

3) How to gain the input of members for UKCoRR's future and next meeting.

The committee discussed how to get ideas from the membership on how UKCoRR can meet its mission statements and for themes/speakers/venues for the next meeting: The mission statement says UKCoRR:

- Promotes repository management as a recognised and respected profession
- Provides a forum for discussion and exchange of experience
- Represents the views and concerns of those who work with repositories in organisational, policy and strategic development.

The committee will survey members as to areas of activity for UKCoRR. The purpose of the survey will be to identify what will be at the next meeting and to ensure that the activities of the committee are representative of members' views and concerns. The survey will be available for two weeks with emails sent out on the first Monday, second Monday and second Thursday.

Survey questions were discussed and noted.

ACTION: MR to develop survey using JISCmail survey option, check if respondents can be identified e.g. for event venue host offers, check if password protected link can be made to survey from the website, and notify JD and DT when ready for testing/comments.

4) Updating and developing the UKCoRR website

It was decided not to set up a members-only area on the website at this time. This decision will be reviewed as necessary.

It was decided to set up a page on the website where the schedule of committee meetings, meeting minutes, and contact details could be held. This will be linked to from the Areas of Activity section, and other relevant pages on the website.

ACTION: DT to update website "contacts" page, add a committee page with relevant linking, to add an introductory sentence to Areas of Activity page to explain the content, and create relevant links to new content. DT will carry out other updates as necessary.

5) Membership management workflow- review of process, any changes needed, responsibilities, cover during annual/sick leave etc.

MR will continue to monitor requests for membership and JD will cover during MR's absence and DT in the absence of both. JD and DT to copy MR in on all membership request emails. MR will maintain membership lists.

To maintain an accurate picture of the membership MR will develop and send an email to members who unsubscribe to the list to check if they wish to leave the membership or just the list. If no response to these emails is received after 2 weeks the member will be removed from the membership. This issue will be reviewed if necessary.

ACTION: MR to send template membership emails to JD and DT

6) AOB

When UKCoRR is in communication with external individuals or organisations letters/statements etc will be headed "UK Council of Research Repositories" and the acronym will mainly be used for internal communications within the membership.

UKCoRR does not yet have a logo. The possibility of running a competition within the membership for a design was discussed.

ACTION: Any competition would be held after the members' meeting or potentially announced there. The committee will consider this idea further.

JD will be speaking at the **JISC Repositories and Preservation Programme Conference** on 6/7 May, on the topic of communicating with the repository community and will explain UKCoRR's role.