UKCoRR Committee Meeting Minutes- Spring

Date: 29/05/09, Meeting number: 2 of 2009

Location: Wren Room, Royal Institute of British Architects, London

Attendees: Jenny Delasalle, Mary Robinson, Dominic Tate
Apologies: none

1. Action points carried over from last meeting

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

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

2. Report on: Web and Publicity
> o Survey results

The committee discussed the results of the survey and difficulties with the JISCmail survey system.

> **ACTION: MR to draft preliminary results email, circulate to committee and send to the list.**

> **ACTION: JD to develop tag clouds/summaries from questions 9 and 11 and circulate to the members**

> **ACTION: DT to put together a spreadsheet of who offered venues and to speak/run a workshop and on what theme.**

> o Next UKCoRR meeting

The programme for the next meeting was discussed and the rough plan is: short introduction of the committee and report on what we have been doing, poll the members present for their idea of the UKCoRR Memorandum of Understanding, Presentations on OA Central funds/how to help authors deal with OA payment options, Presentations on how to integrate the repository with other systems within the institution/organisation and engage with stakeholders, Workshop on repository staffing with reference to JISC recruitment toolkit, SHERPA staff & skills set document etc.

ACTION: DT to see if LSE have a venue available in August (avoiding bank holidays).

ACTION: JD to prepare a draft memorandum of understanding, to present to members at the meeting.

ACTION: ALL to liaise with each other and put together a programme for the meeting, once we have settled on a venue.

- o Discuss the idea of a UKCoRR newsletter.

Committee discussed the idea of an "In the spotlight" online feature where members could submit details of any initiatives or approaches they have taken within their repositories that might be useful to others. This would be an appropriate committee response to many of the requests made in answer to question 11, on the survey. It would be a way to update web content without duplicating that offered elsewhere, and a way to engage the wider membership. The committee agreed that this would be a good idea to develop further.

ACTION: JD & DT to develop the idea further. The committee will present the final idea at the members' meeting, asking for members' involvement.

3. Report on membership

There are a total of 142 members. There have been a number of requests for membership recently, some of these were straightforward, others less so. Some requests are solely interested in joining the list rather than being a member of UKCoRR as a professional body.

ACTION: MR to add additional sentence to membership request email template explaining what UKCoRR is and that membership of UKCoRR is more than just membership of a list.

ACTION: As agreed previously MR to send out email to list summarising UKCoRR blog entries this month and welcoming new members.

ACTION: JD, MR and DT to add any blog entries by 5pm on 1st june after which time MR will send out the summary to the list.

4. Report on: Chair's activities
JD reported on the request for UKCoRR representation at the CERIF event on 8th June.

> **ACTION: JD to discuss with the organisers of the event and finalise who will attend on behalf of UKCoRR.**

JD reported on posting announcements to the list on behalf of those not entitled to membership of the discussion list: any member may do this, and it is something that the committee can offer to those unable to join as members, that we will post on their behalf.

5. Report on: Accounts
Nothing to report

6. Any other business
None

7. Date of next meeting
The next committee meeting is planned for early July (1st-9th) at University of Warwick.