# Committee meeting 2018/1 minutes

18.5.2018 – taken by Harry Rolf (CAUL CPO)

Attendance: Elke Dawson, Julie Gardner, Kate Croker, Julie Clift, Alison Brown, Mary-Anne Marrington, Jenny Mcknight, Harry Rolf

Apologies: Ingrid Mason

1. **Review the 2017 event feedback**

The committee discussed the feedback and used it to inform the rest of the discussion.

1. **Set the preferred event date (2 or 1 day, which days of the week, usually in October)**

The committee determined that it was best to avoid the Melbourne Cup, School Holidays, Open Access week and the spring racing. Either side of the weekend ending Monday 29th seemed suitable. The event should be held over two days.

1. **Set the location of the event and discuss potential venues to be investigated**

The committee determined to hold the event in Melbourne for 2018, but thought the 2019 event could be in Hobart or Adelaide. This could be polled/proposed at the 2018 event.

The committee discussed possible venues, preferred not to hold it at the Melbourne AirPort if it is a two day event. Talked about using Victoria University or University of Melbourne but decided that this could be difficult during semester, and Uni Melb has a lot of construction at the moment.

* Julie Gardner suggested <https://www.angliss.edu.au/locations-facilities/conference-centre>
* **Action:** Harry to ask CAVAL for suggested venues and CAUL Office suggestions.
* **Action:** Jenny McKnight to investigate university of Melbourne venues

1. **Determine how the event schedule will be planned**

The committee determined that there should be invited speakers, light night sessions (poster presentations) and some breakout activities. The committee determined that a social evening (drinks/canapés) would be better than a dinner.

* Invite the NHMCR and ARC to present
* Invite the CAUL FAIR Research Repositories project to present
* **Action:** Everyone to think of possible keynotes
* **Action:** Elke to prepare a poster template (1 slide) to encourage institutions to present
* **Action:** Kate and Alison to draft an EOI request for speakers to nominate themes for the event
* **Action:** Committee should provide some suggested places to eat for after the social event.

1. **Set regular meeting time**

The meeting will occur every two weeks on Friday at 3pm – 4pm from 18th May 2018. Next meeting 1st June.