# Committee meeting 2018/2 minutes

1.6.2018 3pm – 3:30pm – minutes taken by Harry Rolf

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

Apologies: Ingrid Mason

1. Minutes

<http://www.caul.edu.au/content/upload/files/cairss/repository-event20181minutes.docx>

1. Agenda items

**Event location**

Julie Gardner suggested <https://www.angliss.edu.au/locations-facilities/conference-centre>

**Action:** create a package of information for the next meeting for decision.

**Event EOI**

Should be mention project presentations? Are the topics right? Send the EOI out early, say to be held in Melbourne on these dates.

[Mary-Anne] How about three minutes instead of five?

[Alison Brown] But maybe include a statement saying suggestions welcome?

[Mary-Anne] we could focus the lightning presentations on what’s new or hot? [Julie] also something that’s worth highlighting. End of July EOI date.

1. Actions
* **Action:** Harry to ask CAVAL for suggested venues and CAUL Office suggestions.
* Invite the NHMCR and ARC to present
* Invite the CAUL FAIR Research Repositories project to present
* **Action:** Everyone to think of possible keynotes (Harry to ask Jill Benn), one each day.
* **Action:** Elke to prepare a poster template (1 slide) to encourage institutions to present
* **Action:** Committee should provide some suggested places to eat for after the social event
1. Attachments

<https://drive.google.com/open?id=1MksAj9I2_wkqeS96TblrcaM3HwJKLeO3>