# Committee meeting 2018/4 agenda

13.7.2018 at 3pm

Attendance: Elke Dawson, Julie Gardner, Mary-Anne Marrington, Harry Rolf, Alison Brown, Jenny Mcknight, Ingrid Mason

Apologies: Kate Croker, Julie Clift

1. Minutes

<https://www.caul.edu.au/sites/default/files/documents/cairss/repository-event20183minutes.docx>

1. Agenda items
	* **Event location and venue (Harry)**

I am working with Cicy our new administrative assistant to organise a venue, or if we can find more a selection of options for the committee.

**Action:** Harry to create a package of information.
**Action:** Harry to ask CAVAL for suggested venues and CAUL Office suggestions.

* + **Draft EOI email**

An email has been distributed to the CAIRSS list, and information placed in the CAUL newsletter and on the website.

* + **Allocating committee members as session chairs**

**Speakers so far:** ARC/NHMRC representative, CAUL FAIR project representative,

* + **Allocating speakers to the sessions**
1. Actions
* **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>