

sherif User Group Committee Meeting Minutes

Date: 19 December 2023

In Attendance:

Adam Robinson [AR] - Chair, Jane Cooke [JC] – Treasurer, Sarah Mann [SM] – Secretary, Elaine Mulholland [EM], Nicola Tricker [NT], Michelle Walker [MW]

		Action Points
1	Enhancement groups and committee	
	<ul style="list-style-type: none"> Holly Limbert is now representing sherif at the UKR Open Access stakeholder forum. The committee agreed with AR's reflection that we want to avoid the risk of perception of over-representation of post-1992 universities in the committee. Therefore AR will not extend an invitation to Holly to join the committee. AR reported that his colleague Stephen at the University of Derby has agreed to represent sherif in the Clarivate enhancement group. AR to follow up with Jisc (no response so far from Victoria Legge; out-of-office automatic response from Anna Vernon). JC action on Sage group carried forward (the group is forming in the new year). SM action to contact enhancement group chairs carried forward. 	<p>AR to follow up with Jisc.</p> <p>JC to explore the possibility of a sherif representative joining the Sage group.</p> <p>SM to contact enhancement group chairs early in new year.</p>
2	Website	
	<ul style="list-style-type: none"> Wix can only accept payment via PayPal or credit card. JC and AR do not have the PayPal account details, so JC will contact the bank to enquire about a credit or debit card. Once the payment is made to Wix, we can investigate the Wix consultancy option. If that is not cost-effective we can explore the option of paid work for committee members and administrative assistant. 	JC to contact bank.

	<ul style="list-style-type: none"> A meeting to plan further is scheduled for early in the new year. 	
3	AGM	
	<ul style="list-style-type: none"> David Beales of Brunel University and SCONUL Content Strategy Group has agreed to present, pending confirmation of the date. EM will contact David Beales to discuss focus on his own institution or SCONUL, and note that the date of 12 March is provisional at this stage. Annette Linton of Swansea University and also SCONUL Content Strategy Group is another potential lead. Chris Morrison and Jane Secker have not yet firmly agreed, but Jane Secker responded positively to AR's initial approach. AR will pick this up in early Jan. JC will contact Content Strategy Network in January about Collective Collections. Helen and Heather from Universities of Derby and Liverpool will be doing a session on RapidILL. AR will follow up on this with Heather and JC will let Helen know about 12 March provisional date. SM will follow up with Open University eresources team but reported that they are currently under-resourced so a positive response is unlikely. 	<p>EM to contact David Beales.</p> <p>AR to follow up.</p> <p>JC to contact Content Strategy Network.</p> <p>AR and JC to follow up.</p> <p>SM to follow up.</p>
4	Liaison activity	
	AR will share the minutes from the UKRI group.	AR to circulate minutes.
5	Treasurer's update	
	JC confirmed membership numbers after the previous committee meeting.	
6	Date of next meeting	
	The committee will meet to continue AGM planning on Friday 19 January at 1pm.	

7	AOB	
	<p>Expenses form:</p> <ul style="list-style-type: none"> • The committee agreed that: <ul style="list-style-type: none"> ○ expenses will continue to be paid by BACS ○ the limit for hotel accommodation outside London will be £150 (and £180 in London) ○ mileage expenses will be 50p per mile for the first 60 miles and after that 45p per mile • EM will update the form and circulate to the committee. 	<p>EM to update the form and circulate to committee. [Post-meeting note: actions completed 19 Dec 2023.]</p>