sherif User Group Committee Meeting Minutes

Date: 17 January 2025, 10–11am

In Attendance:

Adam Robinson [AR] – chair, Sue Abbott [SA], Jane Cooke [JC] – treasurer, Sarah Mann [SM] – notetaker, Elaine Mulholland [EM], Michelle Walker [MW]

			Action points
1	**Welcome and apologies**		
	AR welcomed attendees to the meeting. Nicola Tricker sent apologies.		
2	**Minutes and actions from the last meeting**		
	Action for committee to review social media strategy will be revisited after new website is launched.		
3	**Matters arising**		
	All other actions and matters arising from the last meeting's minutes will be covered under separate agenda items.		
4	**UKSG spotlight seminar**		
	AR noted that he had received biographies from speakers; a dry run earlier in the week had gone well; the slides and poll questions are all ready to go. The session will act as an introduction to sherif and the work that we do and will focus on some of the benefits of sherif membership. The chairs of all the enhancement groups will be speaking, along with Holly Limbert, the sherif rep on the UKRI Open Access Policy Stakeholder Forum. The sign-up numbers are good, and we are hopeful that the seminar may lead to some more institutions joining sherif. The committee reviewed the constitution with respect to overseas institutions, and confirmed that they are welcome to join sherif, and could benefit from seeing the work that we do. Our remit means that we can represent only UK HEIs to vendors. SA and Arwen Tobin will be looking at online payments for the new website, and will take into consideration the use case of overseas members.		SA / AT
5	**AGM planning**		
	AR reported that all speakers are provisionally booked for Tuesday 4 March between 1pm and 4pm.		

We settled on the title 'Next-generation Open Access: what does it mean for academic libraries?'	
JC will draft blurb for the mailing list advert.	JC
EM will draft the running order. Speakers will have 30 minutes each, and then a plenary session follow. SA will moderate the chat and questions.	EM SA
AR will ask Arwen to create a booking link.	AR
SA will set up the booking form and the Zoom meeting when the details are finalized.	SA
For the AGM itself, AR will have 5 to 10 minutes for a recap of the year, to include: • reference to the initiatives with UKSG including the webinar and the places at the online and in-person UKSG conferences • the new early-career prize • reference to the new website	AR
The winner of the sherif student prize will be asked to record a short video, and this will follow the chair's report.	MW
JC will report on sherif's current financial situation at the AGM.	JC
EM will check to see whether any other actions are required by sherif's constitution at this AGM.	EM
AR will ask speakers if they are happy for their presentations to be recorded and uploaded to the new members' area on the new website.	AR
Actions for the UKSG conference place are as follows: • payment to be made to UKSG • AR will liaise with Bev at UKSG for any further detail • further promotion needed, including offer for travel and accommodation: to finalize on the committee mailing list (during the meeting we settled on offering/pre-booking accommodation, and leaving travel costs to the delegate/their institution) • criteria for prize to be finalized in advance of AGM so that we can advertise it there	JC AR Committee Committee

6	Website update	
	SA reported that work on the new website was going well. SA and AT have done most of the work needed to recreate the content on the current site and are aiming to have it ready for the AGM. SA will send screenshots for sharing at the AGM. The committee agreed that recordings from events from the last 5 years should be included in the members' area of the new website. Site settings should not permit files to be downloaded. SA asked committee members who had not yet contributed photos (optional) and biographies (required but can be very short) to send these to her. SA will demo the site at the next committee meeting.	SA Committee SA
7	Sherif prize	
	MW reported that there were two submissions, from UCL and the University of the West of England. The judges – SA, SM and MW – had agreed on the winning entry. MW will notify the institutions and invite the winner to record the video for the AGM. At the next committee meeting we will discuss whether we continue with the student prize.	MW SM
8	Reports on liaison activity	
	Nothing to report here.	
9	Reports on enhancement groups	
	There were no updates from the activity recorded in the previous meeting's minutes, except to confirm that the Clarivate ProQuest ExLibris meeting went ahead. SM will contact chairs ahead of the next committee meeting. The committee will discuss at the next meeting the suggestion from an enhancement group chair that enhancement group chairs meet with the sherif committee members.	SM SM

10	Treasurer's update	
	JC reported on membership (we currently have 61 members) and finances: there is about £68,000 in the sherif current account and about £800 in PayPal. We are hopeful of more registrations around the AGM. AR noted that the overall trend in membership is a gradual decline, likely related to hybrid working and to the financial situation. We can demonstrate return on investment for sherif membership and can promote these benefits at events. JC noted that watch parties for sherif events allow excellent value for money. It is also possible that if staff leave and are not replaced, our contact information is not updated and therefore emails from sherif are not actioned.	
11	Mailing lists	
	MW reported that there was no noticeable change in activity on the mailing lists. MW provided these figures to the committee:	

List	Members	Subscribers joining (1st Sept 2024 to 16th January 2025)	Leavers (1st Sept 2024 to 16th January 2025)	No of posts (1st Sept 2024 to 16th January 2025)
LIS-SHERIF-ADVISORS	8	0	0	0
LIS-SHERIF-CTTE	7	0	0	83
LIS-SHERIF-USERS	289	8	6	44

12	Date and place of next meeting	
	SM to circulate a Google form to gather information on availability for the next meeting.	SM
13	AOB	
	There was no other business.	