

sherif User Group Committee Meeting Minutes

Date: 12 September 2023

In Attendance:

Adam Robinson [AR] - Chair, Sue Abbott [SA], Jane Cooke [JC] – Treasurer, Sarah Mann [SM] – Secretary, Elaine Mulholland [EM], Arwen Tobin [AT], Nicola Tricker [NT], Michelle Walker [MW] (MW present for first 6 agenda items)

		Action Points
1.	Apologies	
	MW sent her apologies for part of the meeting.	
2.	Arrivals and departures – to include Enhancement Groups	
	AR welcomed SM to the position of secretary.	
3.	Minutes of the last ordinary meeting	
	Agreed. One minor typo to be corrected.	
4.	Matters arising	
4.1	June event: speakers contacted, availability established, Zoom booked and the event went ahead successfully.	
4.2	UKRI Open Access Stakeholder Forum: AR has approached a colleague at the University of Derby and has reached out to Sarah Ball at UKRI.	AR to follow up with UKRI
4.3	Website – mock-up demo of Wix: SA and AR met to take this forward. This discussion to be picked up under agenda item 6.1.	
4.4	Web of Science enhancement group: SA to update the website to remove Karen Ball’s name and to rename from Web of Science to Clarivate.	SA to update website [post-meeting note: action completed]
4.5	Mailing lists: MW has updated the mailing lists.	
4.6	Date and place of next meeting: AR arranged Doodle poll.	
4.7	Expressions of interest: AR has received an expression of interest from Alex Fenlon at University of Birmingham, and they have met once to discuss. Now with Alex Fenlon for further consideration.	AR expecting response
5.	AI event feedback	
	<ul style="list-style-type: none"> AR noted that the event went well, with good engagement, positive feedback and good attendance (EM reported that attendance was 68 at its highest). Feedback did not produce many suggestions for future events. One suggestion was to revisit AI in 6 months’ time, but the committee agreed that this should be pushed back to 1 year to 18 months. Takeaways for future events were: 	

	<ul style="list-style-type: none"> ○ committee are well placed to decide appropriate length of events (differing views among attendees); ○ more description of event on website may help potential delegates decide whether to attend; ○ while recognizing that speakers are often late to submit papers, event planners should continue to coordinate speakers as early as possible ahead of the event, to avoid overlap of content (this may be easier when events are more closely focused – the AI event was wide-ranging); ○ the recorded session worked well and this format could be adopted again. 	
6.	Website	
6.1	Developments: website outage – Wix subscription: AR reported on recent website downtime and noted this as a good example of why website change is needed. SA reported that the downtime was a result of RM changing settings and not informing UWE. SA has now moved the domain so that the University of Exeter are the domain holders. AR thanked SA for her work to resolve the situation, and noted that this incident underlined the need to remove single points of failure. A Wix subscription appears to be a cost-effective solution for developing a new site that could resolve some issues.	
6.2	.ac.uk or org.uk: Jisc require ac.uk websites to be under the ownership of an HE institution. The committee agreed that the benefits of moving away from a host HEI outweighed the loss of the ac.uk address, and adopting an org.uk address would follow the precedent of comparable groups such as NAG and UKSG. SA can mitigate disruption by setting up redirects to the new website. The committee discussed the possibility of negative impact on the relationship with Jisc, but the risk of this appears low.	
6.3	Next steps: The committee agreed that work on the new website should be progressed over the next quarter, allowing for AR’s reduced capacity for sherif work during this period because of additional work responsibilities.	SA, SM, AR to meet to take this forward
6.4	Phishing emails: as there had been some phishing emails relating to financial transactions, AR proposed that the treasurer should schedule Teams video calls to confirm the authenticity of payment requests from committee members.	SA, JC, AR to meet to authorize Wix payment
7.	Reports on liaison activity	
7.1	JISC Content Expert Group (CES): JC reported that at a meeting on 26 June Jisc talked through their work reviewing Transitional Agreements (TAs), and what is or is not working. The next meeting will be on 19	

	October, and JC anticipates another version of the Jisc document will go out for review. JC noted that some institutions are accepting the Taylor & Francis TA, because the uplift is reasonable, though Jisc requirements for this kind of agreement do not allow for price increases. Lack of resource in many institutions prevents the in-depth analysis required for negotiation, though others – typically where directors are taking a strong lead on this – are not agreeing to the T&F TA.	
7.2	Research councils: vacant chair – no report taken at this meeting.	
7.3	FE: vacant chair – no report taken at this meeting. JC noted that we have no FE members currently.	
8.	Reports on enhancement groups No reports taken at this meeting	AR will follow up on this.
	BSOL – vacant chair	
	HIS/CIS – vacant chair	
	EBSCO – Kath Halfpenny	
	Ovid – Delyth Morris	
	Proquest – Wendy Mears	
	Scopus – Elizabeth McHugh	
	Clarivate – vacant chair	
9.	sherif prize	
9.1	Judges – volunteers: SA, EM and NT volunteered to act as judges for this year’s prize. Before she left the meeting, MW volunteered to administer the prize.	SA, EM, NR, MW
9.2	Format of award at AGM: the committee agreed to a new format, and the prize terms will be updated accordingly: the winning student will be asked to talk about the impact of the prize, specifically how the prize money will assist them in their studies, and to reference sherif in their acceptance. The acceptance can be prerecorded (with the additional benefit that the recording can be viewed after the AGM).	MW to update prize terms
10.	AGM event planning – theme/date	
	No themes had yet presented themselves as topics for the next AGM. The committee agreed to give this further thought and to bring suggestions of themes and speakers to the next meeting. The AGM is likely to take place in late January or early February 2024. The timing of the AGM indicates that a virtual event would be preferable, in case of increases in Covid cases; a face-to-face event could follow in the summer (provided that the committee can provide enough volunteers to facilitate a face-to-face event).	Whole committee to consider themes and potential speakers
11.	Treasurer’s update	
	Current account stands at £53,610.78.	

	Some outlay will be needed for a face-to-face meeting and for the website development. Website development costs could include the purchase of committee members' time. AR and SA will investigate consultancy options for Wix, especially for financial component. AT volunteered to help with website work as needed.	SA, AR to investigate Wix consultancy AT to join website team																
12.	Mailing lists																	
	There has been a slight drop in numbers. There are currently 282 members in LIS-SHERIF-USERS. The statistics reported at 12 September are as follows.																	
	<table border="1"> <thead> <tr> <th>List</th> <th>Members 12th September 2023</th> <th>Subscribers joining 29th March 2023 - 12th September 2023</th> <th>Leavers 29th March 2023 -12th September 2023</th> </tr> </thead> <tbody> <tr> <td>LIS-SHERIF-ADVISORS</td> <td>8</td> <td>0</td> <td>1</td> </tr> <tr> <td>LIS-SHERIF-CTTE</td> <td>7</td> <td>1</td> <td>1</td> </tr> <tr> <td>LIS-SHERIF-USERS</td> <td>282</td> <td>6</td> <td>16</td> </tr> </tbody> </table>	List	Members 12 th September 2023	Subscribers joining 29 th March 2023 - 12 th September 2023	Leavers 29 th March 2023 -12 th September 2023	LIS-SHERIF-ADVISORS	8	0	1	LIS-SHERIF-CTTE	7	1	1	LIS-SHERIF-USERS	282	6	16	
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13.	Date and place of next meeting																	
	The committee was in favour of a face-to-face meeting, with a hybrid option for any committee members unable to join in person. This is likely to be towards the end of November in London. EM will contact Jisc to see whether they have a meeting room available.	EM to contact Jisc																
14.	A.O.B.																	
	None this time.																	