Draft Minutes
LLS Committee Meeting, 19 January 2019

1) Welcome

2) Apologies: Jenny Bavidge, Emma Hayward, Dassi Elber Aviram, Rebecca K. Hahn, Craig Melhoff

3) Minutes of previous meeting: Approved

4) Matters arising: None

5) Items for Report:

   a) President:

   Nothing specific to report, but will comment on various matters as they arise on the schedule.

   b) Vice President:

   Reports that he needs to look into the Presidents' Prize. Possibility of collecting a feedback survey by emailing post-graduates who were nominated. Will plan to send an email to all about this.

   c) Secretary: LR reports that the usual activities have continued, with regular email enquiries and basic administrative functions. There has been a technical problem with Mailchimp, and all of the templates for the newsletters and announcements are unusable due to a bug; this has put a significant delay on sending newsletters. Reports that she will look into an alternative platform such as Constant Contact.

   d) Treasurer: MD reports that EH will have to step down from the role due to a full-time teaching job. The society will need to recruit a full-time replacement for her, and
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advertising has stepped up and has improved the attendance, but there will need to be work to ensure this continues. Any event with Dickens continues to attract interest, especially from the non-academic community.

6) Items for Discussion

a) The 2019 Conference: LG: There are costs for QM and they have changed policies. If the organisation proposes early, there is no charge for booking a space if QM catering is used. However this would require details of the organisation and would be a charge for events management support (at cost). Another cost is for the porter after 5pm, and there are particular costs associated with different rooms. Might be difficult to supply adjacent rooms unless was localised in the Graduate Centre, which has a series of room and also a lecture space. MD suggests looking into alternatives just in case another space might turn out to be cheaper. AG will look into the possibility of using UCL as a space. FJ will look into Birkbeck. MD will investigate Kingston as a point of comparison. MD suggests making investigation and reporting back in two weeks. NT will explore Quaker Meeting House. Also question of whether the IES could continue the support in a different venue. Important consideration of whether speakers and delegates will withdraw from the conference due to its location. EC commends LG, DEA and NT for their excellent efforts.

b) Committee Vacancies: Treasurer role needs to be filled. This requires expenses, day-to-day concerns with membership, and presenting financials at the AGM. Also maintains the chequebook for the Society. We would also like to attract more Ordinary Members, but the Treasurer is the key role that needs to be filled. MD will draft a sketch of what the role involves and send this to committee members. EH will help in the handover, but it is unclear how long she will remain in this role. LG also notes data protection issues, and that we need to be careful about the data we have and how we use it. LR currently data controller for the committee. NT is currently Ordinary Member and this post will need to be renewed at the AGM. Otherwise there are no positions that need to be renewed.

c) The Journal: SU appreciates feedback on the journal. Changing CMS will be a good point to rethink the journal’s direction and content. Emphasis on interdisciplinarity will allow for inclusion of creative work and image. There is the question of copyright, but this can be avoided by using original work. SU asks whether an editor of photography / artwork / creative work about London would be a position that we could create. This might appeal specifically to post-graduate students doing creative work who might want their work included. LG also suggests that we might consider capacity for video streaming and whether the format will support this. PJ notes that having the text on website, but also a PDF available to download, would be fitting with convention of other journals and also help for searching and cataloguing. NB notes that there have been three or four submissions for the journal but not all were accepted. MD notes there is also the consideration of the REF and how quickly we can turn around submissions. NT also notes that we will need to think about how quickly we can incorporate media into the new platform.

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LG also notes that it would be significant to have a launch event to bring attention to the journal in its new iteration. PJ suggests partnering with other creative organisations.

d) The Newsletter: LR reports that due to a formatting glitch in all of our templates, which has required quite a significant amount of time to try and fix, there have been delays to the newsletter. This is a bug that has apparently impacted accounts across Mailchimp as they try and update their platform. She has been looking into alternative servers such as Constant Contact, but would require building everything from scratch. MD expresses thanks and suggests that while it’s great to have the newsletter not to spend an excessive amount of time sorting out the formatting issues.

7) AOB: None.

ACTION POINTS

| President | Confirm 11-12th July 2019 as next conference  
| Vice President | Collect feedback on Presidents’ Prize  
| Secretary | Arrange Summer Committee Meetings  
| Journal Editor | Content Management systems – investigate costs etc.  
| PG Reps | Continue to monitor issues with Senate House and IES  
| All Members | Promote LLRG  

8) Date of the next meeting: 10 July, 2019