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| slsa-red80 |  | | **Executive Meeting  Minutes**  **22.01.14** | |
|  | | **NAB Moot Court Room**  **London School of Economics**  **14.00-17.00** | | |
| Present: Antonia Layard, Kevin Brown, Marian Duggan, Rosie Harding, Charlotte Bendall, Sarah Blandy, Marie Selwood, Jess Guth, Rosemary Hunter, Mark O’Brien, Penny English, Anne Barlow, Jed Meers | | | |  | |
| Agenda item | | | | Action | |
| 1. Apologies | | | |  | |
| CA, JH, SC, BL, AN, GD, GG, CH, JGa, JS  Noted that this was the last meeting for GD, PE, JS, CH. They were thanked for their hard work on the committee  RH welcomed JM to the committee | | | |  | |
| 2. Minutes of 19.09.13 | | | |  | |
| Approved. | | | |  | |
| 3.1 Chair | | | |  | |
| Newsletter Sponsorship - see report  There are now 16 sponsors and the committee expressed their thanks to them, and to committee members who had persuaded their Heads of School to join the scheme.  Academy of Social Sciences - see report.  Ethics conference – JGu reported on her attendance at this useful and interesting event and flagged up the need to more fully understand ethical issues in relation to social media research.  JG to circulate notes from the conference  It was agreed in principle that a one day event on ethics and social media would be useful  RH noted that the draft report of the evaluation of learned societies noted the wide variation in size and activities of LSs, and the importance and value of volunteer labour in their activities.  AGREED - That a further contribution of £500 would be made for Campaign for Social Science  Open Access – see report  So far only 3 responses had been received and only 1 suggesting amendments to the draft guidance circulated. Informally more interest and feedback that it’s useful.  AGREED that the guidance would be launched at the Aberdeen conference in the form of a session  AGREED that AL would take the suggestion of JLS offering a free ir discounted APC as a membership benefit to the be board of JLS.  AGREED that all the publishers who offer discounts currently on book purchases should be approached regarding offering a discount on APCs charged for Gold open access publication in their journals as a membership benefit  Executive Committee Moves – see report  Three vacancies need to be advertised before the AGM  JG to be asked if they want to add another member of the organising team for the Warwick conference who would then need to be coopted  Events - see report  Following a discussion about a Mid Career event RH attended it was AGREED to hold 3 researcher development type sessions at the Aberdeen conference: Open Access (mentioned above), how to get published as offered by Phil Thomas (with others added to the panel) and on applying for funding (with AB, AL and other/s).  Constitutional Amendment – It was noted that there are notice requirements in constitution for any amendments to be made – CA to make sure they are complied with | | | | JGu  RH  RH  RH/SC  AL  RH to speak to AN  CA  RH  RH, SC  CA | |
| 3.2. Vice Chair | | | |  | |
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| 3.3 Treasurer | | | |  | |
| See report and Chair’s report (ignore Chair’s report where information conflicts)  The possibility of opening another bank account to spread risk was discussed but MOB outlined that most banks did not have particularly favourable terms. It was therefore AGREED to keep the account with the Cooperative Bank and also to keep the Lloyds account open, confirm signatories and transfer the account to current signatories and spread the credit | | | | MOB | |
| 3.4 Membership | | | |  | |
| See report  15 more members have joined since the report was written  It was AGREED that Electronic banking would be useful in order for SB to be able to check payments. RHa advised of her experience with another charity which enables payments to be made electronically via approval by a second signatory. MOB to investigate this possibility, and provide SB with current facility to check the account online.  MOB suggested that there is a bank preference for online rather than paper standing order set up and that our practice should be changed to reflect this. MOB to investigate this further with the bank  AGREED that SB should arrange whatever paid assistance may be necessary to help reconcile membership records, and that anyone employed for this task should be asked to sign a confidentiality agreement.  In relation to people paying annually by cheque or PayPal rather than by SO, SB to send out an annual email reminder on or around 1 July each year.  JM reported that the membership database and new website is almost ready to go live and suggested a go live date of 10th February. In order not to delay things a 3rd payment status of unconfirmed has been created to indicated records that have not yet been fully reconciled  It was AGREED that the membership stand at the Aberdeen conference should have a laptop available for people to be able to sign up for membership online at the event | | | | MOB  MOB  SB  SB, MS  JM  MS, SC | |
| **3.5 Recruitment** | | | |  | |
| MCD reported that the recruitment poster was updated in line with comments received and had been circulated.  Recruitment emails have been focused on the UK following recent changes to prizes etc.  It was AGREED to put copies of the poster into packs for the conference | | | | MD, SC | |
| 3.6. Newsletter and Web Editor | | | |  | |
| See report and Chair’s report  RGU newsletter copies need to be included in the print run numbers. MS to confirm numbers with SC  SB/JM to confirm membership numbers with MS to ensure sufficient copies of the newsletter are printed  Research Area on the website – AGREED: Delete the irrelevant/outdated content and advertise for a PG student to update the research centres list and KB to update the Academic organisations worldwide list  JM suggested the idea of a Social Media Hub page – CA to explore with JM  AL offered to write something for the newsletter following the death of Patrick McAuslan. | | | | MS  SB/JM  KB, MS, CB  CA, JM  AL | |
| 3.7 PG Student Representative | | | |  | |
| See report. | | | |  | |
| 3.8. Webmaster | | | |  | |
| Covered above | | | |  | |
| 3.9 International liaison | | | |  | |
| See report  JG to translate information sent for German speaking countries. | | | | KB, JGu | |
| 3.10 Social Media | | | |  | |
| See report | | | |  | |
| 4.1.a RGU 2014 | | | |  | |
| See report  SC Via Skype provided an update on the report received  99 abstracts have been received now with the deadline at the end of the month  Plenary – It was considered essential to have at least 1 woman on the panel (or 2 women if Nicola Sturgeon confirms) and it was suggested that Barbara Doig should be approached. AB to email her details to SC. Failing her, another women will need to be found.  Registrations – a further update would be available on Monday  Publicity emails had been widely circulated to the committee, CHULS, Scottish Head of Law Schools and others  A number of publishers had booked - OUP, CUP, Palgrave, Hart, Ashgate, Edinburgh University Press, Intersentia, and the HEA,  Still negotiating with Routledge and CLA (Basic package)  It was agreed that buses to the ballroom did not need to be provided but that buses for the return should be able to drop off closer to the university as well as in the city if needed. SC to confirm this with the bus company  SC to amend the introduction in the York programme and send it to RH for amendment and signature  AGREED to find slots in the parallel sessions programme for the researcher development sessions (agreed above) that compete with as few parallel sessions as possible and do not fall on the last day  AGREED: The Poster Competition will be judged by RH, CB and Roger Cotterrell. RH to advise RC of this.  The possibility of a pre-conference tourist event at the Maritime museum was being explored  AGREED that the March Newsletter should include conference information including programme highlights. SC to draft this as soon as possible  It was noted that the AGM Minutes from last year’s meeting should be included in the conference pack | | | | SC, AB  SC  SC  SC, RH  SC  RH  SC, MS  CA, SC | |
| 4.1.b. Warwick 2015 | | | |  | |
| Organising site visit is in progress | | | | RH, MOB, JGa, AN | |
| 4.1.c Annual conference 2016 and 2017 | | | |  | |
| KB confirmed that although he is moving institutions, Newcastle University is still committed to the conference in 2017. KB confirmed department will find someone else to be the liaison | | | |  | |
| **4.2. Postgraduate Conference** | | | |  | |
| See Chair’s report | | | |  | |
| **4.3 One Day Conference** | | | |  | |
| See Chair’s report and papers circulated  2 proposals were received. It was confirmed that these events are funded by registration fees and that budgets are expected to at least break even.  Both proposals were discussed  AGREED: The application from Oxford should be supported in principle with the proviso that the SLSA would not underwrite accommodation costs. The Warwick conference was felt not to offer sufficient general benefit. RH to provide the appropriate feedback to applicants | | | | RH | |
| 5.1 Book prizes | | | |  | |
| See Chair’s report and papers  Not all scores had been received yet but RH would confirm the shortlist as soon as possible  AGREED to accept Roger Cotterrell’s generous offer of a new prize to be awarded from next year and RH confirmed she would write to him to sort out the details | | | | RH  RH | |
| 5.2. Article prize | | | |  | |
| AGREED – that the shortlist (of 3) be circulated to committee for ranking in the next week, advertise shortlist in newsletter and website | | | | RH, **All**, MS | |
| 5.3 Contributions to socio-legal community | | | |  | |
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| **5.4 Grants** | | | |  | |
| See report AGREED to award grants to Brooks (£1741.41), Garland and Travis (£1875), Feenan (£1774) and Lowenstein (£758) and fieldwork grants to Columb (£1100), Simpson (£780), Blackham (reduced to £1500, reduction relates to transcription costs), Killean (£700), Hawkins (£1617.60) and Drummond (£1095).  AGREED: that fieldwork grants will NOT NORMALLY fund transcription costs unless a compelling case can be made  AGREED that PhD applicants should be required to disclose their funding and resources available.  AGREED to maintain the option of calling for a reference from the student’s supervisor, but not to require references as a matter of course.  AGREED: that AHRC/ESRC funded PhD candidates are not normally eligible for the fieldwork grants unless a compelling case can be made  AGREED: that payment of the grants (where relevant) and fieldwork grants is conditional on receiving institutional ethical approval. The chair of the grants committee will authorise payment once evidence of ethical approval has been received.  AGREED: that formative feedback is very important and a feature of the grants scheme and feedback should be given to all applicants (including successful) as a matter routine.  AGREED that the chair of the grants committee can delegate the giving of feedback in the form of strengths/weaknesses/improvements to members of the grants committee  It was noted that JS was stepping down from the executive at the next AGM and therefore also from the position of chair of the grants committee and that JGu had agreed to take over.  The application form and guidance need amending in line with the decisions above | | | | JS  JS  JGu  JGu | |
| **5.5 Seminar** | | | |  | |
| 11 applications have been distributed to the sub-committee. It is hoped a decision will be made by the end of the month. | | | | MOB, PE, GD, RHa, JGa | |
| **6. Towards more Active SLSA sub-groups** | | | |  | |
| See Chair’s report and papers. Only around half of the stream convenors had responded to the survey, but those who did were generally enthusiastic about the idea of giving streams a life beyond the annual conference.  AGREED to set up an SLSA blog. JM to create a couple of options in Wordpress; MOB, MCD and RH will provide feedback and agree on a design.  AGREED to create a new Streams and Themes area of the website and offer stream/theme convenors the option of a web page for their stream/theme. JM to write a one-page instruction sheet for convenors and a test page on which they can practice.  AGREED that stream and theme convenors should be specifically invited to submit stream/theme-related news items for each newsletter, and to group any items received into a Streams and Themes section.  AGREED to create hashtags for each of the streams and themes, to be used at the conference and for subsequent tweeting if desired.  The aim is to launch the blog and website section at the conference, but getting the membership database and new website live is JM’s first priority, so if there is insufficient time these other initiatives can wait until later. If they are ready for the conference, we will need to decide when/how to launch them (perhaps at the plenary or drinks reception?)  RH will also follow up with stream/theme convenors the various suggestions they made for one-day conferences | | | | JM, MOB, MCD, RH  JM  MS  CA  JM  RH, to consult with SC  RH | |
| **7. Proposed Constitutional Amendment** | | | |  | |
| See circulated papers  AGREED: Middle ground to be proposed to AGM (version 3) | | | | CA | |
| **8. Law Learned Associations LETR Working Group** | | | |  | |
| See report circulated  It was AGREED that co-funding of a Legal Education Survey should be considered subject to further details re content and cost. We also note that SLSA members have expertise in designing and administering surveys and analysing survey data. CA to report back to the next meeting in February | | | | CA | |
| **9. Next Meeting Dates** | | | |  | |
| 22nd May 2014 suggested. RH to circulate for confirmation. Venue TBA – ideally London, though MOB offered Oxford and RHa offered Birmingham. | | | | RH | |
| **10. Any Other Business** | | | |  | |
| AGREED: to reduce the lunch before the Executive meeting to half an hour for future meeting, i.e. lunch at 12.30 with meeting to begin at 13.00. | | | | CA | |