

Minutes of the Association of Managers of Student Services in Higher Education Annual General Meeting held on Thursday, 19 July 2007 at 5.00 pm in room Dorchester 11, Marriott Highcliff Hotel, Bournemouth.

The meeting was attended by 8 members of the Executive: Julie Walkling (Chair), David Dickinson (Vice-Chair), Simon McAuliffe (Treasurer), Helen McNeely (Secretary), Jayne Aldridge, Raywen Ford, Annie Grant and Sally Olohan. 31 members of the association: Alison Ahern (London Goldsmiths), David Arblaster (Leeds Metropolitan), David Ball (Hertfordshire), Alison Barty (SOAS), Pamela Bell-Ashe (UCE Birmingham), Jackie Booth (Sheffield Hallam), Christine Buchanan (Robert Gordon), Christine Coleman (Edge Hill), Jo Gibson (York St John), Geoff Haworth (Canterbury Christ Church), Ann Heyno (Westminster), Brian Hipkin (East London), Rob Imeson (Arts London), Karen Jackson (Brighton), Caralinda Jeffries (Swansea IHE), Ann Keating (Winchester), Amanda Leon (Bath Spa), Ben Lewis (Cardiff), John Locke (Edinburgh College of Art), Theresa McGoldrick (West of England), Sue Meads (Southampton), Ros Morton (Glamorgan), Priscilla Preston (York St John), Roger Prout (Worcester), Terry Rymer (Buckinghamshire Chilterns), Charlotte Scott-Beveridge (Staffordshire), Selina Springbett (Buckinghamshire Chilterns), Sue Steging (Greenwich), Tim Stone (Bedfordshire), John Tibble (City, London) and Kathryn Ward (York St John).

Before commencing the business of the meeting the Chair welcomed the members and invited the Executive and National Office staff in attendance to introduce themselves.

1 Apologies:

Apologies for absence were received from two Executive members John Martin and Simon Wright and members Mark Ames (Bath), Marc Lintern (Plymouth), James Nickolson (Abertay, Dundee), Claire Powrie (Aston) and Jane Williams (OU, Wales).

2 Minutes of the 2006 AGM held at York on Wednesday, 26 July 2006.

The Minutes of the Executive Committee meeting held on 26 July 2006 at the Park Inn, York, were agreed as a correct record. (AGM/26July06/Minutes).

3 Matters Arising from the 2006 AGM Minutes.

There were none.

4 Chair's Report

- i) Received and approved: AGM/19July07/4.

- ii) The Chair explained that the Executive had agreed to produce a combined report headed 'Chair's Report of Executive Activities', which she hoped provided the members with a more comprehensive overview of the committee's work and the activities engaged in on behalf of AMOSSHE.
- iii) The Chair reported that the Executive Committee would be attending a two-day planning event in October to set realistic objectives for 2007-08 and maintain the right balance between membership needs at local and regional level and national representation.
- iv) The Chair thanked the National Office staff for their continued enthusiasm and commitment.
- v) The Chair recorded her thanks, on behalf of the Association, to the Executive Committee for their unstinting efforts on behalf of the membership and wished those Officers who were continuing on the Executive every success for the future. She expressed special thanks to John Martin who was retiring from the committee, for his unstinting work on behalf of the Scottish members, and took the opportunity of welcoming James Nicholson into office as from 1 September 2007.
- vi) In conclusion she took the opportunity of saying how rewarding working on behalf of AMOSSHE was and, if the proposal to increase the number of Executive members was agreed, encouraged the members to think about standing for committee.

5 Secretary's Report

5.1 Secretary's Report

Received and approved: AGM/19July07/5

5.2 Revised Constitution

The proposal to amend the Rules of the Association 6.1 to increase the number of Directors (Executive members) from 10 to 12 was put to the members and agreed unanimously (Motion 1)

6 Treasurer's Report

6.1 Audited Accounts

The audited accounts for the year ended 31 August 2006 were received and approved. (AGM/19July07/6.1(Annex B)).

6.2 Treasurer's Report

- i) Received and approved: AGM/19July07/6.

- ii) The Treasurer reported that he was investigating the purchase of an information package to replace the paper based system.
- iii) The AGM noted that the main income stream for the Association continued to be from membership fees. However, the Treasurer expressed the view that if AMOSSHE was to continue to develop and grow it could not be dependent on subscription income alone and said he would welcome suggestions for income generation from the members.
- iv) The Treasurer reported that the Executive had agreed to a sum of £20,000 being set aside as a Strategic Development Fund, the detail of which would be discussed at the Executive Away Day in October.

6.3.1 **Proposal - Increase in Membership Subscriptions.**

- i) It was proposed and unanimously agreed that the 2007/08 membership fees be increased by 3% (proposal AGM/19July07/6.2).
- ii) The Treasurer confirmed to the AGM that all Corporate Membership had to be approved by the Executive.

It was proposed and unanimously agreed that Corporate clients could be charged higher fees than the minimum, if determined by the Treasurer in conjunction with the Executive (proposal AGM/19July07/6.2).

6.3.2 **Proposal - Income Generating Events.**

The Treasurer reported that due to unfortunate circumstances outside AMOSSHE's control a CPD day had to be cancelled, but the requirement to make a 15% surplus on all events, as previously agreed by the membership, proved instrumental in ensuring that AMOSSHE did not make a loss.

The Treasurer therefore proposed the continuation of a 15% levy being applied on all relevant events held by the Association. This was agreed (proposal AGM/19July07/6.2).

It was further agreed that this would apply for the next three years, which would save returning to the membership each year for approval (proposal AGM/19July07/6.2).

7 **Regional Reports – Scotland and Wales**

Received and approved: AGM/19July07/7.

In the absence of both the Scottish and Welsh representatives John Martin and Simon Wright, the Chair thanked them for their contributions and sterling work.

8 AMOSSHE Regional Groups Reports

- i) Received and approved: AGM/26July06/8.

NB: The Midlands Regional Report, which could not be included at the time the AGM paperwork went to print, would be circulated to the membership following the AGM.

9 Any Other Business

There was none.

A vote of thanks was expressed from the floor on behalf of the members to the Executive for all their hard work.

The Chair declared the 2007 AGM of the Association closed at 5.25 pm.

vad/hmcn
July 2007