

# AMOSSHE Executive Meeting

Friday 12 April 2013 10.30am – 4pm

AMOSSHE, Macadam House, 275 Gray's Inn Road, London,  
WC1X 8QB



## Agenda

### *Morning: Core Business*

1. Reserved Business
  - a. Contractual issues re staffing
2. Apologies
3. February meeting minutes and actions
4. Updates:
  - a. Finance
  - b. Membership
  - c. National Office
  - d. NASPA 2013
5. Articles of association and membership structures
6. AGM 2013
7. Elections 2013
8. Imagine... (Annual Conference #amosshe2013)
9. CPD
  - a. CPD4: Counselling
  - b. CPD6: Value & Impact International
  - c. Co-delivered events: protocols and principles
  - d. 2013/14 programme
10. Future of Student Life & Services Forum
11. Twentieth Birthday Campaign
12. Future meetings

### *Afternoon: strategic discussion*

- SD2. Strategy

# Executive Meeting - agreed minutes

Friday 12 April 2013

275 Gray's Inn Road, London, WC1X 8QB

12.00midday-3.00pm



## *Present*

Ben Lewis, Chair  
Brian Hipkin, Vice Chair  
Nicole Redman, Vice  
Chair (Operations)

Gill Jack, Vice Chair  
(Finance)  
Ben Bailey  
Sam Dale  
Sara Doherty

Chris Lusk  
Fay Sherrington  
Chris Twine  
Tima Moledina

### 1. Reserved Business

1.1 Exempt from formal minute.

### 2. Apologies

2.1 Raegan Hiles, Sally Olohan, Julie Walking.

### 3. February meeting minutes and actions

3.1 The minutes of the February Executive meeting were agreed as a true and accurate record of the meeting.

3.2 All of the actions identified in the February minutes and to be completed by April are completed or addressed elsewhere on the agenda, with the exception of:

(a) **CPD lead to consider potential themes and priorities for the 2013/14 CPD programme.** (paragraph 5.3).

Consideration of the CPD 2013/14 programme will be deferred until June 2013.

### 4. Updates

#### a. Finance

4.1 The Vice Chair (Finance) introduced an update on the organisations' finances and confirmed the stable state of the accounts and explained over and under spends for this point in the budget cycle.

4.2 The Vice Chair (Finance) noted that AMOSSHE will not be reinvesting the matured Santander bond.

4.3 The Vice Chair and Vice Chair (Operations) were advised to take the appropriate identification to HSBC in order to gain access to the account.

**Action:** Vice Chair and Vice-Chair (Operations) to take their ID to HSBC.

4.4 The issue of low attendance at some events was raised. The Executive were asked to consider looking at content and promotion of programmes to attract more delegates.

#### b. Membership

4.5 The Vice Chair (Operations) advised the meeting that three organisations have joined AMOSSHE, including University of Sussex (re-joined), Gloucester College and University of London. No institutions have left. Four additional members have joined.

**c. National Office**

- 4.6 The Vice Chair (Operations) reminded the group that the National Office relocated as planned at the end of March 2013. They noted initial teething issues, in particular the reduction of space available, but were confident that the office location remained the most appropriate for the team.

**d. NASPA 2013**

- 4.7 The NASPA lead updated the group on progress organising the exchange programme.
- 4.8 The Executive were invited to attend the final day of the exchange programme which includes a networking afternoon followed by dinner to be held on Friday 14<sup>th</sup> June 2013.

**5. Articles of association and membership structures**

- 5.1 The Articles of Association and membership structures were discussed under reserved business. The Executive agreed to seek legal advice.

**Action:** Vice Chair (Finance) to approach a VAT consultant for advice on membership fees.

**6. AGM 2013**

- 6.1 The Chair introduced the draft agenda and timeline for AGM. The group decided that the final agenda, papers and strategy to attract members to AGM will be agreed at the next Executive meeting on 7 June 2013. Invitations will be sent out to members following this.

**7. Elections 2013**

- 7.1 The Vice Chair (Operations) discussed the timeline for elections and the number of positions available for 2013/14. These include Vice Chair (Operations), Vice Chair (Finance) and four other Executive posts.
- 7.2 The Vice Chair agreed to oversee the elections due to the Vice Chair (Operations) term drawing to a close.

**Action:** Policy and Public Affairs Manager to brief Vice Chair on the elections process.

- 7.3 The Executive discussed whether it might be beneficial for officers to have served a minimum of one year in a non officer post before becoming Chair or Vice Chair. Any formal requirement for this would need to be introduced in the Articles or Rules of Association, although a recommendation to this effect (rather than formal requirement) could be built into future elections processes.

**8. Imagine... (Annual Conference #amosshe2013)**

- 8.1 The conference leads updated the group on progress with the annual conference, including numbers of residential bookings processed.
- 8.2 The Executive expressed concern at the lack of a second keynote and recommended further speakers to approach.

**Action:** Chair to invite potential keynote speaker to address Imagine...

- 8.3 The Executive agreed that Twitter and blogging should be utilised at Imagine... and discussed ways to encourage delegate engagement with social media.
- 8.4 The Chair and Vice Chair (Operations) agreed to Chair a lunch by invitation for new annual conference attendees on Day 1 of Imagine...

8.5 The Executive proposed ideas for the evening social activities at conference.

**Action:** National Office to research the costing for social activities at conference.

8.6 The conference leads discussed the benefits of asking past AMOSSHE leaders to speak at conference about their memories. The Executive agreed that previous members could participate in the gala dinner but should pay a dinner rate

**Action:** Conference team to liaise with interested former AMOSSHE colleagues about conference contributions.

## 9. CPD

### a. CPD4: Counselling

9.1 The CPD4 lead updated the group on current bookings. The Executive noted the benefit of having only one lead from each organisation when planning co-delivered events, and commended the team on bookings to date.

### b. CPD6: Value & Impact International

9.2 The CPD6 lead updated the Executive on the practical day delivered in conjunction with UKCISA. The event achieved the target numbers.

9.3 Feedback for the event was generally positive. Some delegates felt the day was too rushed and did not sufficiently address the methodology behind Value & Impact.

9.4 The Executive agreed that no further Value & Impact events would be held in the immediate future.

### c. Co-delivered events: protocols and principles

9.5 The Executive considered the proposed protocol and principles that were requested at the February meeting.

9.6 The Executive concluded that two separate documents were needed; one to be used as an internal office guide and a contractual document for external organisations.

9.7 The Executive agreed that offering a flat rate fee to external organisations for their input in events was not reflective of the actual cost of AMOSSHE's overheads and staff time. A percentage cost might be proposed that considered true event costs on a case by case basis.

**Action:** CPD lead and Policy and Public Affairs manager to review CPD protocol and principles.

### d. 2013/14 Programme

Deferred until June 2013.

## 10. The Future of Student Life and Services Forum

### a. Are Students Customers?

10.1 The Chair updated the group on the progress of the upcoming policy breakfast.

### b. Are Students Always Fit to Study?

10.2 The Chair confirmed the date and venue for the March Forum.

10.3 The Executive noted the opportunities that the Forum offers for profile raising.

## 11. Twentieth Birthday Campaign

### a. Event

11.1 The Chair noted that due to difficulty obtaining a speaker the Twentieth Birthday event has been cancelled.

### b. Projects

11.2 The Executive noted the additional funding allocated to projects, based on the selection board's recommendations. They noted that all five funded projects will have a presence at Imagine...

### c. Publication

11.3 The Executive considered a proposed celebratory publication. They agreed that, given the additional investment in funding more projects than anticipated, the publication proposal should be scaled back in the interests of best utilising organisational funds from membership subscriptions.

**Action:** Twentieth birthday lead and National Office to create a suite of materials promoting the #amossheis20 funded project outputs.

## 12. Future Meetings

12.1 Friday 7<sup>th</sup> June 2013, London (Macadam House, 275 Gray's Inn Road, London)

The Executive agreed that future meetings should close at 3pm when possible.

*The meeting closed at 4pm.*