

AMOSSHE Executive Meeting

08 April, 11am – 3.30pm

AMOSSHE National Office, 275 Gray's Inn Road, London, WC1X 8QB

In attendance:

Ben Lewis (BL), Brian Hipkin (BH), Ben Bailey (BB), Fay Sherrington (FS), Christine Lowther (CL), Helen McNeely (HM), Nicole Redman (NR), Maria Lorenzini (ML), Mandi Barron (MB), Jayne Aldridge (JA), John Bloomfield (JB), Mary Sy (MS), Benjamin Parsons (BP)

Apologies

Sam Dale (SD) and Nic Streatfield (NS) has sent their apologies

Point	Detail	Who
1	JB to move actions to next meeting	JB
4	BP to email out another survey to ask members about the topics they would be interested in seeing AMOSSHE host as CPD events	BP
6	Executive to send ML any suggestions of topics and themes which Baroness Lawrence can talk about	EXEC
6	Executive to email through any suggestions of supporters. JA to email through potential sponsor who may be interested	EXEC & JA
6	MS to double check the travel links to Stratford and liaise with Ellen about Hilton Brighton	MS
8	JB to add 'NASPA exchange' to the budget and send the updated version to the Executive	JB
8	BP to look for subscriptions similar to DODS at a cheaper price	BP
8	JB to allocate more time on budget for AGM	JB
9	JB to check what the rules are for changing Executive titles and whether we need to agree this at AGM	JB
13	MS to send out a doodle poll to the Executive with dates JB has set up	MS
13	Executive to email JB suggestions of suitable topics (USHA event)	EXEC
13	BP to circulate Student Health Survey report to Executive	BP
13	JB is currently in touch and will update the Executive regarding Student Minds	JB
13	BH to circulate the email around to the Executive regarding working with European First Year Experience Conference	BH
13	Executive to let JA know if they are available to attend the 'Inclusive Biz' meeting	EXEC

Item no.	Title	Timing: 11:10 – 11:30 (20mins)	Presented by	Paper
1	Reserved business		Ben Lewis	

Item no.	Title	Timing: 11:30 – 11:45 (15mins)	Presented by	Paper
2	Previous meeting minutes and actions <ul style="list-style-type: none"> AMOSSHE Directors register of interests 		Ben Lewis John Bloomfield	15-16-28

The Executive have no amendments to the previous set of minutes. All actions are complete, except 3a and 3b. These actions are ongoing as the National Office team are yet to look at exchange programme timings with CL.

Action: JB to move actions to next meeting

JB has created a register of director's interest, where the Executive officers can record and declare information which might be considered by a member of AMOSSHE to create a potential conflict of interest or bring AMOSSHE into disrepute. This formal document will be made available when elections close this year. The Executive team are happy with the template and have no further amendments.

Item no.	Title	Timing: 11:45 – 11:55 (10mins)	Presented by	Paper
3	Finance, membership and national office update		Nicole Redman	15-16-24

A general update on membership show that we have exceeded expectations with regards to the total number of AMOSSHE memberships; additional and institutional, we have a total of 592 members. We have also exceeded in terms of numbers at our CPD events and saved some money against venue choices as we budgeted higher than expected.

An update on the AMOSSHE finances show that the CPD events are hitting our income targets. Our last CPD event has also sold out. The papers show the year to date budget (as opposed to the February monthly figures) with the errors on staffing costs being rectified (MacIntyre Hudson has rectified the splitting of staffing costs). The financial figures are positive, as the events to date have exceeded expectations financially.

JB attended the ACPA conference in Canada recently and is currently writing up notes from the sessions he attended and will share this with the wider AMOSSHE membership. The National Office have been focusing their time on organising the National conference, as well as the last CPD event of the year and the new website.

Item no.	Title	Timing: 11:55 – 12:25 (30mins)	Presented by	Paper
4	CPD update <ul style="list-style-type: none"> CPD1 for 2016-17 topic discussion 		John Bloomfield	

The final CPD programme has come together and all speakers are confirmed. There are a lot of speakers confirmed for this event and the variety is almost comparable to AMOSSHE's winter conference. A large number of the delegates booked onto the event are head of service areas, so it is pulling a different variety of members to this event.

As the AMOSSHE year is coming to an end very soon, it is recommended that we begin looking at the timeline for our first CPD event of 2017. The feedback from previous CPD events indicate a common interest around legal updates in specific areas which are relevant to Directors and Heads of Student Services. AUA are hosting a similar event to our aim higher CPD event which they roll out every year. AMOSSHE could perhaps look at the same strategy but include relevant questions on the feedback form this year to further help us with making a decision.

AMOSSHE will be looking to host the first CPD event (2016/17) in November 2016. The following suggestions of themes and topics from the Executive team include:

- Managing student and student – sexual consent (HM)
- Quality assurance engagement (JA)
- A forum to discuss the white paper/student resilience as the next webinar (BH)
- Residential life – creating a sense of community (there seem to be a general lack of preparation for students in first year of University) (BL)
- Service delivery – delivering expectations (CL)
- Regional CPD that focus on legal framework perhaps in Scotland (CL)
- Brexit (for the CPD event further down the line)
- Generational theory to look at the different environments from where students are from - can look to bring in NHS and statutory services (ML)
- Virtual world – communication and influencing resilience (MB)
- Changes in sexual violence
- Staff wellbeing and boundaries – staff who support students (MB)
- Mental health (BL)
- JB met Rosie Tressler from Student Minds and are interested in working with us further on activities regarding mental health and well being
- Focus on resilience as it is a wider topic
- Building relationships / working better with statutory services like the NHS
- Implementing the recommendations of the mental health guidelines, which were introduced last year
- Implementing the recommendations of the UUK sex and hate crime taskforce

The benchmarking survey results collected give an indication of the types of topics members are interested in seeing AMOSSHE host. We can perhaps go out again and ask members if they would be interested in seeing the topics mentioned above as CPD events.

Action: BP to email out another survey to ask members about the topics they would be interested in seeing AMOSSHE host as CPD events

Item no.	Title	Timing: 12:25– 12:55 (30mins)	Presented by	Paper
5	Lunch			

Item no.	Title	Timing: 12:55 – 13:10 (15mins)	Presented by	Paper
6	Conference update		Helen McNeely Brian Hipkin Maria Lorenzini	

Booking for conference has now opened and we have announced two of three keynote speakers. The conference leads have been in contact with the three keynote speakers and have discussed options of topics which they can speak about.

Action: Executive to send ML any suggestions of topics and themes which Baroness Lawrence can talk about

In total, we received 49 proposals and in particular, the topics which were commonly mentioned spoke about how Student Services work with academics around resilience – this has been incorporated into the programme. We have now seen over 100 delegates’ book onto conference and 29 of them are new delegates. All sponsorship opportunities have been booked besides 2 silvers spaces. The National Office have contacted previous sponsors and will continue to look into potential sponsors to contact.

Action: Executive to email through any suggestions of supporters. JA to email through potential sponsor who may be interested

Although the full programme is confirmed and published, we are currently looking for ideas for fringe sessions and will welcome any suggestions from the Executive team. In terms of what the conference team require from the Executive team, we will need the same assistance as previous years where each Executive is allocated to a

session and should introduce the session speakers. The conference team are now in the process of planning the finer details.

At conference last year, we were in a position to announce the following year's conference venue and date, so it is in our aim to do this again this year. In terms of sourcing a suitable venue for 2017, the National Office have found it more difficult to find a location which accommodates all aspects of the conference due to our slight growth in numbers and requirements (city centre, 180 bedrooms, 220 cabaret style for main room, exhibitor space for 12 stalls etc).

The National Office have shortlisted three different venues which fit the majority of the features required. The options are:

1) Mercure Holland house in Bristol - this is a city centre location which has just undergone a refurbishment. It is the cheapest option of the three and can offer more than enough bedrooms. The caveat with this venue is the big pillars in the main room, which could cause problems in terms of be able to see the main screens. This means that the gala dinner would have to be hosted offsite and the main keynotes would be catered in a theatre style instead of cabaret. Another drawback is the exhibition area as it is split into two areas. The venue proposed the idea of utilising one of the syndicate rooms for the exhibition area but this would mean we would have to hire out another syndicate room located on the ground floor (main meeting rooms are all on the fifth floor).

2) Crowne plaza in Stratford upon Avon - they are currently rebranding from a Holiday Inn and will be finishing the work this summer. The venue is located 5 minutes away from the town centre. It is not our usual busy city centre location, as it has a more rural feel. The caveat is again the exhibition area. The only way we could make this work is hosting the gala dinner offsite as the back of the main room will be used for the exhibition area.

3) The final option is the Brighton Hilton Metropole. It is a beach front hotel, with plenty of options for the Wednesday night dinner. It is also very close to the train station and located in the south of England which members voted for last year. Like all other Hilton hotels, there is no natural daylight in the meeting rooms and all AV will have to be hired in. This drives up the costs substantially compared to the two other options, but we can look into hiring a less expensive external venue to even out the budget (drinks reception at the aquarium for example). One risk to hosting conference in Brighton is the danger of losing residential delegates, as the majority of members are from the south east. The budget has been very tight this year, so it may be sensible to look for a safer option for 2017.

The National Office team have stressed that they do not have enough time to look into out of town venues if we want to announce the location in July. We can however look at these options for 2018.

The Executive feel that the pillars at the Mecure is too big of a risk and have discounted this in the shortlist. Some Executive members also feel strongly about the difficulty of travelling to Stratford upon Avon and have also discounted this option at this point. Brighton Hilton has been agreed as the venue which we should pursue for 2017. This venue ticks most of the boxes and would give a very similar feel (if not better) than previous AMOSSHE conferences. They are very happy for the National Office to liaise with Ellen (AGM Events) and see whether we can drive the prices down. In terms of budgets, we can look at increasing the number of CPD events to subsidise the conference budget.

Action: MS to double check the travel links to Stratford and liaise with Ellen about Hilton Brighton

Item no.	Title	Timing: 13:10 – 13:30 (20mins)	Presented by	Paper
7	Membership fees for 2016-17		John Bloomfield	15-16-25

The balance budget prepared by JB presents the tiered membership rates at a 1.5% increase. The justification for a 45% increase for international membership is the fact that international members are still paying a lot less than a tier 1 membership, whilst also benefiting from the same resources as other members.

The Executive team are happy with the justification of the increases.

Item no.	Title	Timing: 13:30 – 13:50 (20mins)	Presented by	Paper
8	Core budget 2016-17 discussion <ul style="list-style-type: none"> • DODS • Insight projects • Sponsorship 		John Bloomfield	15-16-26

JB has produced the budgets for next year (2016/17) but has forgotten to add the NASPA exchange which we are hosting this year. BB mentioned that we budgeted £3,000 the last time we hosted the exchange, which includes money for each of the institution hosts and the accommodation they provide.

Action: JB to add 'NASPA exchange' to the budget and send the updated version to the Executive

The pensions for the National Office are now included in the budget, with also a slight increase in the CPD events and an added platinum sponsor for next year's national conference. JB mentioned that DODS is currently costing AMOSSHE £10,000 per year. Although this is a large chunk of AMOSSHE's budget, the justification for spending this amount of money is shown in our weekly newsletters and other work which BP utilises. BP highlighted that he uses Wonke as a similar subscription to DODS, however the quality from both subscriptions are very much different (i.e. DODS papers are an actual summary of consultations, whereas Wonke summarises in their perspective). JB has organised a meeting with DODS and will see if there is any flexibility with costs; ideally to decrease the cost to circa £4,000.

Action: BP to look for subscriptions similar to DODS at a cheaper price

JB pointed out that when the Executive team are traveling to conferences and meetings on behalf of AMOSSHE, it would be a good idea to claim the travel expenses from the hosting party instead of AMOSSHE. This will help reduce a portion of travel costs which we have budgeted against the Executive.

The contingency is currently budgeted at £9,000, if this is not expended, it will mean AMOSSHE is making a profit. We do however need to look at other potential income streams as there is no movement with the current costs. We could look at the potential of working with other organisations who can co-fund the Insight projects.

In terms of membership, we need to have a formal agreement to show what professional affiliate members are entitled to. There is a concern that current AMOSSHE members will feel uncomfortable having private organisations on the JiscMail lists. However professional affiliates can also consist of organisations working in the HE sector, so there needs to be a distinction of what access they can have.

Action: JB to allocate more time on budget for AGM

Item no.	Title	Timing: 13:50 – 14:00 (10mins)	Presented by	Paper
9	Executive elections		Nicole Redman	

BP has mentioned in the newsletter that the Executive elections will be opening very soon (24 April and close on 25 May). There is no change to the system and processes used in previous elections. The only change we are looking into (discussion from last meeting) is adding to the title of Vice Chair name.

Action: JB to check what the rules are for changing Executive titles and whether we need to agree this at AGM

Item no.	Title	Timing: 14:00 – 14:15 (15mins)	Presented by	Paper
10	Pension structure options (reserved business)		John Bloomfield	15-16-27

Item no.	Title	Timing: 14:15 – 15:00 (45mins)	Presented by	Paper
11	Website development update		Benjamin Parsons	

BP has taken into account the points which were made in the last meeting and has adapted this to the new website. The membership management is very customisable and there is a lot more flexibility compared with our current website. For example, we can add contacts to the database who we can approach about events and advertisements, but they do not get access to the AMOSSHE resources. The membership and event invoicing can be automated and there are also a lot of reporting features which will be useful down the line.

One concern BP has is the space we have for storage. If we do struggle with space, we can archive older items and direct members to our blog website for more information. The idea is to use the website for the next year or two and see whether we want to continue with it (we pay a monthly subscription fee which means we are not locked into a long contract). The website team feel that they can present a soft launch at conference this year, which the Executive have authorised.

Item no.	Title	Timing: 15:00 – 15:10 (10mins)	Presented by	Paper
12	ACPA conference update <ul style="list-style-type: none"> • CACUSS exchange and CACUSS convention 2016 		Ben Lewis	

BL and JB both attended the ACPA conference and have said that it was a useful and positive experience, they met a fair few contacts who could be potential partners who AMOSSHE could work with in future. The AMOSSHE session which they presented was also very well received as feedback demonstrates. JB will be writing up some blog posts from the sessions he attended and will sharing with the wider membership.

JB has had a conversation with CACUSS and have agreed in principle to share resources with one another and look at running an exchange programme.

Item no.	Title	Timing: 15:10 – 15:30 (20mins)	Presented by	Paper
13	AOB <ol style="list-style-type: none"> 1. Meeting dates 2016/17 2. USHA Conference update 		Ben Lewis John Bloomfield	

1. JB has set up dates for next year's Executive meetings. They have been arranged roughly the same time as last year.

Action: MS to send out a doodle poll to the Executive with dates JB has set up

2. USHA is hosting a conference in October and would like AMOSSHE on board as partners. They would like AMOSSHE to do a welcome address and sit on a panel – topic to be confirmed. MB is happy to work on fitness to study.

Action: Executive to email JB suggestions of suitable topics

AOB – in total, there were 61 institutions who completed the Student Health Survey. BP has created a report and will circulate to the Executive for some reviews.

Action: BP to circulate Student Health Survey report to Executive for comments about distribution and content

ABO – Student Minds are keen to work with AMOSSHE on a number of areas but particularly CCG's work

Action: JB is currently in touch and will update the Executive

AOB – BH attended the European First Year Experience Conference last week. During his time there, colleagues expressed their interest to work with AMOSSHE.

Action: BH to circulate the email around to the Executive

AOB – UUK efficiency unit reached out to BH and have said they are keen to work with AMOSSHE members. One idea was to for them to include something in the newsletter or perhaps take a silver sponsor place at conference. UCAT is also another organisation who are keen to work with AMOSSHE.

Action: Executive to let JA know if they are available to attend the 'Inclusive Biz' meeting