

## AMOSSHE Executive meeting

27 January 2017 | AMOSSHE National Office, London

### Agenda

- Apologies
- Reserved Business

Item	Detail	Responsible
2	JB to look at options of having the Executive meeting outside of London	JB
3	JB and BP to look at the potential of making adjustments to the newsletter to monitor and increase member engagement	JB, BP
3	BP to look at the potential of using Wonke (paid weekly) as suggested by CS	BP
3	MS to add DODS back onto the agenda (winter 2017 Executive meeting) for review	MS
4	JB to continue conversations with Sarah about post event activities/actions	JB
4	MS to scope venues for this event	MS
6	JB to change 'wellbeing' to 'well-being' in the strategy paper	BP
6	MS to write up notes from discussion	MS
6	JB and BB to produce a paper for circulation and comment prior to the next Executive meeting	JB, BB
8	Executive put forward any recommendations of motivational speakers for closing conference	EXEC
8	MS to take a video of the space at Hilton Brighton and show the team at the next Executive meeting	MS
9	JB will send out to the mentors originally signed up for insight projects	JB
9	JB to arrange a call with project leads	JB
10	NS to send details to NO about LFHE course he is attending	NS
10	JB to speak to David Malcom about estranged students data	JB

Item no.	Title	Timing: 11:00 – 11:05 (5mins)	Presented by	Paper
1	Previous meeting minutes and actions		Ben Bailey	16-17-14
<p>The Executive team are happy with the previous minutes and have no amendments. The only ongoing action is around the CPD feedback forms, which the leads will discuss in due course. All other actions have been completed.</p>				

Item no.	Title	Timing: 11:05 – 12:05 (60mins)	Presented by	Paper
2	Discussion: Finance, membership and national office		John Bloomfield Nicole Redman	16-17-15 16-17-16 16-17-17
<p><b>Finance, membership and national office</b></p> <p>AMOSSHE'S financial position is looking very positive. The sponsorship income is also consistent and have met targeted figures. There is however a slight profile variance but this should balance out next management report. The cash position is looking healthy in both AMOSSHE'S current and savings account.</p> <p><b>Office relocation</b></p> <p>As discussed in the previous Executive meeting, the team were made aware that AMOSSHE's current landlords were likely to serve notice due to the restructuring of the offices and the limited space available. To ensure that a contingency plan was in place, JB compiled a list of locations which detailed costs, space,</p>				

facilities and any other benefits included in the office space. The office space within UUK seemed to be the most suitable in terms of location, space and appropriateness, and also the best in terms of price per square metre. Taking into consideration the current office space and the other options that have been reviewed, the recommendation put forward is the UUK office space. Although it is priced on the higher end in comparison to the other options listed, there is many more advantages of being located at UUK and the size of the space is more appropriate to enable to office to actively complete its role for AMOSSHE. Not only does it offer stability (10 year lease with a 5 year break clause), but it is also conveniently located near Euston station and can offer discounted meeting rooms for hire.

JB has created revised budgets for this and next year to give an overview of the financial impact it will have on AMOSSHE. JB recommends that we make these changes over one year and recover the difference in the costs from the reserve budget for the deficit in 2016-17. It is proposed that we increase membership by 2% and increase CPD events by approximately £15. We could also seek to make additional savings throughout the year such as hosting Executive meetings at member institutions and reducing the political monitoring service costs while we can without compromising what we get from it.

The proposed increase in membership fees next year will have to be signed off at the AGM, so it is important to be prepared with information for those who may wish to challenge the increase, such as creating an alternative budget which seeks income from different areas (other than membership) and showing members the comparative costs of offices researched. Membership has increased gradually every year in line with the rate of inflation so the Executive doesn't feel that the proposed increase would be a problem.

NB suggests that we keep a close eye on where we allocate the reserves, as she is concerned that the percentage of incoming versus outgoing is too low. JB pointed out that the budget includes contingencies for each event which means if all events break even, we would generate a surplus. JB has also taken into consideration the impact this office move would have on the reserves, leaving us with 7 and a half months' reserves which is still more than the 6 months we planned for.

The Executive team suggested that we look at hosting our Executive meetings around member institutions to save on costs. CS has kindly offered to host future meetings at his institution (King's College London) and is something that can be considered, where appropriate for future meetings.

**Action: JB to look at options of having the Executive meeting outside of London**

All Executive members are in agreement of the move to UUK offices (we need to inform UUK with a decision by 30 January 2017) and are happy to balance the budget by increasing membership fees by 2% and CPD events by an average of up to £15 subject to agreement from members at the AGM.

***AMOSSHE Year-end accounts***

There is a significant variance on the proposed budget from the beginning of the year and the actual budget due to an exceptional year of increased attendance at all events and some significant expenditure savings. This leaves us with a near breakeven figure of £279, an extremely positive result.

Item no.	Title	Timing: 12:05 – 12:20 (15mins)	Presented by	Paper
3	Discussion: Political monitoring report		John Bloomfield	16-17-18

AMOSSHE is currently utilising DODS for information used mainly in the weekly newsletters. This is compiled from a number of content feeds that we feel may be of interest to members. From a previous meeting, the Executive team requested that JB and BP research further into alternative options in order to see if the service we use is good value for money. The new website allows us to monitor what links are being clicked and whether or not the newsletter is opened. It was noted that the percentage of members opening the newsletter is a little low (40%) and it may be part of some wider work that AMOSSHE invests in. We can potentially look and measure what day and time it is sent and whether this affects the overall results. Another idea is to work on tailored newsletters to members so it is more relevant to their role. It was also queried

whether it was the same 40% of people who were reading the newsletters as this would have a significant impact the number of people engaging with AMOSSHE through the newsletter.

**Action: JB and BP to look at the potential of making adjustments to the newsletter to monitor and increase member engagement**

BP has created a list of organisations which offer similar services to our current provider DODS. On there lists the usage of each political monitoring report, the average clicks-throughs, the content they provide and the costs implications. Based on the percentage of click-throughs, it is evident that the content from DODS is more aligned to our members' interest as there is a higher percentage of click-throughs. After negotiations with each organisation, JB has managed to reduce prices at both DODS and Vuelio, however the recommendation is to continue with DODS based on the outcomes of value and price.

**Action: BP to look at the potential of using Wonke (paid weekly) as suggested by CS**

**Action: MS to add DODS back onto the agenda (winter 2017 Executive meeting) for review**

Item no.	Title	Timing: 12:20 – 12:40 (20mins)	Presented by	Paper
4	Discussion: CPD events - Intercultural competencies CPD (Sarah Napoli)		John Bloomfield	16-17-21

JB had a conversation with Sarah Napoli regarding the possibility of hosting a CPD event, essentially run by Sarah herself. This CPD event would be themed around intercultural competency. PQ mentioned that 500 delegates had signed up to her event when it was rolled out earlier this year. As Sarah is moving permanently back to the US, JB will need to continue conversations about the follow up after the event such as ensuring that resources can be accessed easily and at no extra cost. The Executive team are happy for the event to go ahead and potentially within UUK.

**Action: JB to continue conversations with Sarah about post event activities/actions**

**Action: MS to scope venues for this event**

Item no.	Title	Timing: 12:40 – 13:20 (40mins)	Presented by	Paper
5	Lunch			

Item no.	Title	Timing: 13:20 – 14:30 (70mins)	Presented by	Paper
6	Discussion: AMOSSHE structure - Strategy paper - Membership structure		Ben Bailey	16-17-19 16-17-20

***Strategy paper***

The Executive team are happy with the amended paper, with a suggestion from PQ to add a hyphen in the word 'wellbeing'. This strategy paper has been useful for generating the planning calendar for National Office (CPD events).

**Action: JB to change 'wellbeing' to 'well-being' in the strategy paper**

***Membership structure***

National office have come across scenarios of organisation and individuals who have initiated conversations about joining AMOSSHE as members. In certain circumstances it has been difficult to identify appropriate membership categories, or determine whether or not to provide membership to them in general. They have ranged from companies seeking to join as professional affiliate organisations to individual consultants, those acting on behalf of another organisation or research students in student affairs for example. These scenarios

have prompted a conversation on whether we need to look at our current membership structure. The Executive team to split into two groups to discuss the different options of membership structure.  
 Outcome 1 – two tiers with access to different resources  
 Outcome 2 – three tiers (HEI, non-profit and corporate HE)  
 Flat rates options may be complex to administer.

**Action: MS to write up notes from discussion**

**Action: JB and BB to produce a paper for circulation and comment prior to the next Executive meeting**

Item no.	Title	Timing: 14:30 – 14:45 (15mins)	Presented by	Paper
7	International Strategy		Nicola Barden	
<p>This agenda point was initially raised by NB to highlight the importance of international engagements. AMOSSHE is currently working on engagements with ANZSSA and CACUSS. There is also potential to look at engaging with European colleagues, but considering what capacity we have (i.e. what time the National Office team can offer) and what links do we want with international organisations. Once our membership structure has been agreed, we can refer international colleagues in due course.</p>				

Item no.	Title	Timing: 14:45 – 15:00 (15mins)	Presented by	Paper
8	Update: National conference		Chris Shelley Nicole Redman	
<p>The theme and logo has been agreed by the conference team and is available for viewing on the website. There are also three confirmed keynote speakers in the event’s programme yet to be released (Wes Streeting, Nicola Dandridge and Lee Elliott Major). The last keynote suggested is Ben Smith, which the team are currently contacting. Ben is a motivational speaker who was originally recommended by an AMOSSHE member; his insight and experiences can lead to a great closing keynote. The activity for the Wednesday evening has been booked and confirmed.</p> <p><b>Action: Executive put forward any recommendations of motivational speakers for closing conference</b>  <b>Action: MS to take a video of the space at Hilton Brighton and show the team at the next Executive meeting</b></p>				

Item no.	Title	Timing: 15:00 – 15:15 (15mins)	Presented by	Paper
9	Update: Insight project and Unite funding		Jayne Aldridge Christine Lowther John Bloomfield	16-17-22
<p>We received an impressive 18 proposals for Insight project funding this year. The team have discussed each project and fed back to individuals. The team have accepted three projects in total. Each project will produce and send milestones to their mentor (or National Office). They are encouraged to present their project at conference this year which they seem happy to do.</p> <p><b>Action: JB will send out to the mentors originally signed up for insight projects</b></p> <p>Unite is keen to have AMOSSHE run a project around a student resilience project which is to be run and researched by AMOSSHE. The toolkit will be owned by AMOSSHE, but funded and shared with Unite. JB will create a steering group to include two Executive members, perhaps two AMOSSHE members whose role is relevant to the project and two external providers. A researcher will also be required for the project.</p> <p>NR, FS and NS have put themselves forward to lead the project with JB. Although the full time lines have not</p>				

yet been agreed, it is suggested that the researcher is recruited in April, so that the toolkit is available for presentation at national conference this year.

**Action: JB to arrange a call with project leads**

Item no.	Title	Timing: 15:15 – 15:30 (15mins)	Presented by	Paper
10	AOB: 1) Representation on LFHE Future Professional Directors Reference Group		Ben Bailey John Bloomfield	

The Executive team recommend that we continue to represent on the LFHE group. CS, CL and NS happy to attend.

AMOSSHE North meeting raised the need to AMOSSHE to look into the issue of estranged student's data from SLC to be transferred to the university to help the transition onto courses. JB mentioned that David Malcolm from NUS is the chair and he could speak to him to arrange the best way to approach this.

**Action: NS to send details to NO about LFHE course he is attending**

**Action: JB to speak to David Malcom about estranged students data**

Item no.	Title	Timing:	Presented by	Paper
11	Date, time and place of remaining meetings: - 31 March, 11am – 3.30pm, National Office - 9 June, 11am – 3.30pm, National Office		Ben Bailey	