

## **AMOSSHE Executive Meeting**

**4<sup>th</sup> June, 11am – 3pm**

Macadam House, 272 Gray's Inn Road, London, WC1X 8QB

### **Agenda**

1. Apologies
2. May meeting minutes and actions
3. Sue Endean from UCEA (awaiting confirmation of attendance)
4. Reserved Business
5. Updates
  - a) Finance
  - b) Membership
  - c) National Office
  - d) Conference
  - e) Futures and Insight
  - f) CPD
6. AGM
  - a) Agenda
7. AMOSSHE strategy discussion
8. Executive Residential locations
9. Any Other Business
10. Next meeting:
  - a) 4-5 September 2014 (Venue TBC)

## AMOSSHE Executive Meeting

**4<sup>th</sup> June, 11am – 3pm**

Macadam House, 272 Gray's Inn Road, London, WC1X 8QB

### In attendance:

Ben Lewis (BL), John Bloomfield (JB), Nicole Redman (NR), Chris Twine (CT), Ian Munton (IM), Ben Bailey (BB), Christine Lowther (CL), Jayne Aldridge (JA), Sally Olohan (SO), Beatrice Addo (BA), Mary Sy (MS)

### Minutes:

Point	Detail	Who	When by
3.a	To ensure that Sue Endean is invited to speak at the next appropriate exec meeting	JB	
5.c	Look at AMOSSHE policies	JB, NR	30/06/14
5.c	Liaise with NUS and NR about our agreement	JB	28/07/14
5.d	Finalise gala entertainment	NO, CT, FS	16/06/14
5.d	Send executives the operating plan once completed	JB	30/06/14
5.d	Feedback to Manchester about how the service compared to last year at Liverpool	NO	25/07/2014
5.d	Look on Dropbox for delegate list and figures from previous years	JB	20/06/2014
5.e	Arrange a conference call with SO and CL for 16/17 June 2014	BA	09/06/2014
5.f	Tweet links during conference of projects	BP	16/07/2014
5.g	Liaise with NASPA about last year's projects	JB, NR	30/06/2014
5.j	To put on the agenda at residential topics for future CPD events (once we have feedback from the membership through the member survey and conference)	JB	14/07/2014
5.j	Look into proposed topic "Assertive intervention" which could include "Fitness to Practice" and think about who can facilitate them	SO	14/07/2014
6	Send agenda to executives and email to all delegates who are lead members from last year and ask whether they attended the AGM last year to add them to the delegate attendee list	JB	18/07/2014
7	Send officer's spreadsheet of potential different scenarios and FAQs that may arise at AGM	JB	18/07/2014
8.a	Look for different locations and send shortlist to exec	MS	18/07/2014
8.b	Send out reminders to executives in August	JB	11/08/2014
9.a	NO to arrange for someone to attend NUS alcohol advisory board at the home office	NO	16/06/2014

## Agenda

1. Apologies
  - a) Apologies from Sam, Fay, Sally (dialling in) and Brian.
  - b) Levi has had to withdraw from the Executive as his work schedule conflicts with duties required at AMOSSHE.

- c) JA has been delayed and will arrive at 1pm.
2. May meeting minutes and actions
- a) JB has input the annual accounts on Companies' House. There was a concern around the wording of the accountability, but was later confirmed by the accountant and specialist that the formatting was ok. There isn't a need to revise anything but it is likely to change next year as we will be changing our finance processes/system.
  - b) Conference agenda – the breakfast meeting ideas for next year has been completed by JB.
  - c) JB has collated and sent the discussion answers to IASAS. He received a reply from them saying they have received it, so will update the executive in due course.
  - d) It has been decided that JA and BL will continue to represent AMOSSHE around the DSA discussions.
  - e) The information for Elections is now live for all members to see and engage with.
  - f) Executive meetings have been arranged for next year and new members have been informed via the information about elections.
  - g) The residential location for the executive meeting's agenda is yet to be decided, but suggestions are on point 8.
3. Sue Endean from UCEA (awaiting confirmation of attendance)
- a) Given the number of executive members who could not attend this meeting Sue will be invited to speak at the next appropriate AMOSSHE executive meeting. **Action: JB to ensure that Sue Endean is invited.**
4. Reserved Business
- a) None
5. Updates
- a) Finance – JB updated the executive on the VAT situation with HMRC. We can only be exempt from VAT only from members who come to our conference and CPD, which means that we have to pay VAT for any external delegates. We may need to increase the amount of CPD events to cover this or perhaps convert non-members attending the event to "members", this is something we should be looking to do more of anyway. Action: JB to run some further research into this.

The executive agreed that in order to manage our finances more carefully in the future given our new VAT arrangements we should invest in a new financial system for the next academic year.

After many discussions with HMRC they have confirmed to us that they will charge us VAT from 2011 onwards for membership fees (conference, events and projects are exempt). We can reclaim a portion of this for overheads in association with Conference etc. and, given that these are also loss making when overheads and staffing costs are taken into consideration we can reclaim enough to cover these losses as a percentage (only on those who are members of AMOSSHE and attended a CPD or conference). This means AMOSSHE's VAT bill backdated is approximately ££50k plus interest, to be

confirmed by HMRC by mid-June. Moving forward our VAT bill will be approximately £11-14k after reclaimed amounts.

JB took the Executive through a draft budget for the coming year for consideration. The figures ensured that AMOSSHE is sustainable going forward given our current direction which incorporates running projects through our members). As such it was agreed that the budget would be refined and presented to members at the AGM. Given the budget figures presented it seemed sensible that only a small increase would be necessary to memberships to cover inflation and pension costs for staff. The executive agreed that an increase of 3% should be presented to members. Action: JB to refine and confirm figures to be presented to the membership at AGM. Action: JB to look over pension figures within the budget and revise where necessary. The executive made it clear that we should use the reserves for insight even if we don't have funding, as it is a crucial part of what AMOSSHE do and it feeds the conference very well.

- b) Membership - no substantial change on membership
- c) National Office- the national office staff are currently focusing on conference as we have no more CPD/Future events planned. **Action: JB and NR to look at AMOSSHE policies**  
JB met NUS about our tenancy and there are some small alternations from the previous agreement. **Action: JB to liaise with NUS and NR about our agreement.**
- d) Conference – bookings closed on Monday and we have a total of 192 delegates, with 162 being residential (84 are new to Amosshe conference). These numbers will be confirmed and utilised in conference planning.

The gala entertainment is currently being finalised –. NO, CT and FS will discuss this in more detail in their conference call. **Action: NO, CT and FS to finalise gala entertainment**

Well done to CT, FS and NO on the conference

JB is currently updating the operating plan and will present a list to the executive of areas in which the conference team will need additional support. **Action: JB to send exec the operating plan once completed.**

If time allows the conference team will approach hotel chains and see what they can offer for our 2015 conference. Potential hotels we can use are Q hotels, Principal hotels and Hilton. It was also suggested that Glasgow would be a good option for 2015. **Action: NO to feedback to Manchester about how the service compared to last year at Liverpool.**

Welcome lunch was well received last year, so it will be a good idea to repeat again. **Action: JB to look on Dropbox for delegate list and figures from previous years**

- e) Futures and Insight - all final drafts of Insight projects have been received apart from one (should come through end of this week). CL and SO will look into the ones received and get back to them with feedback through BA.

**Action: BA to arrange a conference call with SO and CL for 16/17 June 2014.**

- f) It is a good idea to print off the executive summaries of these projects for members that attend conference and to have the full project to be viewable online. **Action: BP to tweet links during conference of projects.** BA to ensure executive summaries are available for print and confirm with project leads.
- g) NASPA enquired about last year's projects as they would like to receive copies. **Action: NR and JB to liaise with NASPA about last years projects.**
- h) All Futures events have taken place and feedback has been good. We will canvass the members and executive committee to look at topics for the coming year.
- i) CPD  
This year, we have held 5 CPD events in 3 different locations. For next year, it is a good idea to look into using Universities, as this could possibly cut costs. Points to remember when looking for locations: good Wi-Fi, close to a station, good food and room layout. For next year NO should look at SRHE, venues attached to Manchester airport?
- j) A possible topic for a future CPD event could be "Duty of Care". It would be very useful to have some feedback from membership about CPD and their views on future topics. **Action: to discuss at residential once we have feedback from the membership through the member survey and conference. SO also proposed the topic "Assertive intervention" which could include "Fitness to Practice" – she will look into this and think about who can facilitate them.**

6. AGM

- a) The Agenda was discussed with the executive to be presented to members. This was agreed and JB to send out to members. There was an issue with last year's minutes as the delegate attendance list has gone missing in the office changes. **Action: JB to send agenda by 18<sup>th</sup> June, also send an email to all delegates who are lead members from last year and ask whether they attended the AGM last year to add them to the delegate attendee list.**

7. AMOSSHE strategy discussion

All execs agreed that the strategy for the next academic year and a 3-5 year strategy should be discussed at residential. This will depend on any actions that come out of the AGM, it was suggested that we should look to prepare for AGM by looking at what questions may come up so we can answer in full at the time. **Action: JB to send officer's spreadsheet of potential different scenarios and FAQs that may arise at AGM.**

8. Executive Residential locations

- a) Points to consider when shortlisting locations; perhaps Liverpool or Bedford, central locations for easy travel, informal setup is ok, near an airport, near Stansted or NEC arena, Birmingham. **Action: MS to look for different locations and send shortlist to exec.**

- b) Send reminders out before residential – everyone needs to bring passports and necessary paperwork (to add new executive members as directors)  
**Action: JB to send out reminders in August.**

9. Any Other Business

- a) NUS alcohol advisory board is being held at the home office on 17 June 2014. They require you to bring your passport and note that travel expenses will be covered. If no one from the executive can attend, someone from Kingston may be able to or possibly someone from NO. **Action: NO to arrange for someone to attend**

10. Next meeting:

- a) 4-5 September 2014 (Venue TBC)