

## AMOSSHE Executive Meeting

5 June 2015, 11am – 3.30pm

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



### Agenda

- Apologies
- Reserved Business
- Residential meeting minutes and actions

Item no.	Title	Timing: 11:05 – 11:20 (15mins)	Presented by	Paper
1	Finance, membership and national office update - Year-end accounts		Nicole Redman	14_15-17

Item no.	Title	Timing: 11:20 – 11:40 (20mins)	Presented by	Paper
2	AMOSSHE Structure discussion		John Bloomfield	14_15-18

Item no.	Title	Timing: 11:40 – 11:50 (10mins)	Presented by	Paper
3	Regional meetings update		Executive	

Item no.	Title	Timing: 11:50 – 12:00 (10mins)	Presented by	Paper
4	Conference update		Maria Lorenzini Fay Sherrington	

Item no.	Title	Timing: 12:00 – 12:15 (15mins)	Presented by	Paper
5	CPD update Futures update		Sam Dale Brian Hipkin	

Item no.	Title	Timing: 12:15 – 12:30 (30mins)	Presented by	Paper
6	Lunch			

Item no.	Title	Timing: 12:30 – 13:00 (30mins)	Presented by	Paper
7	Planning timetable 2015 – 2017 - CPD 1 + 2 topics and interim leads - Futures 1 planning - Winter conference venue and interim lead		Nicole Redman John Bloomfield	14_15-19

Item no.	Title	Timing: 13:00 – 13:50 (50mins)	Presented by	Paper
8	AMOSSHE Development areas 2015-16 - AMOSSHE Awards scheme - Insight projects - ANZSAA / CACUSS exchange (incl interim lead) - Core budget 2015-16 discussion		Nicole Redman John Bloomfield	14_15-20 14_15-21 14_15-22

Item no.	Title	Timing: 13:50 – 14:10 (20mins)	Presented by	Paper
9	Website development budget		John Bloomfield Benjamin Parsons	

Item no.	Title	Timing: 14:10 – 14:20 (10mins)	Presented by	Paper
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10	ECU meeting on Lad Culture, Sexual harassment and Sexual violence on Campus	Maria Lorenzini	
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Item no.	Title	Timing: 14:20 – 14:30 (10mins)	Presented by	Paper
11	NASPA exchange update		Ben Bailey	

Item no.	Title	Timing: 14:30 – 15:00 (30mins)	Presented by	Paper
12	AOB:		Ben Lewis	

Item no.	Title	Timing:	Presented by	Paper
13	Time, date and location of next meeting: - 3 and 4 September 2014, Glasgow (residential)		Ben Lewis	

## AMOSSHE Executive Meeting

**5 June 2015, 11am – 3.30pm**

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

**In attendance:** John Bloomfield (JB), Mary Sy (MS), Benjamin Parson (BP), Brian Hipkin (BH), Maria Lorenzini (ML), Jayne Aldridge (JA), Helen McNeely (HM), Christine Lowther (CL), Ben Lewis (BL), Fay Sherrington (FS), Sam Dale (SD)

Item	Detail	Who	When by
1	NO to contact the lead members of the last 15 institutions to ask why they joined as a member	NO	29/06/2015
1	NO to research and approach small niche institutions who are not members of AMOSSHE	NO	13/07/2015
2	JB to add AMOSSHE structure on residential meeting agenda	JB	31/08/2015
2	JB to inform McIntyre Hudson that our structure will remain the same for now and for them to contact HMRC to negotiate on our corporation tax fee	JB	15/06/2015
3	CL to send BP information on 'corporate parent in Scotland' event and circulate this to AMOSSHE members	CL	15/06/2015
3	JB and JA to set up a meeting to discuss/investigate the viability of bulk loan of software and hardware companies which are provided to institutions	JB, JA	13/07/2015
4	Executive members to volunteer (by email) to host the new delegate lunch	Executives	26/06/2015
4	Every executive member to blog a short paragraph so increase traffic	Executives	12/06/2015
5	JB will create a report to summarise the CPD events and present at residential	JB	31/08/2015
7	Executive to volunteer to lead the CPD events	Executives	26/06/2015
7	BB to contact Carolyn Pike about speaking at our winter conference	BB	26/06/2015
7	MS to scope and finalise venue for winter conference	MS	26/06/2015
7	BL and BH to circulate some ideas around Futures events	BL, BH	13/07/2015
8	JB to contact the times higher and approach them for us to become co-sponsors of this award scheme	JB	20/07/2015
8	JB to add 'AMOSSHE awards scheme' idea to the AGM agenda to ask members what they think	JB	31/08/2015
8	CL to contact ANZSAA about a possible exchange programme	CL	29/06/2015
8	BL to contact CACUSS about working together with AMOSSHE	BL	29/06/2015
8	JB to update the budget and discuss over email with the executive team	JB	20/07/2015
9	BP and JB to create a proposal and present at residential	BP, JB	31/08/2015

11	ALL to retweet and follow the blog regarding NASPA	ALL	08/06/2015
12	JB to add a narrative to the increase and tag our activities to show members we are doing this to sustain our developments	JB	03/08/2015

### Apologies

Ben Bailey, Nicole Redman, Mandi Barron, Ian Munton

### Reserved Business

None

### Residential meeting minutes and actions

All actions completed. Second action of item 2 to follow on at residential meeting.

### Minutes

Item no.	Title	Timing: 11:05 – 11:20 (15mins)	Presented by	Paper
1	Finance, membership and national office update - Year-end accounts		Nicole Redman	14_17-18

#### *Finance*

The new system (Sage) is up and running, and is the primary finance system being used. NO are currently creating a finance manual which will detail the processes used on a daily basis and show historical information to ensure we capture the transition of the bringing in the new processes. We have amended our VAT reporting timing to be in line with our financial year end. This did not incur any additional costs.

The management report will be sent through monthly and JB has created an extra column to show the total budget used for the year to date.

Conference: we have received more early bird bookings this year than last which means we may have made slightly less if our numbers remain the same.

CPD: we budgeted for 6 CPD events but unfortunately was only able to run half of these events. This means we have managed to break even across the year within the CPD department. One way to ensure that we run all CPD events is to plan well in advance, this includes venue scoping, ensuring there is an executive lead, agreed topic and agenda. BP also mentioned that it may be useful to look at competitors' event to ensure they do not coincide in terms of timing and in particular on subject areas/topics. These events are driven by quality rather than income and we have demonstrated this by running sell out events.

Sponsorship: we are on target with sponsorship income.

Membership: our figures are better than expected.

Central: the costs are currently incorrect as the DODS subscription is still waiting to be allocated to the correct department. We also spent more money on consultancy which was not budgeted for. They need to be moved over to the correct department.

Future: out of the 3 events, we only ran 2 which means we have saved some money on costs.

Insight: there will be an overpayment for insight as we did not pay them last year.

#### *Membership*

We have gained 2 new institutions and 5 new members since the last executive meeting. Some new members are from conference booking. Our numbers show a steady rise without having done much marketing. This indicates that AMOSSHE as a brand is growing.

**Action: NO to contact the lead members of the last 15 institutions to ask why they joined as a member**

Study UK is an organisation which is similar to AMOSSHE and it may be useful to create some connections.

**Action: NO to research and approach small niche institutions who are not members of AMOSSHE**

*National Office*

There are no major updates – the team are working on the summer conference and are planning next year’s events in advance.

Item no.	Title	Timing: 11:20 – 11:30 (10mins)	Presented by	Paper
2	AMOSSHE Structure discussion		John Bloomfield	14_15-18

The previous conversation regarding the structure of AMOSSHE included 2 strands:

- To become a charity
- The total liability for corporation tax

As AMOSSHE is structured in the traditional way, we are currently liable to pay 20% tax on any profits we make. This sum is relatively low as our activities are structured by our non-profit organisational status. If we decide to become a mutual, the turnaround time will have to be very quick as it will have to be agreed at the AGM this year. JB does not recommend this option, as we can confidently afford to pay the corporation tax. The main issue comes down to our values and whether we want to follow through with how AMOSSHE is represented.

As the corporation tax cost is at a reasonable amount within our budgets, we are not in a position where we need to make a decision urgently and as a result, if we decide to become a charity, we can discuss this with members at the AGM this year and take it from there. Executive have agreed to inform members at this year’s AGM that we are paying the corporation tax fee. We will propose as a charity status recommendation at next year’s AGM 2016 as this will give us a reasonable time frame.

JB recommends we become a charity as it follows our values and we can benefit from many advantages. However there is no urgency to change our structure right this instant. The executive team also agrees and feels there are more developmental factors we need to consider before shifting to a charitable status.

**Action: JB to add AMOSSHE structure on residential meeting agenda**

**Action: JB to inform McIntyre Hudson that our structure will remain the same for now and for them to contact HMRC to negotiate on our corporation tax fee**

It was noted that if we changed to become a charity we should refer to AMOSSHE as having ‘charitable status’ rather than calling ourselves a charity as we do not conduct our activities as a traditional charity would.

Item no.	Title	Timing: 11:30 – 11:40 (10mins)	Presented by	Paper
3	Regional meetings update		Executive	

Scotland: this meeting has been scheduled for next week.

**Action: CL to send BP information on ‘corporate parent in Scotland’ event and circulate this to AMOSSHE members**

Wales: ML informed members of our structural status. They were surprised we were not already a charity and were in favour of becoming one providing costs were reasonable. They were also concerned with the possibility of change with membership structure, but overall they are happy to support the shift to a charity status if it serves AMOSSHE. During this meeting, they also had a presentation from the sex worker project who are developing a 20 online minute training for staff and also an in-depth face to face training both within Wales. As presenters for conference, ML found it very reassuring to see that their work was sensible and grounded.

London and the South East: JA reported back with similar feedback. Members are happy to support the charity status providing costs are reasonable. The structure of this meeting has altered slightly where the morning half focuses on a particular topic with additional members invited and the afternoon will be lead members only. This whole day regional meeting structure will remain the same for future meetings.

**Action: JB and JA to set up a meeting to discuss/investigate the viability of bulk loan of software and hardware companies which are provided to institutions**

Midlands: BB again reported back with very similar feedback. Members were very surprised we were not already a charity and very much supported the shift in becoming a charity.

North region: members support the charity status providing there are minimal changes to membership and costs are reasonable.

Item no.	Title	Timing: 11:40 – 11:50 (10mins)	Presented by	Paper
4	Conference update		Maria Lorenzini Fay Sherrington	

We are currently on track with the planning schedule for conference. Booking is now closed and we have secured 190 residential delegates, which is similar to the size of last year's conference. However this year will see the most sessions presented.

For the last session on Thursday, BP has emailed out to members asking for ideas of fringe sessions which members will leads themselves. We have received 3 ideas of the 4 minimum sessions which is very promising.

The conference team have decided on a magician, caricaturist and silhouette artist for the gala entertainment this year and have made booking enquiries. They have also booked a professional photographer for the duration of the event as this has proved very useful for the website and marketing material. The main benefit which distinguished him from the rest is the fact that he is able to upload straight onto social media during the conference.

BP is currently finalising brochure and session preferences.

A comparison between last year's delegate list shows that there are 22 new institutions attending who did not attend last year and 19 institutions who are not attending this year but attended last year. BP has already contacted those institutions to encourage booking but unfortunately has not received a response as yet.

We will be running 3 competitions this year; best written tweet, best picture tweet and a quiz. We are hoping to expand our social media platform by accepting Instagram pictures.

As we did last year, NO will allocate one executive to each session where they will introduce the session and remind delegates to complete the feedback forms. NO and executive members are encouraged to stay for lunch on Friday as it will be useful to have a quick debrief meeting after conference.

**Action: Executive members to volunteer (by email) to host the new delegate lunch**

**Action: JA suggested Executive members should produce a short paragraph on the representation work they have done for AMOSSHE to be included in the conference / AGM information. This was accepted as an excellent idea to engage members in the work that the Executive have been doing this year.**

As we have Ellen on board to assist us with our conference venue scoping, we are now in a position to announce our 2016 conference venue at this year's conference. We have secured the Radisson Blu in Glasgow and additionally will be able to hand out promotional merchandise from Glasgow City Marketing Bureau to create a buzz.

Item no.	Title	Timing: 11:50 – 12:05 (15mins)	Presented by	Paper
5	CPD update Futures update		Sam Dale Brian Hipkin	

CPD: this year we were able to run 3 CPD events out of the 6 planned. This was due to timing constraints which we could hopefully combat next year. The winter conference was very well received and looks very promising to repeat next year. The main drawback which we received from the feedback related to the venue (size, layout) rather than the quality of the content. The team are in agreement that we should run the winter conference again, providing that a suitable venue is available.

**Action: JB will create a report to summarise the CPD events and present at residential**

As a point of action, we will need to make a decision on at least the first 2 CPD events, as we often come up with ideas too late in time which does not give NO a reasonable time frame to organise the event. The topic can be altered if necessary.

The team have suggested the theme for winter conference to be around the idea of 'duty of care' as the subject area is wide enough to branch onto different strands and has been a popular topic amongst AMOSSHE members. This event will run in early November and executive have agreed on Birmingham as a location. One topic suggested for the first CPD event is 'succession planning', however FS felt that it may be a risk since we do not have enough information and practice on this particular topic. The team have decided to go with 'sexual violence' as a topic for the first CPD event in early November.

Futures: we have run 2 of the 3 future events planned.

Item no.	Title	Timing: 12:15 – 12:30 (30mins)	Presented by	Paper
6	Lunch			

Item no.	Title	Timing: 12:05 – 12:40 (35mins)	Presented by	Paper
7	Planning timetable 2015 – 2017		Nicole Redman John Bloomfield	14_15-19
	- CPD 1 + 2 topics and interim leads			
	- Futures 1 planning			
	- Winter conference venue and interim lead			

CPD: The team are happy to run 4 CPD events across next year; 1 before Christmas and 3 thereafter. The first topic for the CPD event has been suggested to cover 'sexual harassment and violence'. This event can be scheduled to run in early November and a suggestion has been made to explore the possibility of having someone from USA to dial in.

The second CPD event, also known as the winter conference will be run in February again and will be covering the topic 'duty of care'. The team have agreed to host this event in Birmingham. It would be ideal to have the venue finalised so we can account this at the summer conference

**Action: Executive to volunteer to lead the CPD events**

**Action: BB to contact Carolyn Pike about speaking at our winter conference**

**Action: MS to scope and finalise venue for winter conference**

Futures: the main cost for running future events is the lunch and travel for participants. It is tough bringing people together, especially at higher levels. The team are happy to run 3 futures events across next year which is flexible and broader. Perhaps looking at holding a webinar to bring more people together, as some participants find it difficult to travel long distance. With future events we can take more risks as opposed to taking risks for conference or CPD events. We can revisit the timeline at residential.

**Action: BL and BH to circulate some ideas around Futures events**

Item no.	Title	Timing: 12:40 – 13:20 (40mins)	Presented by	Paper
8	AMOSSHE Development areas 2015-16		Nicole Redman John Bloomfield	14_15-20
	- AMOSSHE Awards scheme			
	- Insight projects			
	- ANZSAA / CACUSS exchange (incl interim lead)			
	- Core budget 2015-16 discussion			

AMOSSHE awards scheme: the proposal of having an AMOSSHE award scheme is to raise the profile of AMOSSHE and celebrate the work members have done. It can also raise the profile of teams within student services, and an award status can often be seen in someone's signature if it is marketed well. The team feel that this can be high risk for AMOSSHE. We will have to ensure it is promoted well with a high status and think about what external profile it will have, as there are many organisations who are already well recognized. If we do decide to implement the awards scheme, we can ask external organisations to sponsor us.

**Action: JB to contact the times higher and approach them for us to become co-sponsors of this award scheme**

This idea initially came from the spotlight summaries, as institutions were very keen to show us what they had done and were keen on the idea of recognising people and their work.

**Action: JB to add 'AMOSSHE awards scheme' idea to the AGM agenda to ask members what they think**

Insight projects: these projects are costly and it is not sustainable to fund this through our reserves every year. It was suggested that we could perhaps have sponsors funding these projects instead. However, we will need a detailed discussion to ensure it gives the correct exposure. Insight is a core part of AMOSSHE and we should definitely continue doing so, with the potential idea of extended insight projects.

ANZSAA/CACUSS: BL has met with CACUSS and has suggested the idea of working with them. The organisation is very comparable to AMOSSHE and he feels we can benefit from a wider presence. ANZSAA are interested to do an exchange programme with us, which CL is happy to follow up on. They currently have an exchange programme with NASPA. As a consideration to expand our networks, we can also consider contacting CCSI.

**Action: CL to contact ANZSAA about a possible exchange programme**

**Action: BL to contact CACUSS about working together with AMOSSHE**

Budget: JB will update the budget using the timeline we agreed and will present at residential and AGM.

**Action: JB to update the budget and discuss over email with the executive team**

Item no.	Title	Timing: 13:30 – 13:45 (15mins)	Presented by	Paper
9	Website development budget		John Bloomfield Benjamin Parsons	

If we do decide to ask members for their feedback, BP has suggested that we should have a budget in mind before doing so. We can therefore see what is realistic to have developed and manage the expectations when asking members. JB has stated £15,000 as a maximum amount for the website which does not jeopardise AMOSSHE's position. This is partly based on the fact that we do not need a fully integrated website now that our internal processes are working more efficiently. The executive have agreed this amount as the maximum for website development. BP suggests we could use a word press style website and incorporate a platform such as Microsoft dynamics. This method is affordable and is easier to use and manage. This project will be developed further and presented back to the executive.

**Action: BP and JB to create a proposal and present at residential**

Item no.	Title	Timing: 14:10 – 14:20 (10mins)	Presented by	Paper
10	ECU meeting on Lad Culture, Sexual harassment and Sexual violence on Campus		Maria Lorenzini	

ML attended the ECU meeting on lad culture, sexual harassment and sexual violence. As presenters for conference, ML found it very reassuring to see that their work was sensible and grounded. The discussion was very interesting and broad, and as a result the team feel that the topic could work well as an AMOSSHE CPD event.

Item no.	Title	Timing: 13:45 – 13:50 (5mins)	Presented by	Paper
11	NASPA exchange update		Ben Bailey	

BB reported back that everything is prepared for the NASPA exchange. However they are still awaiting the programme for the last 2 days of the week. The programme which they do have for the 3 days looks very interesting and there are already a few institutions lined up to visit.

**Action: ALL to retweet and follow the blog regarding NASPA**

Item no.	Title	Timing: 13:50 – 14: (20mins)	Presented by	Paper
12	AOB:		Ben Lewis	

AGM agenda: the team have decided not to discuss details around corporation tax but more around the status of the organisation.

Membership fees: last year we decided to increase our membership fees by 3%, to be in line with inflation and covering costs of the activities we provide (partly due to increased costs around VAT). We did not receive negative



feedback from this and we will again be raising the price of membership fees to fund our activities and pay for increased costs. The increase will be low and JB recommends between 2%-3%. The executive members have agreed an increase of 2%.

**Action: JB to add a narrative to the increase and tag our activities to show members we are doing this to sustain our developments**

**Action: JB to send out to the membership to see who is interested in the free exchange place with NASMA**

<b>Item no.</b>	<b>Title</b>	<b>Timing:</b>	<b>Presented by</b>	<b>Paper</b>
13	Time, date and location of next meeting: - 3 and 4 September 2014, Glasgow (residential)		Ben Lewis	