

AMOSSHE Executive Meeting

10 June 2016, 11am – 3.30pm

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



Agenda

In attendance:

Ben Lewis (BL), Brian Hipkin (BH), Ben Bailey (BB), Fay Sherrington (FS), Christine Lowther (CL), Maria Lorenzini (ML), Mandi Barron (MB), Jayne Aldridge (JA), Sam Dale (SD), Nic Streatfield (NS), Mary Sy (MS), Benjamin Parsons (BP)

Apologies – Nicole Redman (NR) Helen McNeely (HM), Maria Lorenzini – PM (ML), John Bloomfield (JB)

Point	Detail	Who
1	MS to add 'expenses for external events' to the residential meeting agenda	MS
1	BP to send draft CPD survey to SD	BP
1	JB to ensure that the Vice Chair title is highlighted in the 2017 AGM	JB
2	JB to write up a summary of the budget about the deficit. Also to include the corporation tax even if it does not make a difference as the Executive team would like to see the full figures. Also to confirm when the balanced budget is supposed to happen - this year or next.	JB
2	BP to make comparisons of DODS and alternative free/trial options	BP
2	MS to add DODS for discussion at the residential meeting	MS
2	NO to discuss with the two professional affiliate members about what we are looking to do	NO
2	MS to add under membership 'professional affiliate' discussion for the residential meeting agenda	MS
2	JB to remove the lines about new organisations from the operations report	JB
3	MS to add 'trigger warning' for the Hunting Ground video to the conference call on Friday	MS
3	EXEC to send through what conferences they have spoken at, what bodies they are representing AMOSSHE on, how many times they have been to meetings and preferably the dates of these meetings. The data will be presented as infographics, alongside a word cloud.	EXEC
3	BP to tweet the infographics used in the AGM at conference	BP
3	NO to recruit the unsuccessful Executive candidates to go to some of the meetings on behalf of AMOSSHE	NO
5	NS will be lead with JB in the discussions (HUCS / AMOSSHE joint event potential)	NS, JB
5	SD and JB to discuss timeline for November CPD	SD, JB
5	BP to send around feedback from the CPD event Aim Higher	BP
6	BP to email out to members for any questions for Doreen's session	BP
6	NO to get press involved for Doreen's keynote (Times Higher)	NO
6	NO to look at alternative options for delegates who cannot go up to the i360	NO
7	SD mentioned that the wording on a particular page (around sexual harassment) should be amended – to liaise with BP	SD, BP
8	JA to coordinate responses and to liaise with JB and BP	JA

Item no.	Title	Timing: 11:10 – 11:25 (15mins)	Presented by	Paper
1	Previous meeting minutes and actions		Ben Lewis	
<p>Item 8, page 5 – BL echoed to the Executive team that if they are speaking at external conferences on behalf of AMOSSHE, please attempt to claim expenses from the hosting party. It is particularly important to mention this at the residential meeting to the new Executive members. Action: MS to add this to the residential meeting agenda</p> <p>Item 12, page 6 – CACUSS will be attending our conference in July and are keen to do an exchange or collaboration with AMOSSHE. The ANZSSA president is also attending conference and is proposing a joint dinner with CACUSS to discuss exchanges with CL.</p> <p>Item 4, page 2 – BP created a small survey of topics that we could cover for future CPD events. He suggested that instead of sending out the membership survey (which did not do very well last year – we only received 15 responses as a total), we could send this out instead. Executive have agreed to send it out after the national conference. Action: BP to send draft survey to SD</p> <p>Item 9, page 5 – JB has checked the rules and can confirm we are able to change the title of the Vice Chair. This will give time for the new Vice Chair to think about the role and whether a more appropriate title should be agreed. Action: JB to ensure that this is highlighted in the 2017 AGM</p>				

Item no.	Title	Timing: 11:25 – 12:00 (35mins)	Presented by	Paper
2	Finance, membership and National Office update <ul style="list-style-type: none"> • Budget • Membership update on professional affiliates 		John Bloomfield	15-16-29
<p>AMOSSHE have exceeded expectations by bringing in additional members, both institutional and additional members. This has increased membership and brought the total to a surplus 104% of the budget total. We have also exceeded expectations for our national conference, however JA is concerned about the deficit of £34,000 shown on the management report summary. Action – JB to write up a summary of the budget about the deficit. Also to include the corporation tax even if it does not make a difference as the Executive team would like to see the full figures. Also to confirm when the balanced budget is supposed to happen - this year or next.</p> <p>It was discussed in the last meeting as to whether AMOSSHE should continue to pay for the DODS subscription in 2016/17. BP has looked into the different options and suggested trialling them before we make a final decision. DODS provides useful and neutral information which the Executive feel we need to continue to use to ensure we keep up to the high standards the newsletter currently provides. The Executive have suggested that we perhaps keep it for another year at the reduced rate which JB and BP managed to negotiate, and when the new website is launched, we can see what the analytics show around the newsletter and audience numbers. We can trial alternative options (as well as looking at other free feeds such as social care) alongside DODS and make comparisons. The Executive feel that if necessary, we should use the contingency budget to support the funding of DODS. As DODS is a monthly cost, we can review this once we've trialled the other options and also look at other income streams to recover the cost, for example looking for other sources of income through membership, webinars, CPD and conference to boost contingency. If we find we want to stick with DODS because of its member benefit, the budget must be adjusted to account for it. International exchange and funding for Insight projects should also be considered when budgeting AMOSSHE's financial year.</p>				

Action: BP to make comparisons of DODS and alternative free/trial options

Action: MS to add this for discussion at residential

We currently have over 600 members, which is a record high. We've seen this increase occur particularly during conference booking. The National Office is working on the finer details around conference.

The conversation surrounding affiliate members will need to be discussed at the residential meeting, along with the discussion around AMOSSHE's charitable status. The Executive team recommends that we remove the membership option of Professional Affiliate in 2016/17. We should then review this again in 2017.

Action: NO to discuss with the two professional affiliate members about what we are looking to do

Action: MS to add under membership 'professional affiliate' discussion for the residential meeting agenda

Action: JB to remove the lines about new organisations from the operations report

Item no.	Title	Timing: 12:00 – 13:00 (1hour)	Presented by	Paper
3	AMOSSHE representation	<ul style="list-style-type: none">Mental Health Mentors (DSA NMH item)UUK taskforce on sexual violence / harassment on campusWork on domestic violence with Women's AidUpdate and discussion on mental health work of UUK and feedback about our mental health reportUpdate from discussions with CSSI Timeline from Executive	Nic Streatfield Maria Lorenzini John Bloomfield	

Mental Health Mentors (DSA NMH item)

NS attended the Mental Health Mentors meeting and have informed us that the guidance report will be available at the end of the month. An accredited scheme was discussed which prompted thoughts around whether AMOSSHE could carry this out. It would ultimately take AMOSSHE in a different direction and is something to team should think about for the future.

The work with the Samaritans is going really well, they are looking to develop a model and will be visiting University of Durham very soon.

UUK taskforce on sexual violence / harassment on campus

The CPD feedback proved very useful as we were able to gather a lot of information from delegates around hot topics for discussions during the UUK meeting. ML has expressed that although she is not standing for any AMOSSHE Executive positions next year, she is happy to feed back after UUK's conference on 3 November 2016 (the report is out in October) – the Executive team are happy for ML to do this.

NUS has published outcomes of their Stand By Me campaign.

SD reiterated that our keynote speakers at conference this year, Annie and Andrea from EROC, are great speakers. Their session is expected to be controversial and as a result the Executive team have advised the conference team to put in measures in the contingency to plan for situations of distressed delegates.

Action: MS to add agenda item to the conference call on Friday

Work on domestic violence with Women's Aid Amosshe

AMOSSHE will work with Women's Aid, but no further detail about this at the moment.

Update from discussions with CSSI

BH contacted CSSI in relation to the duplication of content on their website which AMOSSHE created and published. They responded with an apology and have said they would love to work with AMOSSHE once they find a permanent chair.

Timeline from Executive

The AGM at conference this year will be structured in a different way in comparison to previous years. One thing we want to do is give members a sense of what the Executive members have done over the year.

Action: EXEC to send through what conferences they have spoken at, what bodies they are representing AMOSSHE on, how many times they have been to meetings and preferably the dates of these meetings. The data will be presented as infographics, alongside a word cloud.

Action: BP to tweet the infographics used in the AGM at conference

VSSG meeting

MB attended this meeting but felt there was no value she could add to this.

Action: NO to recruit the unsuccessful Executive candidates to go to some of the meetings on behalf of AMOSSHE

Item no.	Title	Timing: 13:00 – 13:30 (30mins)	Presented by	Paper
4	Lunch			

Item no.	Title	Timing: 13:30 – 14:00 (30mins)	Presented by	Paper
5	CPD update <ul style="list-style-type: none"> HUCS / AMOSSHE joint event potential 		Sam Dale John Bloomfield	

In the coming academic year, HUCS are looking to work on an event with us. The potential themes could include: pressures on counselling services, mental health and Prevent. This event would be an additional event from our planned CPD events. Another idea is to have them contribute to an AMOSSHE event (winter conference potentially) with guidance from the National Office team. It could be an extension of the Duty of Care CPD event for example, on proactive support or possibly focus on mental wellbeing. NS is happy to lead this.

Action: NS will be lead with JB in the discussions

SD pointed out that the CPD taking place in November needs to be planned very soon in order to meet deadlines.

Action: SD and JB to discuss timeline for November CPD

The last CPD event went very well and the feedback shows exactly this.

Action: BP to send around feedback from the CPD event Aim Higher

Item no.	Title	Timing: 14:00 – 14:15 (15mins)	Presented by	Paper
6	Conference update <ul style="list-style-type: none"> DSA QAG to come along and lead a networking session 2017 venue 		Brian Hipkin Benjamin Parsons	

The conference planning is going really well at the moment, the team are having weekly conference calls to finalise the details. Looking at the booking list, there is an incredible spread of delegates, with approximately 80 being new to the conference. BP has created a blog post for these delegates and has included information on what to expect, the general atmosphere and top tips.

All sessions are now fully and booked and keynote speakers have been lined up or already briefed about their

session. BH will be meeting our final keynote at the end of the month. Doreen's session will be an interview style keynote with a Q & A at the end.

Action: BP to email out to members for any questions

The Hunting Ground video will now take place as a 60 minute long video (instead of 90 minute). The external dinner at the Kelvingrove Art Gallery and the gala dinner timings are looking in line and have been agreed. AMOSSHE could potentially contact the Times Higher to release a press release for Doreen's sessions.

Action: NO to get press involved for Doreen's keynote

Eric stroller will be taking charge of our social media during conference. We will also be using the Guidebook app, which has been agreed with the team.

There will be a tighter budget for next year's conference, which will see cuts in different areas but should not cause substantial effects. There is also a potential danger of having the conference in Brighton as it could reduce the amount of residential delegates. The dates have been confirmed for 5-7 July 2017. The external event is also booked at the British Airways i360.

Action: NO to look at alternative options for delegates who cannot go up to the i360

As there have been conversations about the concern of not being able to accommodate a growing conference year on year, we do need to look at the potential of moving conference out of town to a bigger location or increasing the winter conference numbers to balance this out for summer conference.

Item no.	Title	Timing: 14:15 – 14:55 (40mins)	Presented by	Paper
7	Website development update		Benjamin Parsons	

Benjamin Crooks who is our temporary staff member will be leaving us today due to other opportunities arising for him. The National Office will be hiring another temporary staff member for an additional month to finish off what Ben has completed. He has completed a great deal and has moved across lots of information. The soft launch will take place at conference where we will highlight new features such as the members' area.

The National Office have already notified Modus that we will be leaving in the next few months. They will be handing over from 1 September. After conference it has been suggested that user testing for the website should take place with some AMOSSHE members. We could perhaps choose some new delegates from conference as they will provide a new perspective. The Executive team are happy with the progress of the website.

Action: SD mentioned that the wording on a particular page (around sexual harassment) should be amended – to liaise with BP

Item no.	Title	Timing: 14:55 – 15:15 (20mins)	Presented by	Paper
8	White paper and technical consultation		Jayne Aldridge	

This was published on 16 May along with teaching excellence framework (TEF) consultation. The Executive team agree to send a response to the TEF, DELHI, course acceleration and NHS funding consultations. We will also ask members for responses to key questions.

Action: JA to coordinate responses and to liaise with JB and BP

Item no.	Title	Timing: 15:15 – 15:25 (10mins)	Presented by	Paper
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9	AOB: Membership survey AMOSSHE residential meeting 2016 location Executive meeting conference supporters Executive update (brochure)	Ben Lewis Benjamin Parsons John Bloomfield	
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Membership survey
The membership survey will focus on CPD themes instead as we are changing the website in September and will have an entirely different feel for members.

AMOSSHE residential meeting 2016 location
8-9 September in Brighton.

Executive meeting conference supporters
Executive to let NO know if they are available to meet supporters before or during conference.

Executive update (brochure)
Don't do printed Executive update at the conference, but for the summer roundup.

Thanks to BL and BH for their time on Executive.

Item no.	Title	Timing: 15:25 – 15:30 (5mins)	Presented by	Paper
10	Time, date and location of coming meetings		Ben Lewis	