

AMOSSHE Executive meeting

13-14 September 2016 | Hilton Brighton Metropole, Brighton

Minutes

- **Apologies**
Mandi Barron (MB), Nic Streatfield (NS), Peter Quinn (PQ)
- **Reserved Business**

Item	Detail	Who
1	NR to circulate paper on what it means to be a Director	NR
1	JA to liaise with JB on consultation and policy responses	JA, JB
2	BP to circulate and update the representation list and enlist the help of unsuccessful Exec nominees for representation activity	BP
2	BP to publish annual accounts on the public site as separate documents	BP
2	MS to include DODS discussion in next Executive meeting	MS
3	BP to update the CPD feedback form for 2016-17	BP
3	BP send links to previous webinars to SD and CS. Also share feedback from the conference sessions by international speakers	BP
3	Leads of the Insight team to discuss how to frame the call for proposals by teleconference in the next week or so. Projects might be from six to 18 months, perhaps themed	INSIGHT LEADS
4	NO to collate feedback and issue logs for 2017	NO
4	NO to look at alternative Wednesday night venues	NO
4	NO to look at Manchester as the main location or at least north	NO
4	BB, CL, HM, JB and BP to work on the theme and report back at the next Executive meeting	BB, CL, HM, JB and BP
5	JB to refresh papers of charitable status for the next Executive meeting	JB
5	BP to publish mental health report online in the members areas of the website	BP
5	JA, FS, BB and JB to meet in advance to discuss membership structure and present this back in the next Executive meeting (alongside the charitable status paper as these go hand in hand)	JA, FS, BB and JB
6	BB, CL and HM to work together on a two year strategy and bring this back for discussion in the next Executive meeting, with the aim of signing this off with the rest of the team	BB, CL and HM
7	BP to send folders of previous NASPA exchange details to NR and NS	BP
7	BB to send across document which states the requirements of the host institution	BB
7	JB to write up an agreement for sign off in the next Executive meeting	JB
8	Executive have agreed with JB's proposed sponsorship structure but would like to discuss in the next meeting about winter conference sponsors	JB
9	MS to create a PDF of all papers in future	MS
9	JA to send over the latest consultation responses she has submitted	JA
9	BP to send out representation feedback form to Executive	BP

Item no.	Title	Timing: 12:30 – 12:35 (5mins)	Presented by	Paper
1	Previous meeting minutes and actions		Ben Bailey	16-17-01
<p>There are no amendments to the previous meeting minutes.</p> <p>One action to reinforce is for Executive members to claim expenses in the first instance with the event organiser for events they attend on behalf of AMOSSHE. Alternatively, if these events do not provide this, AMOSSHE will reimburse appropriate travel expenses.</p> <p>ACTION – NR to circulate paper on what it means to be a Director ACTION – JA to liaise with JB on consultation and policy responses</p> <p>All other actions are complete or ongoing, with no urgent attention/action.</p>				

Item no.	Title	Timing: 12:35 – 12:45 (10mins)	Presented by	Paper
2	Finance, membership and national office update		Nicole Redman	16-17-02
<p>AMOSSHE would like to officially welcome Ben Bailey, Chair of AMOSSHE and Fay Sherrington, Vice Chair of AMOSSHE. The Executive Officers include Ben Bailey, Fay Sherrington, Nicole Redman and Sam Dale. We would also like to officially welcome our new elected Executive members Chris Shelley, Nicola Barden and Peter Quinn.</p> <p>During the residential meeting, it was discussed that current Executive members should volunteer for any representation activity on behalf of AMOSSHE and as a contingency, we would approach unsuccessful Executive nominees if current Executives were unavailable.</p> <p>ACTION: BP to circulate and update the representation list and enlist the help of unsuccessful Exec nominees for representation activity</p> <p>AMOSSHE has done very well against budget despite the VAT adjustments. Conference and CPD events have exceeded our expectations and membership has grown steadily over the past year. We have managed to save money on website development as only half the budget was used. The report presented shows figures which strips out the VAT, so JB has budgeted for this adjustment to give an idea of the overall figure.</p> <p>CPD overall has made a significant saving due to less expensive venues and a contingency which was not utilised.</p> <p>There shows an overall loss of £3,000 - £6,000, which is much less than expected. There is also 9-10 months' worth of reserves in AMOSSHE's savings account, which is higher than originally planned. However there will be some further adjustments dependent on our final VAT position, which means we will not have the final accounts until November / December.</p> <p>ACTION: BP to publish annual accounts on the public website as separate documents</p> <p>NR encouraged the Executive to think about whether there is a risk that some areas of our activity may saturate over time and offer limited opportunity for growth in income, such as membership and sponsorship, and therefore how we might generate alternative income streams should this become an issue. We also need to look at where our main income streams are and concentrate on maintaining value and building stronger relationships in these areas as well as becoming as efficient as we can.</p>				

This year's aim is to balance the budget as agreed in the previous Executive meeting. To do this, we have increased the income slightly. The pensions for the National Office staff has also been taken into account. AMOSSHE will continue with DODS, with the caveat that we will host an additional CPD event to make up the costs.

Thanks to National Office for their continuous work and a special thank you to Benjamin for his work on the website.

ACTION: MS to include DODS discussion in next Executive meeting

Item no.	Title	Timing: 12:45 – 12:55 (10mins)	Presented by	Paper
3	CPD update		Sam Dale	16-17-03

The CPD budget presented is reassuring, especially in knowing that we made significant savings last year. We deliver themes and topics which are popular amongst members, but we can perhaps include further work on other areas including further development support for chaplaincy. The themes for the coming year have been discussed and agreed.

CPD 1 – Sexual violence and building on UUK guidelines

CPD2 - Winter conference - Healthy relationships, and expand on sexual violence from CPD1. Building communities; to consider chaplaincy, international student engagement, working with academics. Avoid Bristol as the location - keep it north.

CPD3 - Mental health / work with HUCS

CPD4 - Staff skills development

The CPD feedback forms need to be about the delegate's learning gain and not just about how well the event went. The outcomes should be about the development of members' confidence and competence. AMOSSHE should consider sending something out to delegates in advance of the CPD events as well as after the event.

ACTION: BP to update the CPD feedback form for 2016-17

Executive agree that we should continue to build our reputation of presenting high quality webinars before starting to think about charging a fee for them. Therefore there will not be a charge this year and we will need to look at pricing our CPD events in line with providing free webinars. With great feedback from conference around our international speakers, we should look at the possibility of introducing an international practice dimension to our webinar series for 2016-17, particularly as it can all be done remotely. BP also suggested that as a theme for webinars we could look at distributing AMOSSHE work such as the duty of care guide.

ACTION: BP send links to previous webinars to SD and CS and also share feedback from the conference sessions by international speakers

One of the scenarios we are looking at is extending the Insight projects to an 18month - two year cycle. We do need to keep in mind that this will affect budgeting by utilising funds across two years, this was agreed as being acceptable in principle. The reason why this came up as an option was because members were asking for a longer period to focus their projects on and in return we would see an increase within the quality of the project. There are however different options to improve on quality, such as using a more defined theme to focus on, review and intricate planning.

ACTION: Leads of the Insight team to discuss how to frame the call for proposals by teleconference in the next week or so. Projects might be from six to 18 months, perhaps themed

Item no.	Title	Timing: 12:55 – 13:05 (10mins)	Presented by	Paper
4	Conferences update		John Bloomfield	

This year's conference has been the most successful to date, judging by the feedback and attendance of the event. 80% of delegates who filled out the survey were AMOSSHE members and the majority indicate that the programme content was the main reason why they booked onto conference. The busiest day saw 256 delegates which is a huge increase from last year.

ACTION: NO to collate feedback and issue logs for 2017

ACTION: NO to look at alternative Wednesday night venues

National Office have collated a list of options for the winter conference venue; Chester, Manchester and Bristol. The Executive team are conscious that we should look to host the event in the north as our summer conference will be in the south. They are happy for the leads to make final decision on location.

ACTION: NO to look at Manchester as the current lead option on location as well as other venues in northern UK

The event will take place on either the second or third week of February 2017 and is likely to increase to approximately 150 delegates. JB also proposed the option of introducing sponsorship for this event – possibly 6 stalls. This will be later discussed in item 8 under sponsorship.

ACTION: BB, CL, HM, JB and BP to work on the theme and report back at the next Executive meeting

Item no.	Title	Timing: 13:05 – 13:10 (5mins)	Presented by	Paper
5	AMOSSHE structure		Fay Sherrington	

In previous Executive meetings, the team have touched on AMOSSHE's stance regarding charitable status, however there was a decision to postpone it until the next academic year. The team will refer back to this in the next Executive meeting with a possibility of making a decision later in the year.

ACTION: JB to refresh papers of charitable status for the next Executive meeting

AMOSSHE has dropped the 'professional affiliates' tier in this year's membership structure due to no final decision being made on their status on what they receive as part of the package. Two of the professional affiliates have been contacted and as expected were very disappointed in the decision. Some organisations such as Unite (professional HE) and Hobsons are also interested in joining as AMOSSHE members.

Currently, all AMOSSHE members can access resources from the member's area. The team pointed out that the mental health report was only made available to lead members but should be published to the wider membership.

ACTION: BP to publish mental health report online in the members areas of the website

ACTION: JA, FS, BB and JB to meet in advance to discuss membership structure and present this back in the next Executive meeting (alongside the charitable status paper as these need to be considered together)

National Office will need guidance, arising from the work on structure and membership tiers, on how to respond to corporate companies who may want to join AMOSSHE as professional affiliates.

Item no.	Title	Timing: 13:10 – 13:20 (10mins)	Presented by	Paper
6	AMOSSHE Strategy work		Ben Bailey	

BB has proposed the idea of working on two year themes as opposed to one year, taking into considerations the areas in our strategic plan and starting to build events and work around these themes. This will help the National Office plan ahead and enable broader membership engagement. One consideration worth thinking about is if any new Executive member joins the team after a year, it is essential that their input is also considered.

ACTION: BB, CL and HM to work together on a two year strategy and bring this back for discussion in the next Executive meeting, with the aim of signing this off with the rest of the team

Item no.	Title	Timing: 13:20 – 13:30 (10mins)	Presented by	Paper
7	International exchange / development		John Bloomfield	

The NASPA exchange is taking place in June 2017, so we will need to start sending information out to those who want to be host institution.

ACTION: BP to send folders of previous NASPA exchange details to NR and NS

ACTION: BB to send across document which states the requirements of the host institution

CACUSS – JB had a conversation with them about reciprocal membership and sharing resources.
ANZSSA – similar sort of exchange as CACUSS, with a free place at conference and vice versa. They would like to announce the exchange in their December event if possible.

ACTION: JB to write up an agreement for sign off in the next Executive meeting

Item no.	Title	Timing: 13:30 – 13:40 (10mins)	Presented by	Paper
8	Sponsorship discussion		John Bloomfield	16-17-04

AMOSSHE has adopted the same sponsorship structure for the past few years. JB has presented a few options for next year in order to meet targets.

JB is keen to send the sponsorship opportunities out in one go at the start of the academic year instead of on an ad hoc basis before every AMOSSHE event. One risk of this is having sponsors at winter conference who may not be relevant to the proposed theme and therefore could cause a slight disorientation to the event. The executive agreed to move ahead with the proposed packages.

ACTION: Executive have agreed with JB's proposed sponsorship structure but would like to return to the discussion about winter conference sponsors at the next Executive meeting.

Item no.	Title	Timing: 13:40 – 13:45 (5mins)	Presented by	Paper
9	AOB		Ben Bailey	
<p>ACTION: MS to create a PDF of all papers in future</p> <p>ACTION: JA to send over the latest consultation responses she has submitted</p> <p>ACTION: BP to send out representation feedback form to Executive</p>				

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