

AGREED Minutes of the AMOSSHE Annual General Meeting (AGM) held on Thursday 7 July 2011 at 11.45am at the Cophthorne Hotel, Newcastle



Present

Executive:

Mark Ames, University of Bath*
Jenny Briggs, King's College London*
Raywen Ford, Roehampton University*
Brian Hipkin, Regent's College London*
Gillian Jack, University of Glamorgan
(Vice Chair Finance)*
Ben Lewis, Cardiff University (Vice
Chair)*
Stephen McAuliffe, University of
Nottingham
Helen McNeely, Queen's University,
Belfast*
Sally Olohan, Nottingham Trent
University*
Ailsa Ritchie, University of St. Andrews*
Andrew West, University of Sheffield
(Chair)*

HEI members:

Jayne Aldridge, Kingston University *Ben
Bailey, University of Derby*
Alison Barty, School of Oriental and African
Studies*
Pamela Bell-Ashe, Birmingham City
University*
Paul Cornell, King's College London
Robin Cummings, University of Wales
Institute, Cardiff*

David Dickinson, University of Surrey*
Robin Dollery, University of Nottingham*
Kevin Germaine, St. Mary's University
College*
Christopher Hallas, University of Greenwich
Geoff Haworth, Canterbury Christ Church
University*
Vivienne Hibberd, University for the
Creative Arts*
Ann Keating, University of Winchester*
Eleanor Kehoe, University of Greenwich*
Steve Page, University of York*
Ian Pickup, Roehampton University
Sara Phipps Lang, Bath Spa University
Oliver Pritchard, University of Sunderland*
Nicole Redman, University of East London*
Honor Rhodes, University of Cumbria*
Hilary Simmons, Lancaster University*
Tim Stone, University of Bedfordshire*
Gavin Taylor, St George's University,
London*
Jean Turner, University of Birmingham
Julie Walkling, Anglia Ruskin University*
Simon Wright, University of Exeter*

In attendance:

Raegan Hiles, AMOSSHE (secretary to
meeting)

* denotes lead member

1. Apologies

1.1 Liz Bromley, University of Salford

2. Minutes of the 2010 AGM

2.1 The minutes were agreed as a true and accurate record of the meeting.

3. Matters arising from the 2010 AGM

3.1 There were no matters arising not addressed elsewhere in the agenda.

4. Chair's Report and Strategy Update

- 4.1 The Chair noted the range of work undertaken by the Executive and National Office on behalf of AMOSSHE in 2009/10, in particular:
- a. Completion of the national Value and Impact project and production of the Value and Impact toolkit, with considerable thanks to the pilot HEIs and their teams, and the peer support group;
 - b. Active involvement with SFE and student finance issues, especially the work of Jayne Aldridge;
 - c. Reinforcing the need to be accountable to the membership, considered at every Executive meeting and reported on in member bulletins.
- 4.2 The Chair summarised progress made against AMOSSHE's strategy map since last year's AGM, noting that the strategy map is an active document that the organisation actively works to. The members present agreed that considerable progress had been made against the strategy map, including increased membership services and support.
- 4.3 The Chair thanked the Executive committee for their hard work and dedication through a busy year. He noted the exemplary contributions of colleagues standing down from their Executive membership at the end of the academic year, and wished them the best for their future endeavours.

5. Vice Chair (Operations)' Report

- 5.1 The Vice Chair presented the Vice Chair (Operations)' report.
- 5.2 The Vice Chair welcomed Keele University back into membership. The membership discussed the successful introduction of the new membership structure following a 2010 AGM vote, and the revised articles and rules of association, subject to the removal of reference to paragraph 3.1.1 in paragraph 2.1.3.
- 5.3 The Vice Chair noted the Executive membership for 2011/12, agreed following a nominations process in May and June 2011.
- 5.4 The Vice Chair gave an overview of the key changes to www.amosshe.org.uk as part of its radical overhaul in 2010/11. Members can now manage their own data and book online for events; the membership section structure enables the organisation to add substantial membership resources to the website in future.
- 5.5 The Vice Chair welcomed Tima Moledina to the National Office team, in post as administrative officer since November 2010 and offering consistency to membership support. They reported on the successful office relocation to Drummond Street, London, and the efficiencies in shared services this offers. The Chair thanked the office team for their support in 2010/11.

6. Vice Chair (Finance)'s Report

a. Summary of accounts

- 6.1 The Vice Chair (Finance) presented a summary of AMOSSHE financial matters for 2011/12, in keeping with the request made at AGM 2010. This included a breakdown of reporting against target spends, demonstrating that bank balances are healthy. They noted the commitment to investing significantly in value and impact continuation work in 2011/12 as a strategic priority.

- 6.2 The Vice Chair (Finance) reported on moves toward more robust financial monitoring which will be active in 2011/12. This includes developing clearer policies about event bookings and changing bank accounts in 2010/11 so that online payments can be made.
- 6.3 Members discussed the low delegate registrations for CPD events in 2010/11, recognising that this is a trend in the sector in 2010/11. They supported the proposals for a mixed offer of events in 2011/12 including lower cost practical workshops to be delivered inhouse.
- 6.4 Members discussed the move toward encouraging external sponsorship, in particular annual supporter packages. This is intended to supplement income generated from membership and event fees, intended to minimise increases to these fees. The National Office agreed to circulate details of the sponsor packages available to members.

Action: National Office to circulate sponsor flier to members.

- 6.5 The Vice Chair (Finance) presented the formal accounts for AMOSSHE in 2010/11 which have been agreed and submitted to Companies House.

7. Any Other Business

- 7.1 There was no other business.

The Chair declared the AGM closed at 12.20pm.