

## **AMOSSHE Executive Meeting**

**March 2014 11am – 3.30pm**

Macadam House, 275 Gray's Inn Road

### **Agenda**

1. Reserved Business
2. Apologies
3. January meeting minutes and actions
4. Updates
  - a. Finance
  - b. Membership
  - c. National Office
5. Conference update
6. IASAS discussion questions
7. Any Other Business
8. Next meeting:
  - a. Wednesday 16 April 2014, 10.30am-3.30pm (Macadam House)
  - b. Wednesday 4 June 2014, 10.30am-3.30pm (Macadam House)

## AMOSSHE Executive Meeting

26<sup>th</sup> February 2014 10am – 2pm

Regent's University, Regent's Park

**Officers present:** Ben Lewis (BL), Brian Hipkins (BH), Fay Sherrington (FS), Chris Twine (CT), Ian Munton (IM), Jayne Aldridge (JA)

**Dialled in:** Nicole Redman (NR), Sam Dale (SD), Christine Lowther (CL), Ben Bailey (BB), Sally Olohan (SO)

**In attendance:** John Bloomfield (JB), Mary Sy (MS)

### Agenda

1. Reserved Business
2. Apologies
3. January meeting minutes and actions
  - a) Survey update?
  - b) BH unable to speak to Ruby Wax representative.
  - c) MS has approached suggested speakers – Paul Farmer and Catherine Johnstone who are both unavailable. Ruby Wax and Stephen Rollnick to be followed up by the National Office. **Action: MS to follow up with Ruby Wax and Stephen Rollnick**
  - d) JB will negotiate with Manchester Hilton on the Wi-Fi costs and use Liverpool wi-fi costs as a benchmark. **Action: JB to liaise with Hilton on Wi-Fi costs**
  - e) The second futures event has been cancelled and will be rescheduled for April/May
  - f) John will send out the representation list for members to check
4. Updates
  - a) Finance
    - i) VAT is still in discussion an update will come to the next Executive meeting. Membership has been collected for the year and we have sent out invoices as appropriate for sponsorship
  - b) Membership
    - i) Figures for the membership are steady with a few outstanding ones to chase. MS chased old debtors which resulted in more than half responding or paying.
  - c) National Office
    - i) No updates with National Office
  - d) Conference
    - i) 3 out of 4 speakers are confirmed, with one motivational speaker to follow up on. **Action: Conference team will think about other speakers to approach and will update NO**

- ii) We have decided to choose The National Football Museum as the Wednesday evening venue. Currently negotiating prices with the venue before we book this. **Action: JB to negotiate prices with NFM**
- iii) We have only received one proposal, so we will need to think of ideas of how to draw more in. BL suggested approaching the Irish Institutions – perhaps we can give them a discount for conference in exchange for them to host a work shop. **Action: JB to approach the Irish Institutions**
- iv) We have a draft of the conference programme, with tasting also completed for the gala dinner. FS will attend a second tasting at the Hilton and National Football Museum.
- v) There are 7 confirmed gold sponsors and 4 which are interested in the Silver.
- vi) Structure of the price rates for delegates will be the same as last year.
- vii) IM suggested a “24 hour support” proposal idea for the conference programme

e) Futures and Insight

- i) East Anglia has pulled out of the Insight projects but we have decided not to fund another project due to overestimating the funds previously. All funds are back within the original budget.
- ii) Beatrice has made trips to Brighton and Kent with her reporting back to say that they are on course and will be able to present at conference. She will be visiting Dundee next week.
- iii) BL reported back from the first Futures event to inform us that there was a good turn out and Beatrice will be sending over her notes.

f) CPD

- i) The Fitness to Study event will be replicated in the North (possibly Newcastle) with Julie, Annie and Sally (and/or Sam) to lead this. The feedback for this event has been very good.
- ii) Levi has had to cancel his participation for the CPD in April. JB is keen to go ahead with this event if we can find 2 speakers. **Action: NO team to approach Nightline**
- iii) BL has suggested to approach Exeter and CL will speak to her head of security. **Action: CL to speak with her head of security and JB to approach Exeter.**
- iv) Other suggestions of topics include: “What defines out of hours?” “Wide services on campus” “What happens outside term time?” **Action: JB to speak with the social policy team at NUS**

5. IASAS discussion questions

- a) The questions are too broad and can be interpreted in many ways. **Action: JB to ask Andrew for an extension to the deadline and ask how we should**

**answer the questions.**

6. ECU race equality charter mark
  - a) Unfortunately we ran out of time to answer the questions however we discussed that where possible the National Office should look to seek feedback from members in the future to answer these types of reviews.
7. Any Other Business
8. Next meeting:
  - a) Wednesday 16 April 2014, 10.30am-3.30pm (Macadam House)
  - b) Wednesday 4 June 2014, 10.30am-3.30pm (Macadam House)

<b>Point</b>	<b>Detail</b>	<b>Who</b>	<b>When by</b>
3.c	MS to follow up with Ruby Wax and Stephen Rollnick	MS	05/02/2014
3.d	JB to liaise with Victoria on Wi-Fi costs	JB	07/02/2014
4.d.i	CT will think about other speakers to approach and will update NO	CT	07/02/2014
4.d.ii	JB to negotiate prices with Laurie at the NFM	JB	07/02/2014
4.d.iii	JB to approach the Irish Institution	JB	07/02/2014
4.f.ii	NO team to approach Nightline	NO	03/02/2014
4.f.iii	CL to speak with her head of security	CL	05/02/2014
4.f.iv	JB to speak with the social policy team at NUS	JB	06/02/2014
5.a	JB to ask Andrew for an extension to the deadline	JB	06/02/2014