

AMOSSHE Executive Meeting

27 March 2015, 11am – 3.30pm

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



Agenda

- Apologies
- Reserved Business
- January meeting minutes and actions

Item no.	Title	Timing: 11:00 – 11:30 (30mins)	Presented by	Paper
1	Finance, membership and national office update - End of year accounts		Nicole Redman	14_15-14 14_15-15

Item no.	Title	Timing: 11:30 – 12:00 (30mins)	Presented by	Paper
2	Strategy and values discussion (incl International Engagement)		Brian Hipkin	

Item no.	Title	Timing: 12:00 – 12:10 (10mins)	Presented by	Paper
3	NASPA exchange update		Ben Bailey	

Item no.	Title	Timing: 12:10 – 12:20 (10mins)	Presented by	Paper
4	Regional meetings update		Executive	

Item no.	Title	Timing: 12:20 – 12:40 (20mins)	Presented by	Paper
5	Conference update		Maria Lorenzini	

Item no.	Title	Timing: 12:40 – 12:50 (10mins)	Presented by	Paper
6	CPD update Futures update		John Bloomfield	

Item no.	Title	Timing: 12:50 – 13:00 (10mins)	Presented by	Paper
7	Website update		John Bloomfield	14_15-16

Item no.	Title	Timing: 13:00 – 13:20 (20mins)	Presented by	Paper
8	Lunch			

Item no.	Title	Timing: 13:20 – 13:40 (20mins)	Presented by	Paper
9	AOB		Brian Hipkin	

Item no.	Title	Timing: 13:40 – 14:00 (20mins)	Presented by	Paper
10	Executive / NO discussion pre Mills and Reeve presentation		Brian Hipkin	14_15-17

Item no.	Title	Timing: 14:00 – 15:00 (60mins)	Presented by	Paper
10	Presentation from Mills and Reeve on AMOSSHE report		Mills and Reeve	

Item no.	Title	Timing: 15:00 – 15:30 (30mins)	Presented by	Paper
11	Executive / NO discussion on Mills and Reeve presentation		Brian Hipkin	

Item no.	Title	Timing:	Presented by	Paper
12	Date, time and location of meetings 5 June, 10:30am – 3.30pm, Macadam House		Brian Hipkin	

AMOSSHE Executive Meeting

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In attendance: John Bloomfield (JB), Mary Sy (MS), Brian Hipkin (BH), Maria Lorenzini (ML), Jayne Aldridge (JA), Mandi Barron (MB), Nicole Redman (NR), Helen McNeely (HM), Christine Lowther (CL), Ian Munton (IM), Ben Bailey (BB)

Apologies

Ben Lewis, Fay Sherrington, Sam Dale, Benjamin Parsons

Reserved Business

None

January meeting minutes and actions

No further actions

Actions

Item	Detail	Who	When by
2	MS to amend the statement accordingly	MS	01/04/2015
2	JB to look at how we might be able to pursue these leads as part of the wider strategy and budget	JB	04/05/2015
2	JB to contact AUA about a possible journal collaboration	JB	13/04/2015
5	ALL to consider any networking activities and send through ideas to national office	All	05/06/2015
5	Executive to volunteer to chair these sessions	Executive	05/06/2015
5	BP to email delegates prior to conference asking for ideas	BP	04/05/2015
5	NO to draw up some proposals of conferences	NO	30/04/2015
7	Actions have been agreed, BP/JB to email membership	JB/BP	04/05/2015
9	JA to send executive the paper surrounding Claro Learning	JA	03/04/2015
9	NO to produce a timeline to ensure it is succinct and that we have the necessary resources	NO	30/04/2015
11	Executive to mention applying for a charity status at their respective regional meetings	Executive	05/06/2015
11	JB to find out our liability of corporation tax, costs of ongoing corporation tax, benefits of becoming a charity (does this fit in our primary purpose?) and the cost of McIntyre Hudson in this process.	JB	01/06/2015

Agenda

Item no.	Title	Timing: 11:00 – 11:30 (30mins)	Presented by	Paper
1	Finance, membership and national office update - End of year accounts		Nicole Redman	14_15-14 14_15-15

Our bank accounts currently show that AMOSSHE is financially stable and in a healthy position. AMOSSHE membership show a record number of members, with four new institutional members signed up since the last meeting.

JB has created a profile of the budgets and has divided this into the different departments. The variances may look different than previous accounts, but there are many reasons why this may be; paying in one lump sum for items rather than spreading across the year, receiving sponsorship earlier than expected, contingency venue and not running enough events. The executive team have noted that the notes on the right hand side are very useful. JB will continue to expand on these notes to ensure that the profiling is clear and succinct. To note that all management accounts will be on an invoice basis now instead of cash basis.

Our previous accountants have not yet completed our end of year accounts which means sign off will be delayed. Once completed, JB will send around to executive for sign off over email and any additional queries.

Item no.	Title	Timing: 11:30 – 12:00 (30mins)	Presented by	Paper
2	Strategy and values discussion (incl International Engagement)		Brian Hipkin	

AMOSSHE's strategy and values should be aspirational and not over complicated. The executive team have attached the suggested list of values to the statement and amended them as follows:

- Amend 'supportive' to 'empowering'
- Inclusive and welcoming combined as one

Action: MS to amend the statement accordingly

The purpose of having international engagement is to learn from different areas and to gain an insight into how political values vary. It is also very useful to understand the history of such areas and the variance of the profession within different countries. One area of engagement practice could be to bring back AMOSSHE journals and continue publicising written outcomes of projects as they positively promote our value of sharing good practice amongst colleagues. It was mentioned that it could be useful to contact AUA about how their journals are published and the logistics surrounding standalone e-journals.

Further discussion involved the potential of taking part in International conferences, the potential involvement of an international exchange like NASPA but with ANZSSA (New Zealand and Australia). Both were met positively,

Action: JB to look at how we might be able to pursue these leads as part of the wider strategy and budget

Action: JB to contact AUA about a possible journal collaboration. JB to investigate discussed topics on international engagement

We can also encourage work from NASPA exchange so they take place every two years.

Item no.	Title	Timing: 12:00 – 12:10 (10mins)	Presented by	Paper
3	NASPA exchange update		Ben Bailey	

The team selected for the NASPA exchange will visit Denver at the agreed dates. They are currently awaiting information on the institutions they will be visiting, but are confident that the trip will go well. The NASPA

delegation are all booked to attend the DSA event in April and will discuss further there.

Item no.	Title	Timing: 12:10 – 12:20 (10mins)	Presented by	Paper
4	Regional meetings update		Executive	
<p><i>LASER</i> – the meeting touched upon topics such as: DSA, prevent and also included a short presentation from the London University Purchasing Consortium (LUPC) regarding a book deal they have negotiated on behalf of Queen Mary’s University after being approached by them, this should be available to all London institutions and they would like to promote this through AMOSSHE. The executive team have no concerns with this. The outcome of the meeting suggested for the national office to create a separate group on JISCMail for all LASER members and another for LASER leads only. The group have agreed to host their next meeting as a whole day agenda where they will focus on a specific area and invite lead members and head of departments for the first part of the day and then leads only for the afternoon. JA will feedback once the meeting has taken place.</p> <p><i>Scotland</i> – although CL was unable to attend, the feedback she received from the meeting was that there was a general discussion on prevent, fitness to study, care leavers and the Scottish legislations. No actions for AMOSSHE.</p> <p><i>Wales</i> – this meeting focused mainly on Welsh related policies and changes, SDA and the financial contingencies. No actions for AMOSSHE.</p> <p><i>Ireland</i> – this meeting focused on the cuts of funding which institutions are now seeing.</p>				

Item no.	Title	Timing: 12:20 – 12:40 (20mins)	Presented by	Paper
5	Conference update		Maria Lorenzini	
<p>We have now finalised our three keynote speakers for conference and the team feel very confident of their experience, knowledge and speaking style. The Baltic has been selected as the Wednesday night venue, where we will host an informal networking BBQ event.</p> <p>Action: ALL to consider any networking activities and send through ideas to national office</p> <p>The programme is being collated with some minor changes based on last year’s feedback:</p> <ul style="list-style-type: none"> - We will be having three keynote speakers instead of four - There will be a dedicated networking session on Thursday - A physical board for delegates to jot down ideas of networking sessions <p>Action: Executive to volunteer to chair these sessions</p> <p>It is a great idea to contact delegates prior to the conference to ask them what topics they would be interested in speaking about in the networking sessions.</p> <p>Action: BP to email delegates prior to conference asking for ideas</p> <p>There are currently 1 gold and 2 silver sponsorships left to sell. Samsung are interested in becoming a technology partner, where they have offered to provide us with free Wi-Fi, screens and equipment for networking. The executive are happy for this collaboration.</p> <p>As previously suggested, we are keen to announce our 2016 conference venue at this year’s conference. The national office are currently working with an external events company who have provided a list of possible venues. The shortlist came down to Hilton Glasgow, Radisson Blu Glasgow and The Grand in Brighton. MS mentioned that 120 of the bedrooms in the Hilton were not refurbished and as a result was not consistent throughout. The executive have discounted this venue and are happy to go with the recommendations of the conference team.</p>				

As a developmental factor for national office, it may be useful for the team to attend conferences which are of a similar nature. This is primarily for developmental purposes and as such, the team can see how these conferences are run and could therefore develop ideas for our own conferences.

Action: NO to draw up some proposals of conferences to attend such as AUA, CSSI etc.

Item no.	Title	Timing: 12:40 – 12:50 (10mins)	Presented by	Paper
6	CPD update Futures update		John Bloomfield	

CPD – The DSA CPD will be taking place in Birmingham on the 27th of April. The programme has been finalised, along with confirmed speakers for the event. Booking has now been closed as it has reached maximum capacity. ‘Aspiring student services’ was a another CPD topic planned to take place this year, however due to timing issues and insufficient information, it will need to be postponed to next year.

Futures – The first futures event planned for April will not be going ahead as unfortunately there was not a lot of traction. The second event is still in progress, where we have a long list of contacts to get in touch with. The third event scheduled again is still in progress.

Item no.	Title	Timing: 12:50 – 13:00 (10mins)	Presented by	Paper
7	Website update		John Bloomfield	14_15-16

The national office have had discussions with companies who provide CRM solutions. However due to the nature of our website, the decision will come down to the requirements of our website. Benjamin has created a list of these requirements for the national office to brainstorm and feedback. It is important to pinpoint what we are trying to achieve (functionality, future proofing) and ensure a priority list is used. A wish list of things we would like the website to do will be discussed with the website leads at the initial part and investigate the potential to get in touch with the membership again regarding involvement in the website process.

Action: actions have been agreed, BP/JB to email membership

Item no.	Title	Timing: 13:00 – 13:20 (20mins)	Presented by	Paper
8	Lunch			

Item no.	Title	Timing: 13:20 – 13:40 (20mins)	Presented by	Paper
9	AOB		Brian Hipkin	

Claro Learning are currently being investigated around how they assess and administer disabled student’s allowance, there is currently no action being taken against them at present. JA will send around the documents available surrounding the investigation and from there, the executive can decide whether it is a conflict of interest with AMOSSHE values and what further action should be taken.

Action: JA to send executive the paper surrounding Claro Learning

BH discussed that the current planning activity timeline doesn’t necessarily work at present given the amount of activity that AMOSSHE is now producing and it is difficult to ensure that everything gets done in time. The Executive agreed that NO could look at producing a planning timeline to be presented at the June executive meeting for discussion and agreement.

Action: NO to produce a timeline to ensure it is succinct and that we have the necessary resources to be presented at the 5 June meeting

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Item no.	Title	Timing: 13:40 – 14:00 (20mins)	Presented by	Paper
10	Executive / NO discussion pre Mills and Reeve presentation		Brian Hipkin	14_15-17

JB has spoken with Mills and Reeve, as well as our current accountants to discuss the structural options available for AMOSSHE. The three options include: to continue with existing structure, convert to a charity or convert to a charity and incorporate a trading arm. It is important to bear in mind that whichever option is chosen; future proofing is fundamental and should be in line with the activity and values of AMOSSHE. The decision should be signed off at the executive meeting in June.

Item no.	Title	Timing: 14:00 – 15:00 (60mins)	Presented by	Paper
10	Presentation from Mills and Reeve on AMOSSHE report		Mills and Reeve	

Claire Clark from Mills and Reeve is here to present the proposal/report and offer advice for structural changes to AMOSSHE. AMOSSHE are doing this to ensure that it is set up in line with what it is trying to achieve as an organisation of its members.

Claire has informed us that setting up a separate trading arm will be inexpensive. If we do go down the route of applying for a charitable status, the executive will need to comply with the charity law. As an organisation which provides services to Scotland, we will need to investigate whether AMOSSHE requires an OSCR (Scottish equivalent of a charity status). We would need to be sure what our responsibilities would be in NI as well. Claire mentioned that this would probably not be an issue as the primary activity would take place in the UK.

Becoming a charity will not limit AMOSSHE's reserves, which means the usual services can continue as normal (publishing Insight projects, peer to peer review). However we would need to amend the articles which means it has to be agreed at the next AGM.

New activity for AMOSSHE would need to be considered and assessed as to its status (is it primary purpose or not) and make a call as to whether this would become trading or primary purpose activity.

Applying for Charity status is completed through the Charity Commission, once this has been approved HMRC would then rule on if the activity falls within the remit of a charity and is primary purpose or not.

The recommendation is, if we decide to opt for a charitable status, it is not necessary to open a subsidiary arm as part of this, although it can be set up relatively quickly should we ever need to. Claire has recommended that additional legal and accountancy advice is necessary for this structural change.

Our current activities would most likely to be classed as primary purpose which means we would not need to create a trading arm. We would need to ensure this is the case if we decided to become a charity.

If we changed structures the Executive would effectively transfer over to trustees and continue as we are but with additional responsibilities (although very close to what they are currently responsible for)

We would need to complete a full financial audit and comply with SORP annual return each year, this would be an additional cost but would ensure that the organisation is complying with good financial practices.

Item no.	Title	Timing: 15:00 – 15:30 (30mins)	Presented by	Paper
11	Executive / NO discussion on Mills and Reeve presentation		Brian Hipkin	
<p>A number of points were discussed by the executive regarding the presentation. Becoming a charity would seem to be a sensible choice given the type of organisation we are and the nature of the work that we do. This fits with our organisational values and could potentially open up further benefits such as being able to apply for further funding opportunities and a reduction in corporation tax. AMOSSHE is setup almost like a charity at the moment but without any benefits of doing so.</p> <p>There is some concern on what the implications are from a charitable compliance and accountancy perspective to ensure that it is the right move for AMOSSHE and its members. The executive would like John to investigate the following and feedback to the executive once answers have been supplied:</p> <ul style="list-style-type: none"> - Which of our activities would fall under primary purpose and what would be non-primary purpose trading? - What is our current Corporation Tax liability to date and what would it be if we decided to become a charity? - What exactly would the additional costs be on a yearly basis if we decided to become a charity? - What would we need to do to comply with charity legislation in Scotland and Northern Ireland? - Is there anything else we would need to be aware of that we would need to consider to date? <p>If the answers to these questions were favourable to AMOSSHE becoming a charity then the AMOSSHE executive would look to discuss these options with members at up-coming Regional/National meetings and then instruct an organisation to prepare the paperwork for us in time for this to be passed at the AMOSSHE AGM.</p> <p>Action: executive to mention applying for a charity status at their respective regional meetings if the answers to the questions stated were in favour of AMOSSHE becoming a charity.</p> <p>JB will investigate further on the benefits of becoming a charity and the ongoing costs of corporation tax to aid our decision on structural change.</p> <p>Action: JB to find out our liability of corporation tax, costs of ongoing corporation tax, benefits of becoming a charity (does this fit in our primary purpose?) and the cost of McIntyre Hudson in this process.</p>				

Item no.	Title	Timing:	Presented by	Paper
12	Date, time and location of meetings 5 June, 10:30am – 3.30pm, Macadam House		Brian Hipkin	