

**Minutes of the AMOSSHE Annual  
General Meeting (AGM) held on  
Thursday 8 July 2010 at 3.15 pm at the  
Hilton Hotel, Cardiff**



***Present***

**Executive:**

Jayne Aldridge, Kingston University \*  
Mark Ames, University of Bath \*  
David Dickinson, University of Surrey  
(Vice-Chair)\*  
Kate Dodd, University of York  
Raywen Ford, Roehampton University \*  
Ben Lewis, Cardiff University (Treasurer)\*  
Stephen McAuliffe, University of  
Nottingham  
Helen McNeely, Queen's University,  
Belfast \*  
Ailsa Ritchie, University of St Andrews \*  
Andrew West, University of Sheffield \*  
Simon Wright, Swansea University  
(Chair)\*

**HEI members:**

Alison Ahern, Goldsmiths College \*  
David Arblaster, Leeds Metropolitan  
University \*  
Ben Bailey, University of Derby \*  
Kara Bailie, Queen's University, Belfast  
David Ball, University of Hertfordshire \*  
Jenny Barnicoat, UCP Marjon Plymouth \*  
Elsa Bell, University of Oxford  
Pamela Bell-Ashe, Birmingham City  
University \*  
Christine Buchanan, The Robert Gordon  
University \*  
Christine Coleman, Edge Hill University \*  
Robin Cummings, University of Wales  
Institute, Cardiff \*  
Sam Dale, University of Durham \*  
Robin Dollery, University of Nottingham \*  
Rachel Fletcher, University of Essex \*  
Phil Gibson, Southampton Solent  
University\*

Jeff Goodman, University of Bristol  
Paul Harrison, University of Chester proxy  
vote  
Geoff Haworth, Canterbury Christ Church  
University \*  
Vivienne Hibberd, University for the  
Creative Arts \*  
Brian Hipkin, University of East London \*  
Gillian Jack, University of Glamorgan \*  
Ann Keating, University of Winchester \*  
Sylvia Langham, De Montfort University  
Rita Lewin, Manchester Metropolitan  
University \*  
Sally Olohan, Nottingham Trent University\*  
Mary O'Riordan, NUI Galway \*  
Steve Page, University of York \*  
Simon Phillips, University of Wales,  
Newport  
Sara Phipps Lang, BSU  
Roger Prout, University of Worcester \*  
Honor Rhodes, University of Cumbria \*  
Janice Rippon, Southampton University \*  
Hilary Simmons, Lancaster University  
Time Stone, University of Bedfordshire \*  
Gavin Taylor, St George's University,  
London \*  
John Tibble, City University London \*  
Chris Twine, University of Birmingham \*  
Julie Walkling, Anglia Ruskin University \*  
Lawrence Wilson, University of Wales,  
Newport \*

**In attendance:**

Raegan Hiles, AMOSSHE (secretary  
to meeting)

\* denotes IRM

## **1. Apologies**

- 1.1 Jennifer Briggs, King's College, London
- 1.2 Liz Bromley, University of Salford
- 1.3 James Nicholson, University of Abertay Dundee

## **2. Minutes of the 2009 AGM**

- 2.1 David Dickinson proposed the minutes as a true and accurate record of the meeting held. Raywen Ford seconded the motion.

## **3. Matters arising from the 2009 AGM**

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

## **4. Chair's Report**

- 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. the development of a project looking at the value and impact of services that support students, and securing £73,231 of funding from HEFCE toward the project.
  - b. the inclusion of an Outstanding Student Support Team award in the Times Higher Education Leadership and Management Awards.
  - c. the organisation's leading role in addressing the sector wide issues with the Student Loans Company, and Jayne Aldridge's tireless work in this area.
  - d. the creation of three knowledge communities for AMOSSHE members.
  - e. detailed work on membership structure proposals and modelling, and other organisational policies including expenses, fees and policy.
- 4.2 The Chair thanked the Executive committee for their hard work and dedication through a busy year.
- 4.3 The membership thanked the Chair for his strong leadership, enthusiasm and commitment during his term in post, and wished him the best for his future endeavours.

## **5. Secretary's Report**

- 5.1 The Vice-Chair presented the secretary's report.
- 5.2 The Vice-Chair welcomed two new AMOSSHE members: Birkbeck College, London and Presbyterian College, South Carolina, USA.
- 5.3 The Vice-Chair noted the Executive membership for 2010/11, agreed following a nominations process in May and June 2010. Gillian Jack will be the AMOSSHE treasurer until 31 August 2011.
- 5.4 The Vice-Chair thanked the Executive Committee members stepping down from their roles.

## 6. Treasurer's Report

### a. Summary of accounts

- 6.1 The Treasurer introduced the abbreviated accounts for AY 2008/2009. The slight drop in reserves was noted, but the organisation had planned for this given the costs of moving office and greater investment in member services.
- 6.2 The group discussed whether a more recent summary of accounts should be presented at the AGM, but noted that the accounting year dictates the formal accounts that can be presented.

### b. Debt and unpaid fees policy

- 6.3 The formal policy that the National Office will work to for recovering debts was noted. The policy will be implemented with immediate effect, and debts pursued as regular practice by the National Office administration.

## 7. AMOSSHE Strategy

- 7.1 The incoming Chair reminded members of the AMOSSHE strategy map agreed in 2009. He summarised the progress made against the strategy map since last year's AGM, noting that the strategy map is an active document that the organisation actively works to.
- 7.2 The group agreed that considerable progress had been made against the strategy map, including increased membership services and support.
- 7.3 The incoming Chair noted further actions that will aid delivery of the strategy map. A new client records system and website have been commissioned to improve the National Office's efficiency, and to increase the availability and professionalism of member resources online.

## 8. Membership Structure Proposal and Related Issues

- 8.1 The Vice-Chair introduced a proposal to revise the membership structure, reminding the group of the membership consultation on this topic in June 2010. In the consultation, 100% of respondents agreed that the proposal was fit for purpose, and improved on the current membership structure.
- 8.2 The Vice-Chair outlined the implications of the proposals for the memorandum and articles of association, and presented a draft revision to the articles. The key amendments include:
- changing terminology to reflect the proposed membership structure;
  - abolishing the Secretary role. A second Vice-Chair role will be added to the Executive in place of the Secretary role, to line manage the National Office; and
  - removing the corporate membership category, noting that AMOSSHE intends to increase its interaction with these types of groups as commercial partners.
- 8.3 The Treasurer noted the proposed pricing tiers, and reminded members that prices have not risen for the past three years. The increases proposed have been designed to have minimal effect, but also note inflation since 2008.
- 8.4 The Chair asked all those present and eligible to vote on the proposals. ***The proposal for a new membership structure was carried unanimously, with 40 IRM votes and 1 proxy vote in favour of the proposal.*** There were no votes against the proposal, and no abstentions. There were no postal ballots.

**Action (i)**: National Office to implement the new membership structure and pricing with effect from the membership year commencing 1 September 2010.

**Action (ii)**: Vice-Chair (Operations) to make necessary updates to articles and memorandum of association, and rules of association, subject to legal advice.

## **9. Any Other Business**

### **a. NASPA Exchange programme**

- 9.1 The NASPA Exchange coordinator noted that there is likely to be an exchange to New York State next summer, and articulated the benefits of the exchange programme.

The Chair declared the AGM closed at 3.50pm.