

# Annual General Meeting Minutes

Queen Margaret University, Musselburgh

17th March 2017

## Attendees:

Angus Allan	AA	South Lanarkshire College
Bruce Laing	BL	Queen Margaret University
Clara Boeker	CB	EAUC
Fraser Lovie	FL	University of Aberdeen
Gillian Gibson	GG	EAUC
Jamie Pearson	JP	Edinburgh Napier University
John Thorne	JT	Glasgow School of Art
Kate Murray	KM	Edinburgh Napier University
Mike Pretious	MP	Queen Margaret University
Ray Walkinshaw	RW	Ayrshire College
Rebecca Petford	RP	EAUC
Steve Johnson	SJ	University of Glasgow
Stuart McLean	SM	University of Edinburgh
Tom Kemsley	TK	Queen Margaret University
Trudy Cunningham	TC	University of Dundee

## Apologies:

Andy Anderson	APUC
Abi Cornwall	Learning for Sustainability Scotland
Christine Laing	Fife College
Georgina Jamieson	University of Edinburgh
Jenny Jamieson	Scottish Funding Council
Kate Fitzpatrick	University of Edinburgh
Michelle Brown	University of Edinburgh
Pauline Donaldson	Fife College
Stephen Connor	University of Edinburgh

Item	Minutes	Action
1.	<b>Welcome, Apologies and Introductions</b> <i>Angus Allan, EAUC-Scotland Convenor</i> Everyone was warmly welcomed and apologies noted.	
2.	<b>AGM Business</b> <i>Angus Allan, EAUC-Scotland Convenor</i>  <u>Minutes of the previous AGM and actions (<a href="#">find link here</a>)</u> The minutes of the previous AGM were approved and no issues were raised.	

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	<p><u>Scotland Manager's Report (see attached)</u></p> <p>RP briefly summarised key points of the Manager's Report. All going well!</p> <p>AA: The EAUC-S team has done great work with the development of the new Outcome Agreement and securing another three years of funding. Despite sudden and difficult staff changes.</p> <p><u>Re-election of Convenor and Office Bearer positions</u></p> <p>AA is stepping down as Convenor of the OBG after the end of his two year term, but is happy to stay within the OBG.</p> <p>The current OBG consists of Angus Allan, Jamie Pearson, Michelle Brown and Christine Laing. Both MB and CL want to remain OBG and are not currently interested in the convenor role. JP has shown interest in becoming the new EAUC-Scotland Convenor.</p> <p>JP was nominated to become the new convenor by JT, seconded by TC.</p> <p>The nomination was accepted and JP elected as the new EAUC-Scotland convenor unopposed. The OBG will change over the next two years as the different OB terms will end within that timeframe. Anyone interested in joining is invited to get in contact with the OBG members or staff team.</p> <p>AA thanked everyone for their work and support during his time as convenor and reminded everyone that the strength of sustainability activity in Scotland is the partnerships between the various institutions and organisations, and rooted within EAUC-Scotland.</p>	
3.	<p><b>EAUC-Scotland Programme 2014-2017</b></p> <p><i>Rebecca Petford, EAUC-Scotland Programme Manager</i></p> <p><u>Progress on Outcome Agreement (See attached)</u></p> <p>Currently two weeks away from the end of the 2014/17 Outcome Agreement. The Leadership and Careers Project are both on track to complete within the timeframe.</p> <p>Income generation has met and exceeded the programme target.</p> <p>The end of programme report is due to be handed in to the Scottish Funding Council for September.</p> <p><u>Programme Evaluation</u></p> <p>The 2014/17 EAUC-Scotland programme will be evaluated by two external consultants (Elizabeth Leighton and Dawn Griesbach) to gather feedback for EAUC-Scotland on key achievements and areas for improvement, which will be helpful for future planning. The evaluation is taking place through analysis of data and literature, e.g. forum minutes, reports etc., through interviews with the EAUC-Scotland team, institution representatives and strategic partners, and a survey sent to all contacts.</p> <p>The consultants will create case studies on four different institutions, interviewing both one academic and one estate professional from the respective institutions.</p> <p>The evaluation will result in the production of two reports, one for internal usage and one for public distribution (which will be anonymous).</p> <p>The survey includes questions on baseline information relevant for the new project.</p> <p><u>Additional Projects</u></p> <p>In addition to the 2014/17 Outcome Agreement, the EAUC-Scotland has also undertaken a variety of additional projects to create extra income for the EAUC-S as well as to further support the sector.</p> <p>These additional projects included:</p> <ul style="list-style-type: none"> <li>• Further Education Sector Carbon Baseline Project</li> <li>• Higher Education Carbon Management Plan</li> <li>• Further Education Energy Management Project</li> <li>• Further and Higher Education Carbon Emissions Report 2014-15 (State of the Sector</li> </ul>	

report) available on the [Sustainability Exchange](#)

- Tools development / support, including Carbon Scenario Tool, Technologies Catalogue, College ESD Guides, support with PBCCD Reporting and focused training events
- Conferences:
  - November 2015 at the University of Edinburgh with 111 attendees and 13 exhibitors. Feedback 93% overall good or excellent.
  - February 2017 at the University of Stirling with 112 attendees and 15 exhibitors. Feedback 93% overall good or excellent. A new Summit structure was trialled, which received mixed feedback. The 2017 Conference was vegetarian, with the option for individuals to request a meat option, which received overall positive feedback. Other thoughts:
    - JT liked the summit structure. TC did not like the summit structure but thought the food was wonderful. RW reported the meat option was delicious!
    - AA: Pamela Gillies was a great keynote speaker. She set a fantastic tone for the overall conference. RP reported 100% good or excellent feedback for Pamela Gillies keynote.
    - MP: It is important to have a breakdown of attendees according to their job roles and which institutions they belong to – more academics and students could be attracted
- Regional Groups – Edinburgh

#### Topic Support Network Updates (See attached )

##### Feedback:

- TC: It is important to get ideas from the members to make sure TSNs cover important topics for the sector. With two meetings a year, one should involve a field trip. Institutions need to utilise their assets. BL: Opportunity to arrange a meeting with the waste management TSN and the AD plant at QMU.
- JT: The book 'Engaging with Climate Change', edited by Sally Weintrobe and 'The Invention of Nature' by Andrea Wolf are really helpful and inspirational for engaging more people with climate change issues. Involving psychologists through TSNs might help to bring more academics to the EAUC-Scotland. FL: This is an opportunity to engage with an even wider audience. JT: There is not enough art and poetry covering climate change. MP: 'Hard Rain' was an art project, which involved climate change.
- RP: The social media skill share was also part of a Community Engagement TSN and is a different as well as free way of sharing skills
- MP: Are there ways of boosting communications on the TSNs? There should be a survey to see why the previous organised ESD HE TSNs had to be postponed. Are the TSNs justifiable enough for people to take time out of their work for it?
- FL: Are there alternative networks where academics take part in in terms of sustainability? MP: Time is precious for academic staff.

##### Key Highlights

RP: What are the best things EAUC-S does?

JT: It is great that the EAUC-S is communicating with SMT at institutions, this is important as often individuals within an organisation are not being listened to.

MP: The personal engagement the EAUC-S has with a wide variety of different stakeholders.

MP: EAUC-S should make more efforts in engaging students as FHE struggle to get students engaged as much as they could. RP: Please invite people to the transition events on the 7<sup>th</sup> of April at the University of Edinburgh. TC: Are any of the formed transition groups self-

sustaining? RP: University of St Andrews is employing two full-time member of staff now. University of Stirling is stopping to apply now for the Climate Challenge Fund as they could not sustain on that grant anymore, which means they have to roll their activities back.

RP: Please utilise JiscMails more to spread information and knowledge.

	BL: The way that CCF is setting annual grants rather than long-term projects is frustrating and makes it difficult to achieve real change.	
4.	<p><b>Leadership Framework Project</b>  <i>Gillian Gibson, EAUC-Scotland Programme Coordinator</i></p> <p>The Leadership Framework will be rounded off for the end of the current programme and continued with the new programme.  The Framework is about leadership on all levels of organisations, not just higher levels. Therefore the Framework is focused on identifying key stakeholders and leadership activities regarding sustainability throughout the institutions.  The Framework is flexible and adaptable to different institutions. It is a mapping exercise to identify who is involved in sustainability, to encourage wider engagement, facilitate knowledge exchange, and promote what is being done.  GG trialled the Leadership Framework with SLC, Napier University, SRUC and the University of Edinburgh, which has been very informative and helped to further develop the Framework. Going forward, EAUC-S is looking to support organisations with either helping setting up sustainability committees within organisations or through training, guides etc. Advocacy and representation outside of the organisation could be taken into account as part of the Framework.</p> <p><u>What support and guidance would be useful for institutions?</u></p> <p>MP: For the 'Learning and Teaching' Section, most organisations will have more than just one individual involved. GG: This is something the framework adapts to as it is created to match the different institutions.  AA: The advantage of the Framework is to get people involved who have not been previously been involved in sustainability within institutions.  BL: Academics should feed into curriculum boards or similar groups that sustainability needs to be included in curriculums to facilitate cross-organisational activity.  RP: Next step to further implement sustainability within institutions is to help the set up committees by to Creating example Terms of Reference, resources to help start conversations with groups who are not usually engaged, etc.  AA: Leadership at all levels is an important concept.  TC, BL, JT keen to use this framework in the future and happy to help pilot.</p>	
5.	<p><b>Refreshments and QMU Case Study</b></p> <p>BL gave a tour of the biomass heating system implemented at QMU and highlighted a number of the sustainability features and concerns around the QMU campus.</p>	
6.	<p><b>EAUC-Scotland Programme 2017-2020</b>  <i>Rebecca Petford, EAUC-Scotland Programme Manager</i></p> <p><u>New Outcome Agreement</u></p> <p>Much of last year has been spent developing the new programme. SFC have now awarded 53% (£350,000) of the funding necessary for the new programme (the full amount applied for). This will cover the salaries for Programme Manager and Programme Coordinator for 3 years, salaries for an administrative / communications roles for 1 year, office charges at QMU, project administration and governance and office management costs, travel to visit institutions and participate in sector events, Topic Support Networks and Regional Groups and some small technical support projects.  Additional income needs to be raised for securing another two years of salary for the administrative / communications role and to offer additional project areas, including more technical support, research and practical internships, training events and developing our own</p>	

	<p>training programmes and conferences.</p> <p>The new programme has 4 core objectives:</p> <ol style="list-style-type: none"> <li>1) Develop leadership for sustainability at all levels of Scottish FHE institutions</li> <li>2) Develop the skills and knowledge required to deliver and monitor a low-carbon, sustainable, resilient FHE sector. This should also include an internship programme, which is currently at the very early development stage.</li> <li>3) Supporting institutions to build cross-organisational and cross-sector contacts, helping share best practice and respond quickly to new challenges.</li> <li>4) Supporting institutions to embed sustainability into teaching, research and engagement practices</li> </ol> <p>EAUC-Scotland will continue to represent the sector and work with key partners. Advocating Scotland's best practice internationally will be an important part of the new Outcome Agreement.</p> <p>The new Outcome Agreement shall be more inclusive in its reporting.</p> <p><u>Questions:</u></p> <p>TC: Will internships be continuous? RP: The idea is still in development but there might be the potential for offering part-time internships, which can be shared between various organisations if individual ones cannot afford full-time interns.</p> <p><u>Suggestions for additional work</u></p> <p>No suggestions were made.</p>	
7.	<p><b>AOCB</b></p> <p><u>EAUC Strategy – Rebecca Petford</u></p> <p>New strategy to take the EAUC forward until 2021. The strategy has been created over the last year and considered what EAUC should be doing to better support the sector. Part of the strategy is to show business cases for embedding sustainability.</p> <p>The Strategy will involve renaming of the EAUC.</p> <p>There will be more details released over the next few weeks.</p> <p><u>EAUC AGM – Rebecca Petford</u></p> <p>Voting for the new Board Memberships closes 22<sup>nd</sup> March 2017. The last chance to vote is during the EAUC Annual Conference 28-30 March 2017.</p> <p>JT: It would be useful if there was a function on the MMS to email all contacts from the same organisation.</p> <p><u>Aberdeen Fairtrade</u></p> <p>FL: <a href="#">Bala Sports</a>, which is an organisation that produces is Fairtrade balls, is keen to get involved with the FHE sector.</p>	Please vote!
8.	<p><b>Closing Remarks</b></p> <p><i>Angus Allan, EAUC-Scotland Convenor</i></p> <p>Angus thanked everyone for attending the meeting and contributing, and thanked the EAUC-S Team for all their hard work.</p> <p>Everyone thanked AA for his two years as convenor.</p> <p>CB was also thanked for her work during her time as Communications and Events Intern with EAUC-Scotland.</p>	