



## Annual General Meeting Minutes

19<sup>th</sup> April 2013 – University of Nottingham

Chair – Robert Bellfield (RB)

A copy of the presentation and papers can be found at [http://www.eauc.org.uk/eauc\\_governance](http://www.eauc.org.uk/eauc_governance).

### 1. Welcome and Apologies

The Chair welcomed Members to the AGM.

Apologies received from Katrina Henderson, Cardiff University and Wendy Purcell, Plymouth University.

Any other business was to be raised prior to the meeting and none has been raised.

### 2. Approval of Minutes of 2012 AGM

The minutes were approved.

### 3. Resolution Paper AGM13-01 – Election of Board Member who will act as Company Director and Charity Trustee

As well as fulfilling a governance and oversight role, EAUC's trustees agree the strategy and priorities of the association. Due to one trustee (Fraser Lovie) stepping down as of today there is one vacancy to fill on the Board of Trustees. The Board undertake a skills gap analysis of what is required to ensure the Board remains a balanced strategic group with relevant experience to bring to the governance of the organisation. The Board are looking for Strategic/Policy expertise and Director/Senior Management level – e.g. Vice Chancellor, Principal. The Board also value the broader perspective of out of sector experience and previous Board experience. Further details of this process are included in the AGM papers for information.

The Board asked for nominations in February and received 2 applications. The Board has agreed that a recommendation to the Membership is not required on this occasion. We have asked all key contacts or the appointed representative for Member institutions to vote online using the Electoral Reform Services (ERS) secure site for the past three weeks. Voting closed on 12<sup>th</sup> April 2013 and will be added to the physical vote today. Only those who have been issued with a voting card are eligible to vote and will be counted. RB asked those eligible to complete their voting card and ERS collected them. The voting results will be announced at the end of the meeting once all votes have been verified which is being undertaken by Adrian Wilkins, the scrutiner from ERS. The candidate with the highest majority will be appointed as of today as a trustee. No questions were raised.

### 4. Review of the Year

RB handed over to Iain Patton (IP), CEO to go through the Annual Trustee Report. IP explained new more user-friendly format for Annual Report. IP highlighted activities of the year which included:

- 2012 Member statistics – strong Scottish coverage but more work required with England FE institutions;
- 5 Community of Practices now up and running. Over 1400 Members are active in all our groups;

Registered Office : EAUC UK Office, University of Gloucestershire, The Park, Cheltenham, GL50 2RH  
Tel : 01242 714321, [info@eauc.org.uk](mailto:info@eauc.org.uk), [www.eauc.org.uk](http://www.eauc.org.uk)

In partnership with

Company Limited by Guarantee in England & Wales No : 5183502 Charity No : 1106172  
Printed on 100% recycled paper





- Widening range of job roles involved in Membership. This brings both opportunity and challenges. The focus now is on reaching more senior management as currently only 7% of Member contacts;
- Launch of new Member Pack, which is designed to assist Members in understanding and promoting benefits and value of Membership to their institution;
- Introduction to sustainability elearning module now available to all members;
- Launch of Sustainable Solutions consultancy service;
- New 'Recommend a Member' scheme now available, rewarding Members for helping to spread the word to other institutions;
- Consultations – Members have been represented on a variety of consultations including high level involvement at the Rio+20 talks;
- Green Gown Awards – continuing to grow, with a focus on greater dissemination to members through case studies and videos on Sustainability Exchange;
- LSIS work included 6 cohorts of the Leaders of the Future programme which uses Members to develop the programme and highlight their skills and experiences;
- Sustainability Exchange – our new website, launched in 2012, is based on building wider partnerships with other sector bodies, bringing resources together and providing webinars and forums;
- LiFE Index – 2 Silver accreditations achieved in 2012;
- Advocacy – Members are represented on every board or group that exists within the sector relating to sustainability, providing a greater voice for Members. EAUC are involved with new group ELSA, which is focussing on lifelong learning from primary school onwards;
- Member Advisory Council (MAC) – our MAC has now been running for more than a year and has consulted on a number of member matters including the member fee changes and our 5 Year Strategic Framework;
- International – 2012 saw the launch of a new website 'The Platform for Sustainability Performance in Education', bringing together an overview of sustainability assessment tools for universities and colleges from around the world;
- 5 Year Strategic Framework – Members and Strategic Partners were consulted on our new strategic framework, which will run from 2013-2018;
- Carbon Reporting – EAUC has begun monitoring carbon, with 2012 forming the baseline data year. Future plans include benchmarking our data against similar charitable organisations;
- Fee Impact Analysis – EAUC has lost 25% of Membership since the increase in member fees in May 2012. Analysis shows that this has been partly as a result of the rises and partly due to budget squeezes within institutions. We are working on various retention strategies to ensure Member value is at the heart of all we do. New initiatives include our 'Recommend a Member' scheme, new services planned for the future and a new 'comeback' discount planned for former members.

The floor was open to questions and comments. Below is a summary of these:

Jonathon Mills, Lancaster University: Are most of the Tier D larger universities who did not renew from England? IP responded – exact split not available but broadly yes. (*Post meeting note: 6 out of 8 Tier D non-renewals are from England*).

Phil Ball, University of Leicester: A 'comeback' discount for former members could be considered penalising loyal members who have renewed membership. How will EAUC prevent this? Lisa Walkley (LW), Membership Services Manager, responded – EAUC has recently launched our 'Recommend a Member' scheme which rewards existing Members for introducing new Members, so this offers a way for current Members to help increase Membership and benefit from it at the same time. (*Post meeting note:*

Registered Office : EAUC UK Office, University of Gloucestershire, The Park, Cheltenham, GL50 2RH  
Tel : 01242 714321, [info@eauc.org.uk](mailto:info@eauc.org.uk), [www.eauc.org.uk](http://www.eauc.org.uk)

In partnership with

Company Limited by Guarantee in England & Wales No : 5183502 Charity No : 1106172  
Printed on 100% recycled paper





You can view details of the Recommend a Member Scheme at [http://www.eauc.org.uk/recommend\\_a\\_member](http://www.eauc.org.uk/recommend_a_member).)

Jon Emmett, London School of Economics: The 25% reduction in Members impacts on the value of Membership as community is one of the main attractions. As part of the retention strategy, how does EAUC see students fitting in? IP responded – EAUC are opening Membership to students in the near future. The MAC has been consulting on this to ensure Members see value in including students. The final administrative details are still being worked out as there are challenges involved.

Emma Fieldhouse, University of Leicester: Sandra Lee, University of Leicester (Green Gown Awards judge in 2012), has raised concerns that the Green Gown Awards judging panel does not have enough EAUC Members on it. IP responded – all judges on the Green Gown Awards judging panel are sector based and judging is collaborative. However, Sandra Lee's concerns will be fed back to the Green Gown Awards Steering Group, which is made up of EAUC Members and Strategic Partners.

Ed Bending, University of Brighton: What is EAUC doing to communicate Member benefits to new Member contacts? LW responded – our Member pack is on the website with details of all Member benefits. However, EAUC want all Members to have access to sustainability straight to their inbox, so mapping the Member journey is an essential future plan. (Post meeting note: you can view the Member Pack at [http://www.eauc.org.uk/member\\_pack](http://www.eauc.org.uk/member_pack)).

IP handed over to Neil Scott (NS), Chief Finance Officer at University of Hull and Treasurer to provide an overview of the Annual Accounts. NS highlighted the following areas:

- 2012 accounts are our 9<sup>th</sup> year of audited accounts;
- In 2012 we made a loss of £18k. Income was £83,879k lower than expected and this was balanced with a reduced expenditure by £46,339k. Reasons for the loss included lower membership income and less than projected from the corporate sector;
- 2013 budget setting process was highlighted and the critical need to ensure we have sustainable finances. We continue to diversify our income through Membership fee increases, investment in our Corporate Relationship Manager to maximise return from the corporate sector, through exploring possible partnerships to cut costs and through providing contract services. The 2013 budget is projecting a small surplus mainly as a result of increase membership fees but all expenditure budgets have been frozen to keep costs down.

The floor was opened for questions and comments on the Annual Accounts. No questions were raised.

## 5. Future Plans

IP highlighted the future plans for the EAUC which included:

- 5 Year Strategic Framework – after extensive consultation, the Board has approved the 2013-17 Strategic Framework. A new focus on forming alliances will be crucial to the future of the organisation. There is also a new focus on running EAUC as a fully sustainable business;
- Alignment of Member services – there is a new focus on aligning all that we do to ensure we deliver for our Members. We will be running a Member survey in summer 2013 to gather more information on the changing needs of our Membership. A new skills map is planned to assist Members in understanding their training needs;

Registered Office : EAUC UK Office, University of Gloucestershire, The Park, Cheltenham, GL50 2RH  
Tel : 01242 714321, [info@eauc.org.uk](mailto:info@eauc.org.uk), [www.eauc.org.uk](http://www.eauc.org.uk)

In partnership with

Company Limited by Guarantee in England & Wales No : 5183502 Charity No : 1106172  
Printed on 100% recycled paper





- Member voice – we will improve mechanisms to hear our Members voices to feed into future developments;
- More support for EAUC Networks – we recognise that our networks and groups are a key part of Membership so we will provide more support to ensure good practice and resources and shared with all Members;
- Online CPD – we will continue to utilise new technologies to disseminate information to our Members;
- Student Membership – following Board approval in 2012, we will design and launch a new level of Membership for Students;
- Leadership – we will be working with our Members and Strategic Partners to engage and support sector leaders.

The floor was open to questions and comments. Below is a summary of these:

Steve Marsden, University Campus Suffolk: Is 'Environmental Association for Universities & Colleges' still an appropriate name for the organisation? IP responded – the name has been discussed many times in the past. Although it is not ideal, changing an organisation's name is a big decision, which has far reaching consequences.

Neil Smith, University of Southampton: How is EAUC going to help shape HEFCE's new Sustainable Development Strategy? IP responded – EAUC is involved in the process. However, we see HEFCE as having an enabling role as a facilitator, it is still up to us to form our own sector-wide strategy.

Liz Cooper, University of Edinburgh: I work in Fairtrade. How relevant is EAUC for those in my line of work? IP responded – we listen to our Members and provide resources and networks as required. For example, the Russell Group JISCmail was set up at the request of those Members to share information relevant to their institutions. If you would like a Fairtrade Community of Practice or JISCmail, we can set it up.

Grant Anderson, Nottingham Trent University: The reduction in Membership is very worrying. The grapevine suggests more Members are still wavering and may not renew. Does EAUC offer too much? Is it confusing to Members and spreading the organisation too thin? IP responded – EAUC is a wide, disparate group. Our Member contacts are not just Estates based or simply environmental anymore. We need to impact across wider areas of our Member institutions. NS responded – sustainability is dropping off the agenda as a result of budget cuts etc. and we must get it higher. In comparison to the energy costs at institutions, the member fee is tiny.

Ed Bending, University of Brighton: Can you clarify student membership costs and structure? IP responded – there is no additional cost to institutions, it will be an added benefit to existing Membership. LW responded – the MAC have been consulted to shape how student membership will work. We are still finalising details. Harriet Sjerps-Jones, Board Member and MAC Chair, responded – the MAC were very positive about student membership but there may be a requirement for segmented communications to ensure students receive appropriate information. Some questions on admin are still to be worked through to ensure it all works smoothly.

## 6. Vote Results

RB announced the results of the voting as:

Registered Office : EAUC UK Office, University of Gloucestershire, The Park, Cheltenham, GL50 2RH  
Tel : 01242 714321, [info@eauc.org.uk](mailto:info@eauc.org.uk), [www.eauc.org.uk](http://www.eauc.org.uk)

Company Limited by Guarantee in England & Wales No : 5183502 Charity No : 1106172  
Printed on 100% recycled paper 

In partnership with





<b>Candidate</b>	<b>Votes cast for</b>
Jannet Haddock-Fraser	25
Wendy Purcell	33

Therefore Wendy Purcell will be elected as a Trustee and Director as of today.

### **7. Close**

RB thanked IP, the Board and EAUC Staff for their hard work in 2012. RB thanked Fraser Lovie for his contribution to the Board over the last four years and presented him with a gift from EAUC. RB thanked all for attending and closed the meeting.

Registered Office : EAUC UK Office, University of Gloucestershire, The Park, Cheltenham, GL50 2RH  
Tel : 01242 714321, [info@eauc.org.uk](mailto:info@eauc.org.uk), [www.eauc.org.uk](http://www.eauc.org.uk)

Company Limited by Guarantee in England & Wales No : 5183502 Charity No : 1106172  
Printed on 100% recycled paper



In partnership with

