



Annual General Meeting Minutes

25 May 2016 – University of the West of England, Bristol

Outgoing Chair – Robert Bellfield (RB); Incoming Chair – Janet Haddock-Fraser (JHF)

A copy of the presentation and papers can be found at http://www.eauc.org.uk/eauc_governance.

1. Welcome and Apologies

RB welcomed Members to the AGM and introduced the Board of Trustees.

Apologies were received from Marie May (Sheffield Hallam University) and Andrew Hewett (University of Dundee)

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

2. Approval of Minutes of 2015 AGM

The minutes were approved. No issues were raised.

3. Retirement of Board Members who will act as Company Director and Charity Trustee

RB confirmed that he, Robert Bellfield (Craven College), and Neil Scott (Aston University) will retire from the Board as Directors and Trustees as of this AGM. Robert and Neil have served their maximum term of 5 years. Within the year we also had a retirement from Marie May (Sheffield Hallam University) on 15 April 2016. We thank Robert, Neil and Marie for all their help and support they have given to the EAUC.

4. Resolution Paper AGM16-01 – Election of Board Members who will act as Company Director and Charity Trustee

Therefore we have four vacancies to fill on the Board of Trustees. The Board is particularly looking for one position to have political insight experience and contacts regarding communicating and influencing. One position to be in an advanced level sustainability professional role and all to be ideally at Director/Senior Management/Deputy level. As well as previous Board experience and out of sector experience as we value the broader perspective this brings. We received 7 nominations. You may vote for up to four candidates only and you have to vote with Electoral Reform Services. Members have also had the opportunity to vote online prior to the AGM. The results of the online voting and the votes taken at this AGM will be announced at the end of the meeting. We would like to thank all nominations for their interest.

5. Review of the Year – 2015 Annual Trustee Report and Accounts – Presented by Iain Patton and Neil Scott

RB handed over to Iain Patton (IP), CEO, to go through the Annual Trustee Report. IP highlighted activities of the year which included:

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Member Data

- We currently have 203 educational members and have a renewal rate of 86% which is good in such hard times with mergers and pressured budgets.
- We have 39 company members. Our strategy is to bring about change and learn from industry and we are working on higher value companies to achieve this.
- 48% of tertiary education sector is represented.

Networking

- The lifeblood of the EAUC is the peer to peer sharing and support. This is growing stronger and reflects city entities.
- We have launched regional groups in North East England, Ireland and South West England with a Yorkshire and Humber group coming soon.
- New Community of Practice groups launched in the past year are ISO14001 and Biodiversity. We encourage members to get involved in their relevant groups.

Supporting Colleges

- As pressure on colleges is high we have launched new support within our staff resources such as the FE Helpline and a quarterly FE newsletter.
- We also continued with the College Energy Fund with Salix which has invested nearly £5million into the sector and saved over £1million in energy bills.

Supporting Sustainability Professionals

- We are working closely with National Union of Students (NUS), Association of Colleges (AoC), College Development Network and University and College Union (UCU) on a longitudinal survey on the state of sustainability within the sector. This year's survey will be launched next month and we encourage members to contribute.
- Last year we launched the Business Guide for University Governors as we are trying to reposition sustainability to ensure it is within strategic plans. The guide is in partnership with Leadership Foundation for Higher Education (LFHE) and Committee of University Chairs (CUC). This is aligning new language to make the case for sustainability.

Representing Members

- Representing members on a national and international level is at our heart and this role will grow.
- We have fed into the Environmental Audit Select Committee consultation to bring the Government to account.
- We build networks and speak as one voice such as with the Global Alliance which we initiated and now which represents over 10 million students. We spoke with one voice and presented an Open letter to the COP21 in Paris. This brings the UK into the process and call to account and putting pressure on the UK Government and positioning institutions as part of the solution.

Green Gown Awards

- The Awards provide vital recognition to institutions as well as provide learning across the sector, bringing real value.
- We are working with United Nations Environment Programme (UNEP) and the GUPES network to extend the Awards across 6 regions globally. This will bring a wider southern hemisphere voice, balancing the western voice.
- The Awards are not ours but are sector owned.

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Member Innovation

- The Sustainability Exchange, which was originally funded by HEFCE and was only for higher education in England is now UK wide and embraces FE.
- UCCCfS has put carbon reporting on the map and are leading on interesting work on careers and leadership.
- We are working on formal accreditation for LiFE and there is interesting research taking place on mapping other tools and standards to provide members with a more coherent picture of their activities. This will be out in the summer.

Looking to 2016

- This is a critical year as we are 20 years old and we need to ensure we are fit for the changing and challenging times ahead. Members are critical to this and you will hear more about this from Caplor Horizons shortly.
- The Sustainability Leadership Programme is proving a new understanding and common language on how to generate change and we have a residential programme in Cambridge in July.
- We will be launching an updated Guide to Biodiversity on Campus at the University of Worcester.
- Sorted – a guide for colleges on sustainability – is being updated and will be available on the Sustainability Exchange.
- Sustainability will be linked with employability to bring sustainability into the language of leaders.
- Sustainability metrics work will bring coherence and consistency for institutions to implement a whole institution approach.

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

Dave Gorman (University of Edinburgh): The guidance for leaders is really useful – is there going to be any more activity on this such as making it more interactive in terms of videos?

Wendy Purcell replied that there has been good engagement and we want additional case studies and will insist drill down with CUC and we will be looking into this. IP said this has been critical to reposition sustainability in strategy and that it is no longer a nice to have.

IP handed over to Neil Scott (NS), Treasurer, to provide an overview of the Annual Accounts. NS highlighted the following areas:

- Last year we made a surplus of £28,744 against a £10,112 budgeted surplus. We have had movements in the year in our finances with an increase in income (3%) as well as an increase in expenditure (5%). Our non-project related staff costs represent 55% of our total unrestricted expenditure.
- 31% of our income comes from Membership, 22% from the Annual Conference and 27% from public funding from the Scottish Funding Council. 19% of our income comes from Products and Services such as the Green Gown Awards.
- Educational membership exceeded our target of 202 members with 203. 37% of our unrestricted income generation comes from educational membership which is the same as 2014. Company membership slightly increased by £1,604.
- We received 15 new members with 9 from the Learning and Skills sectors and 6 from Higher Education, 27 non-renewals and we will remain vulnerable to mergers and further cuts within the sector. Our renewal rate is 86% which is a slight decrease from 87% in 2014 but remains stable.

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- Looking forward to 2016 we aim to increase membership by 20 members but factor in 18 non-renewals due to mergers. We have conservatively estimated a small surplus of £6,737.
- In March we are proud to announce that the EAUC took another bold step forward and became employers. Back in 2005 we set up our Headquarters at the University of Gloucestershire and our generous hosts acted as employers for our staff. This has not affected our members or our finances. Thank you to Fiona Goodwin for the hard work she has done on implementing this and thank you to University of Gloucestershire for its support. The one off TUPE costs have been met from our reserves and will be around £6k.
- Therefore it is important to maintain our reserves.

The floor was opened for questions and comments on the Annual Accounts. Below is a summary of these:

- Alan Cumber (Institute of Cancer Research) asked about the cost of employment and the financial impact. NS answered that we have always paid our staff costs so there will be no change and the one off costs for set up were met through our reserves.
- Gil Snook (City College Plymouth) asked what is the plan for the unrestricted surplus. NS said this would be dealt with by the Strategic Review.
- Fabia Jeddere-Fisher (University of the West of England) asked what happens to the fee in terms of mergers. NS explained that two institutions might go into one and they might go up a fee tier due to the increase in turnover.
- Gil Snook (City College Plymouth) asked what percentage of members are FE. FG answered that we had 77 colleges and 126 universities at year end.

6. Strategic Review Outline and Opportunities for Member Input – presented by Ian Williams and Lorna Pearcey, Caplor Horizons

IW introduced the strategy review and outlined how important it was to hear the member's voice as part of this review.

LP provided a brief introduction to Caplor Horizons that have been appointed to assist us with the strategy review. IW & LP will be on the EAUC stand all day for members to get involved as well as the Strategy Working Group.

IW explained the Charles Handy and the second curve where organisations can start to decline unless they reinvent themselves. So members need to think about the EAUC and what changes EAUC needs to make to reinvent itself. IW asked the audience to engage with the next person to discuss this. Feedback included:

- Janet Saunders (Aberystwyth University) said it was very important to do more CPD and training and accreditation would help members to attend.
- Paul Gill (ESS Ecology) said he agreed with the concept of changing and referenced Alice in Wonderland and how the Red Queen needs to keep moving.
- Cat Reeby (SE2) said EAUC have a greater focus to have a wider voice to the outside but how does having fewer company members reflect this strategy? IP responded that we are focusing on higher value companies and have greater engagement and that it is important to hear other voices such as public sector, NHS etc.
- Jane Davidson (University of Wales Trinity Saint David) said that is she relatively new to EAUC and only became engaged a few years ago due to 'environmental' in the name and thought it was only for operational matters. Perhaps ethical or egalitarian would be better?





IW outlined that we are looking ahead for the next 3 years as well as to 2030. IW asked what the real treasures of EAUC are and not just money. IW asked for the audience to speak to their partners to discuss what should EAUC do more of, what should EAUC stop doing and what should EAUC start doing.

Feedback included:

- Meg Baker (University of Gloucestershire) – more on divestment campaigns and research divestment and changing research to be invested into more.
- Candice Snelling (National Oceanography Centre) – exchanges are most useful so more networking and shouldn't stop speed networking
- Paul Gill (ESS Ecology) – should collate good practice
- Sebastian Blake (Oxford Brookes University) – should start building programmes to go through whole education process and this gained strong audience support
- Dave Gorman (University of Edinburgh) – said it is a vast landscape and should look at what someone wants and where no-one else is providing it.

IW encouraged members to visit Caplor Horizons at the EAUC stand throughout the day.

7. Vote Results (RB)

RB announced the election results, as verified by Electoral Reform Services are:

AGM16-01 Jane Davidson elected
 Simon Kemp elected
 Peter Rands elected
 Kenneth Amaeshi elected

RB thanked everyone for voting.

8. Introduction of new Chair and Treasurer

RB thanked NS for his role as Treasurer and welcomed Andrew Hewett as the new Treasurer. RB thanked fellow trustees over the years and particularly in the last year. RB thanked IP and FG for being hugely committed and having a strong team behind them. RB gave best wishes to the EAUC for the future and welcomed JHF as the new Chair.

JHF thanked RB, NS, Katrina Henderson and Marie May. JHF welcomed the new trustees and look forward to the next Board meeting in June.

JHF said it is an important year for the EAUC with the strategic review and we are keen to hear the member voice as a member organisation. There are many ways for members to get involved and hear your voice through the Member Advisory Council (MAC); Regional groups; Community of Practice and Topic Support Networks and directly to the staff.

9. Any other business and close

JHF confirmed that no other business has been raised. JHF thanked IP and FG for their work. JHF thanked all for attending and closed the meeting.

