

## **Annual General Meeting Minutes**

**18 June 2019 – University of Manchester and virtually via Zoom**

**Chair – Janet Haddock-Fraser (JHF)**

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**

JHF welcomed Members to the AGM as Chair as well as welcoming those attending virtually.

Apologies were received from Chris Long (Bridgend College); Tom Yearley (University of Wales Trinity Saint David); Eunice Simmons (Nottingham Trent University); John French (University of Cambridge); Simon Kemp (University of Southampton); Pete Smith (North East Scotland College); David Duncan (University of Glasgow) and Iain Patton (EAUC).

JHF thanked the EAUC staff for covering whilst Iain was away ill, with particular thanks to Members and Fellows and in particular Fiona Goodwin for keeping the organisation going.

JHF introduced the Board of Trustees.

### **2. Approval of Minutes of 2018 AGM**

JHF will provide an update in this meeting on the diversity of the Board. Any other business was to be raised prior to the meeting and one was raised on diversity which we are covering within this meeting. No other issues were raised and the minutes were approved.

### **3. Diversity of the Board**

JHF noted that as this was raised in the last AGM, the Board have been working on ways to improve the diversity of its membership. We engaged members following last year's AGM to work with us on this. We also sought advice from Advance HE and their work in this area. The Board have now approved the equality and diversity policy for the Board. We recognise as a Board that we need to improve and this is a continuous cycle and this policy is our first step. One area where the Board can actively seek to address diversity is to co-opt Board members when a trustee leaves the Board which the Board have done.

Diversity within the sustainability and education sectors is a much wider issue than just for us on the Board. We are actively improving capacity building through our leadership training programmes such as the Leadership Academy and the Emerging Leaders Programme. We also work closely with other organisations such as Advance HE and their Women in Leadership and Step on Board programmes which promotes the need for wider diversity in leadership roles and Board positions. We also worked with the NUS, IEMA and Equality Trust with their diversity survey. This important research showed that only 3.1% of UK environment professionals identify as non-white minorities, compared to 19.9% of all UK occupations. Also, 9% of UK students in higher education studying direct feeder subjects to environment professions identify as non-white minorities compared, to 22% of all students in UK higher education. Do you know that the environmental profession is the second least diverse profession in the UK, after farming? So there is a long way to go on employment for members. We are very aware that there is a lot of work to be done in this area and the Board will continue to seek ways to improve our performance and providing more opportunities for a wider range to engage at our Board level. We have also set up our

Fellow scheme which recognises those members who contribute to our work we have a good gender split with 14 male and 13 female and we see the Fellows programme a way to enhance leadership in the sector.

#### **4. Retirement of Board Members who will act as Company Director and Charity Trustee**

We have had the following retirements from the Board. Jane Davidson from University of Wales Trinity Saint David retired from the Board on 25 September 2018. Jamie Pearson from Edinburgh Napier University retired as Scotland Branch Convenor on 5 March 2019.

Eunice Simmons from Nottingham Trent University was co-opted onto the Board on 25 September 2018 and Michelle Brown from University of Edinburgh was elected as Scotland Branch Convener as of 5 March 2019. Branch Conveners also act as Branch Trustees and Directors. The Board is able to co-opt trustees outside of the AGM. Any trustee so appointed will only hold office until the following AGM at which time they will be eligible for election by the Membership which is why Eunice is up for election at this AGM.

We thank Jane and Jamie for all their help and support they have given to the EAUC.

#### **5. Resolution Paper AGM19-01 – Election of a Recommended Co-opted Board Member who will act as Company Director and Charity Trustee**

Due to Jane Davidson's resignation, the Board co-opted Eunice Simmons. Eunice was put forward for election at the last AGM when we had two vacancies which members elected for John French and Jim Longhurst. As Eunice was the 3<sup>rd</sup> highest elected by members and to address the gender balance on the Board, the Board co-opted Eunice and therefore recommended to Members to elect Eunice as a Trustee and Director. Eunice as Deputy Vice Chancellor at Nottingham Trent University is instrumental in a lot of our work. You, our members, have been voting for this online via Electoral Reform Services. The voting closed on 11<sup>th</sup> June and Electoral Reform Services have verified the results were 100% in favour of this recommendation. Therefore Eunice will now be elected from today's meeting.

#### **6. Review of the Year – 2018 Annual Trustee Report and Accounts**

JHF presented the highlights of activities throughout the year in our Annual Trustee Report:

##### **Our Members**

Our members are the reason why we exist. We are proud to represent and support 197 universities and colleges across the UK and Ireland. We believe in partnership and collaboration both here in the UK and Ireland and internationally to make our members voice a powerful one through our links with strategic partners and company members. Overall our retention rates remain high at 91% for educational membership and we continue to work hard to maintain this and add value to your membership.

##### **Our Strategy**

In 2017 we launched our strategy to support the challenges our members are facing today. This was widely consulted on and we engaged a working group made of members to help us to develop the strategy. This strategy is taking us through the steps to ensure we will transition to and remain a future-focused organisation. We created 6 goals under the strategy and I will highlight the activities we have delivered through each goal.

##### **Goal 1: Strategic Alignment**

In October 2018, we launched a new Guide aimed at Governors that highlights the business benefits of sustainability and explains why it is key to the success of higher education institutions. Governors are who

your SMT have to report to. We were pleased to work with Advance HE, Universities UK, Committee of University Chairs, Rathbones and University of Edinburgh on developing this guide.

Our Leadership Lab ran again in January following a successful session at last year's conference and we are working with the alumni of all the Leadership Labs to further develop this programme for ongoing support for leaders. We also had another strong cohort in attending our Emerging Leaders Programme and look forward to running this again later this year. Thank you to those who help deliver these programmes.

### **Goal 2: Advocacy**

We launched our Advocacy Strategy in February 2018 as part of the organisation's evolved Strategic Plan. Created alongside members, it captures the key advocacy issues members face and provides the most efficient and effective solutions. To monitor our advocacy work, we sent out an Advocacy Survey in December 2018. We are pleased to report that the results of this survey were hugely positive and we are now able to benchmark and make new targets.

To further raise the profile and voice of our members we have joined Greener UK and Healthy Universities to gain further resources and support for members.

We also continue to work with the NUS, University & College Union, College Development Network and Association of Colleges and led the 4<sup>th</sup> annual sustainability in education report. With 93% agreeing that students should leave education with sustainability knowledge and skills.

### **Goal 3: Knowledge Exchange**

We harness the wealth of experience and knowledge of our members to ensure on-going creation and dissemination of knowledge with over 3430 resources and welcomed 5 new partners to the Sustainability Exchange. We also held 15 webinars and 55 face to face events for members. Many thanks to those who participated.

### **Goal 4: Maximised Resources**

We are delighted to confirm that, with the generous support from the former Higher Education Funding Council for England, we launched alongside ARUP and AUDE the Sustainability Leadership Scorecard in June 2018. The Sustainability Leadership Scorecard allows a coordinated whole-institution approach to sustainability. It provides users with reports that help to communicate the critical drivers within own institutions, set targets and monitor progress. There is a workshop highlighting the findings from our first annual report on Thursday at 2.15 where you will hear on the different approaches institutions have taken in implementing the Sustainability Leadership Scorecard.

The Green Gown Awards continue to put out some fascinating initiatives and we continue you to work on a global level on the International Green Gown Awards with our regional partners in French Speaking Europe & Canada, Australasia and the United Nations with the International Green Gown Awards Ceremony taking place in New York on 10<sup>th</sup> July alongside the United Nations High Level Political Forum. We wish good luck to all the UK & Ireland institutions that are put forward to the International Green Gown Awards.

### **Goal 5: Stronger Community**

In 2016 we launched our Fellows programme to recognise members who go above and beyond to support our work. In recognising their expertise and input we are delighted to announce this year's fellows as Dr Sandra Lee at University of Leicester, Dr Petra Molthan-Hill at Nottingham Trent University, Jo-Anne Shields at Loughborough University and Gill Slater at University of Worcester. It is great to see more females on board. We have agreed to work together on various areas including embedding sustainability within curriculum, engaging with the SDGs, widening our leadership programmes and the Sustainability Leadership Scorecard and help us deliver our advocacy strategy.

This year again we have also recognised members that consistently contribute a great deal of their time and resources to our organisation and the wider membership. These are members that have a formal volunteering role such as regional, branch, topic support networks, community of practice and task and finish group members. This equates to 39 volunteers and equivalent to £81,900 of staff time on an annual basis. Thank you once again to all our members that contribute.

### **Goal 6: Expanded Horizons**

The SDG Accord, ran in partnership with the Global Alliance, has gone from strength to strength, gaining support from far and wide, including a powerful show of support from the UN when it was accepted as a formal tool of HESI which is a large collective of UN bodies focused on education and sustainability. This has gained huge amounts of support with other 96 endorsing partners and 102 institutions and continues to go from strength to strength. Powerful collaborations like this have cemented our place as leaders and innovators in the sustainability world. We will be reporting again on behalf of the SDG Accord signatories at the United Nations High Level Political Forum next month.

### **Catalysing Transformative Leadership for Sustainability Programme - Scotland**

Delighted to announce the achievements of our second year of the Catalysing Transformative Leadership for Sustainability Programme in Scotland that is funded by the Scottish Funding Council. Here are some highlights from the year and you can find out more about all of the activity we do in Scotland in the Annual Report or seek out the Scottish Team or Michelle, our Scotland Branch Convenor:

- Professional services engagement guides
- Sustainability committee enhancement project
- Promoted sanitary support scheme
- College sustainability in curriculum training programme
- Publication of sector progress on PBCCD Reporting Data

### **Annual Accounts**

We made an overall surplus of £10,936 which includes our project funding. We made an unrestricted loss of £9,064 for the year which excludes our project funding. We had a 1.34% decrease on our unrestricted income with a 1.1% increase on our unrestricted expenditure. In 2018 we had 9.37 full time equivalent staff of which 2.75 were funded through our restricted externally funded projects. Our non project related staff costs represent 47% of our total unrestricted expenditure which is up from 45%. It is important to realise how much is achieved by a relatively small staff and small budgets. Thank you to the staff.

A breakdown of our income sources show that 30% of our income comes from membership fees – both educational and company Members. 23% of our income comes from the Annual Conference and 14% comes from products and services such as the Green Gown Awards and Sustainability Exchange. We continue to receive funding from the Scottish Funding Council and we also received funding from the former Higher Education Funding Council for England for the Sustainability Leadership Scorecard project and this makes up 33% of total income received.

We forecast a small surplus for the year of £7,787 and this is dependent upon continuing membership renewals and success for our activities such as the Annual Conference and the Green Gown Awards. Our expenditure budgets have been maintained at a similar level. We have a total of £212,615 in our reserves to carry forward so we are well placed to continue to invest in further improving benefits and services for members. Thank you to our members for continuing to support us – without you we would not exist.

### **7. Questions**

The floor was opened for questions and comments on the Annual Report and Accounts:

- Corey Peterson, University of Tasmania and Chair of ACTS, thanked on behalf of ACTS of EAUC's role on the global scale and many things would not happen or keep momentum without EAUC's involvement.
- John Thorne, Glasgow School of Art, noted that more needed to be done on diversity and equality to ensure all had the skills and knowledge that is needed for the climate catastrophe that we are facing. John wants the EAUC to be more radical and include more junior positions on the Board, to be more gender balanced and noted that nothing in the policy will make this happen. John asked if EAUC should have a clearer policy on who we work with such as Unilever. JHF replied that the policy is not the end point and we are committed to making this happen and are looking at invited guests to Board meetings. JHF noted that the role of the Board is to govern and scrutinise. JHF also noted that this is not just down to the Board to address but wider through Fellows and the wider membership. JHF noted that this is a step forward and we need to be pragmatic.
- Charmaine Morrell, Nottingham Trent University, asked if there had been any further discussions on the name change of the organisation following last year's vote. JHF replied that the Board reflected on the results and feedback. It is important what the organisation does and what it is called is less important. JHF noted that the Board are in no hurry on this and it may be reviewed as part of the next strategy review.
- Dave Gorman, University of Edinburgh noted that it was good to see progress and the diversity policy but EAUC is a small organisation and needs members to help support further leadership development and in particular women in leadership as this is a structural issue. Members can help to support this, either through cash or in-kind, to help where we want to be. JHF thanked Dave for his comments and agreed that we need to work collectively, and appreciated the help members give to staff.

## **8. Any other business and close**

JHF confirmed that no other business has been raised. JHF thanked all for attending, both in person and virtually, and all members who contributed and encouraged members to get in touch with us either in person at the conference or through our regional and topical groups or directly. JHF closed the meeting.