

EAUC BOARD BUSINESS MEETING

Minutes of the Meeting, held on
26th June 2013 via video conference

Present	Robert Bellfield (Chair)	RB
	Iain Patton	IP
	David Somervell	DS
	Marie May	MM
	Helen Manns	HM
	Neil Scott	NS
	Harriet Sjerps-Jones	HSJ
	Katrina Henderson	KH
	Fiona Goodwin (Secretary)	FG
Apologies:		
	Roger Bond (due to technical issues)	RBo
	Di Dale	DD
	Georgiana Weatherill	GW
	Wendy Purcell	WP

Item	Minutes	Action
2.0	<p>Minutes</p> <p>The Minutes from the Board Meeting held on 13th March 2013 were approved. FG noted that a 'welcome back' discount will be launched in September.</p> <p>The Minutes from the Board Meeting held on 15th May 2013 were discussed. HSJ commented that in the context of the review of educational and company membership offers, it was acknowledged that it is very important to engage members with the value for money the EAUC brings and to actively engage them with the values of the EAUC in general. This requires a sophisticated communications and marketing plan. It was also acknowledged that the EAUC staff is very lean in capacity to have time to develop such a sophisticated communications plan and that we should be thinking about hiring expert communications consultants (such as Futerra) to work on a plan (including core messages) that can be delivered by our staff. We discussed that this should have priority and that we could approach HEFCE to ask for a one off grant to work on a good engagement strategy. The Board would welcome a paper for discussion at the next board meeting.</p> <p>It was confirmed that the fair trade Community of Practice has been launched. IP confirmed that the Corporate Relationship Manager job description has been drafted and the post-holder is very positive on the development but is too early to report on.</p>	Agenda
3.0	<p>Discussion & Decision</p> <p>a. 2013 Strategic Framework – Paper 26.06.01 (Confidential)</p> <p>IP presented the 2013 action plan and confirmed that all KPI's are currently positive. The Member survey data is in but has not yet been analysed. IP stated that A1 is</p>	



amber due to the influence map being created in partnership with ELSA but this group has been slow in setting up. B3 is amber due to ongoing focus on retention figures and increasing engagement with the MAC. FG stated that a recruitment drive for the MAC will take place in September and HSJ confirmed that all those that attended the recent meeting are engaged and keen to remain involved which is positive. C1 is red due to the changes occurring at SFC resulting in some uncertainty yet the Council has just confirmed sponsorship of the Green Gown Awards which is an encouraging sign. C2 is amber due to the work being delayed until October due to staffing capacity.

b. Student Representative on Board – Paper 26.06.02 (Confidential)

The Board discussed the options. HM raised questions on what skills would be required for a student. HSJ expressed that the Board should review what required skills are needed across the wider Board and not be specific for certain roles, such as a student. IP explained that the Board has opportunities and flexibility to invite specific experts as required to meetings in addition to those who are formal Trustees. It was agreed to approach NUS to nominate an elected representative who the Board will invite to attend Board meetings between now and the next AGM. This will then be reviewed with longer term approaches to be discussed, including potential changes to the constitution if required. It was noted that NUS are an interim approach and will not become a standard position within the Board.

IP

c. Annual Activity Plan – Paper 26.06.03 (Confidential)

The paper was noted and there were no questions.

d. Update from Audit Sub-Committee

i) Audit Sub-Committee Meeting Minutes - Paper 26.06.04 (Confidential)

The paper was noted and no questions.

ii) Monthly Budget Profile – Paper 26.06.05 (Confidential)

NS outlined that all is on target and Educational Membership income is looking positive.

iii) Membership Renewal Analysis – Paper 26.06.06 (Confidential)

DS asked if LUEG was a risk to Membership. IP outlined that we are in active dialogue with LUEG and IP is attending their next meeting. LUEG are aware of our support and we now host the LUEG web pages. The vast majority of LUEG are Members and we have a balanced approach to supporting them regardless of Membership, whilst encouraging them to include FE and promote Membership. IP believes we have a positive relationship with them. RB commented that further FE colleges may leave. IP stated that we are working with AoC and SDALS about how we can work together and support the Regional Sustainability Advisors, which are currently LSIS funded and will cease in July. IP stated that a mature dialogue is happening and going well.

iv) Risk Register – Paper 26.06.07 (Confidential)

It was agreed that a review will take place at the next Audit Sub-Committee meeting of the rating for Risk 1 (Educational Membership). It will also be reviewed whether an additional risk needs to be added regarding the CRM salary and income targets and the impact of these on the budget.

Audit Sub-Com

e. Update from People and Performance Sub-Committee



	<p>i) People & Performance Sub-Committee Update – Paper 26.06.08 (Confidential) The paper was noted and the Board approved Helen Manns to be Deputy Chair.</p>	
4.0	<p>Project Report – Paper 26.06.09 (Confidential) DS presented the paper and outlined that the report on action plans will be out later in the summer and that budgets are on target.</p>	
5.0	<p>Membership Report – Paper 26.06.10 (Non-Confidential) The Membership Report was noted and FG requested any support from the Board if they have links with any of the non-renewal institutions. RB agreed to contact Bury College and South Lanarkshire College. Post meeting minute: South Lanarkshire College have now renewed.</p>	RB
6.0	<p>Conference Report – Paper 26.06.11 (Confidential) RB feedback was that the exhibitors were much happier and FG commented that the statistics confirm this. DS commented that the exchanges should be in a separate area to the exhibition room, however FG stated that the feedback from delegates and exhibitors reflected that having them together was successful and at a previous conference (Bangor) they were held in a separate area and were not successful. FG stated that we are currently working on a 2014 venue with the aim to return to the University of Nottingham, however the dates available are not good for academics. DS stated that it was good for the conference to move around. FG agreed but stated that the option of venues available to us in terms of space and accommodation was very restricted. RB noted that the conference produced good results and said well done to the team.</p>	
7.0	<p>Scotland Branch Report – Paper 26.06.12 (Non-Confidential) DS presented the paper and stated that the SSN were not a threat. DS confirmed that the current funding ends in March 2014 and a high proportion of institutions in Scotland are Members. SL has prepared a funding sources map and is working with the Office Bearers and initial discussions have been had with SFC. SL and AH staff members are funded (SL is on a permanent contract and AH is on a fixed term contract to end March 2014) and we would have to review retaining the Scotland office if no funding was available, however this is not what the Branch want and they will be making a robust case for continued funding and will strengthen the case by diversifying the income from a wider scope of sources. The timescales for SFC are that they set their budgets in the Autumn so an indication should be known then. A forum is being held in August with the TSN's where feedback and training needs analysis will be obtained. IP stated that SFC did not require an evaluation of the project so we are working hard to gain feedback on the value. IP stated that this is a risky approach in assuming SFC will continue funding and that the current funding had requirements for income diversification which has not been done. IP has offered support from the CRM to assist and is actively encouraging the Office Bearers and the Scotland office.</p>	
8.0	<p>Wales Branch Report – Paper 26.06.13 (Non-Confidential) KH presented the paper and stated that Trinity St David's is working on a sustainability skills survey which will be made available to HE & FE in Wales and wider. KH</p>	



	confirmed that FE are very active in Wales. The Sustainable Development Bill White Paper timescales were for Autumn but this may be delayed. RB noted that it was good to receive Branch Reports from Wales.	
9.0	<p>MAC Activity Report – Paper 26.06.14 (Non-Confidential)</p> <p>The Report was noted. DS asked if new contacts that are gained through event sign ups are automatically joined onto the Members JISCmail. FG confirmed that new contacts, including students and student unions, are automatically signed up to gain Member access and benefits such as the website but are not automatically signed up to the Members JISCmail or any other networks. This has to be requested per individual. FG confirmed that students are not allowed access to the Members JISCmail as agreed previously by the Board. DS asked if a separate JISCmail will be created for students. FG stated that we will see what the demand is and then review services aimed at students and we are working with NUS to ensure no duplication takes place. FG confirmed that we are waiting for some technical changes to take place and as soon as these are completed then we will fully launch students and student unions being included within Membership.</p>	
	<p>AOB</p> <ul style="list-style-type: none"> DS requested that a smaller logo is used on Board papers to reduce file size. It was discussed to bound papers together as one document to make it easier to read on screen. FG stated that 2 documents may still be required as some papers are in Word and others in Excel. FG is to explore options. 	FG
	<p>Next Meetings:</p> <p>Tuesday 17th September – Business Meeting (virtual) Tuesday 22nd October – Strategic Meeting – face to face (venue TBC) Wednesday 4th December – Business Meeting (virtual)</p>	

