



Dear EAUC Member

I have pleasure in sending you papers for our forthcoming AGM. It will be held at 10:20am on Friday 9th May 2014 at the Nottingham Trent University.

With this mailing are the following supporting papers:

- [AGM Procedures](#)
- [AGM Agenda](#)
- [Minutes of the last AGM](#)
- [Retirement of a Trustee](#)
- 2013 Annual Trustee Report and Financial Statements can be viewed at www.eauc.org.uk.

Please note:

We ask that Members raise substantive questions by email to the Company Secretary at fgoodwin@eauc.org.uk by Monday 28th April. This will allow the Trustees to prepare a full and informed response.

AGM procedures

Below is information to assist Members with the procedures of the AGM. Full details can be found in our Memorandum and Articles of Association at http://www.eauc.org.uk/eauc_governance

Who can attend?

Anyone can attend an AGM but only Educational Members can vote. Company Members, Strategic Partners and non-Members are not allowed to vote. Each Educational Member institution can have one representative to vote.

How many Members need to attend?

We need to have a minimum number of Members to attend (a quorum) - we must currently have 25 or one-tenth of all Educational Members (22) entitled to attend or by proxy – whichever is the lesser. So we need at least 22 Member representatives attending or by proxy to hold the meeting otherwise the meeting has to be adjourned.

What is the purpose of the AGM?

At the AGM you will receive the Annual Trustee Report & Accounts. When required you will accept retired Trustees, elect new Trustees and appoint the auditors. It is an opportunity for the Board and Members to discuss any other business required. Items that require a vote from Members are called Resolutions.

Do I need to vote?

At the 2014 AGM there are no items that require a vote (Resolutions). There are no elections and there are no proposed changes to the constitution. Therefore no voting will be taking place for this meeting.

If you require any further information please contact the Company Secretary, Fiona Goodwin, at fgoodwin@eauc.org.uk.

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The Environmental Association for Universities and Colleges (EAUC)

Annual General Meeting

9 May 2014 – 10:20 at Nottingham Trent University

Agenda

1. Welcome and Apologies
Robert Bellfield, Chair of the Board
2. Approval of Minutes of 2013 AGM
Robert Bellfield, Chair of the Board
3. Retirement of Board Member who will act as Company Director and Charity Trustee
Robert Bellfield, Chair of the Board
4. Review of the Year - 2013 Annual Trustee Report & Accounts, followed by questions
Iain Patton, CEO & Roger Bond, Audit Sub-Committee
5. Future Plans, followed by questions
Iain Patton, CEO & Robert Bellfield, Chair of the Board
6. Focus on Rio+20 and 'The Future We Want' Manifesto
Harriet Sjerps-Jones, Board Member
7. Any other business
Robert Bellfield, Chair of the Board

Only Educational Members are entitled to vote at Annual General Meetings. The voting right of Member institutions may be exercised by one representative only. There are no resolutions presented for voting at this meeting.

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Annual General Meeting Minutes

19th 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.

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 12th 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 scrutiniser 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:

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- 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;
- 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:

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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: You can view details of the Recommend a Member Scheme at 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.*)

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 9th 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;
- 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:

Candidate	Votes cast for
Janet 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.





Retirement of a Trustee

Georgiana Weatherill retired from the Board as of 4th April 2014 as she left her post at Leeds City College. Georgiana was due to retire at this AGM as she has served her maximum term (5 years).

Last year we opened EAUC membership formally to students to start to facilitate the exchange between staff and students and develop the linkage and understanding necessary. While this work develops it is necessary to review EAUC governance to ensure that it reflects and facilitates the strategic direction we are travelling in.

Last summer we welcomed Dom Anderson NUS Vice President (Society and Citizenship) as a guest of the EAUC Board. Dom and the Board have been exploring the linkage and relationship between staff and students and how the EAUC and the NUS can better collaborate formally and strategically to push sustainability much further on. Dom's NUS position is for a year and he has decided to step down in May when a new Vice President will be elected. The Board will continue to invite the Vice President as a guest for the next 12 month period. The Board may invite guests to the Board who, in the opinion of the Board, have the relevant expertise and experience. Any guests do not have the responsibilities or rights of company directors or charity trustees.

The Board has taken the decision not to recruit a replacement for this position on the Board at this stage to provide space whilst the Board continue its research on the integration of students within EAUC governance.

In the next academic year (2014/2015) the Board will seek a student representative from a Member institution to attend as a guest for a trial period of a year. This will be sought from Members and can be self-nominated or nominated by a Member. The Board will decide upon the guest to invite. We will also work closely with NUS Green Fund projects, Change Agents and P&P Groups around the UK to help spread the word and attract candidates.

After a year the Board would review this approach and if deemed successful one option would be to alter the EAUC Constitution, which currently only allows staff from EAUC Member institutions to sit on the EAUC Board, to include students. Such a change would have to be presented to and endorsed by EAUC Members at a future AGM.

The Board is able to co-opt a trustee 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.

Who currently sits on the Board?

You can view the current Board at http://www.eauc.org.uk/our_executive_committee. We currently have 8 elected trustees, plus 2 Country Branch Conveners and the CEO. Our constitution states a maximum of 9 elected trustees.

Why a Trustee and a Director?

We are registered as a charity and all trustees are registered with the Charity Commission. We are also a registered company and all trustees are registered as Directors of the company with Companies House.

END

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