

## RAISE Annual General Meeting 2017 - Minutes

Location: **Room 2.12, Brooks Building, Manchester Metropolitan University, 53 Bonsall St, Manchester M15 6GX**

Date: **Thursday 7<sup>th</sup> September 2017**

Members in attendance: **23 members**

Item		Lead
1	<p><b>Welcome, introductions and apologies for absence</b></p> <ul style="list-style-type: none"> <li>- CB gave introductions to all present and opened agenda for RAISE 2017 Annual General Meeting.</li> <li>- Meeting opened at 13:32</li> </ul>	<p><b>Colin Bryson (Chair)</b></p>
2	<p><b>Notes and matters arising from previous AGM September 2016 at Loughborough</b></p> <ul style="list-style-type: none"> <li>- TL addressed the notes from the previous meeting and asked for members to approve the minutes and suggest amendments.</li> <li>- The members approved the minutes.</li> </ul>	<p><b>Tom Lowe (Secretary)</b></p>
3	<p><b>Introductions of new members of the RAISE Committee and election update</b></p> <ul style="list-style-type: none"> <li>- PM gave an update on the elections outlining the number of posts up for election and the number of candidates. The posts of Special Interest Group Coordinator, Secretary and Ordinary Committee Member each had one candidate and PM asked members to approve an election by default.</li> <li>- The members agreed to ratify the three unopposed positions with no objections.</li> <li>- <b>Tom Lowe was elected to serve as Secretary for 3 years.</b></li> <li>- <b>Jenny Marie was elected to serve as Special Interest Group Coordinator for 3 years.</b></li> <li>- <b>Catherine Hayes was elected to serve as an Ordinary Committee Member for 2 years.</b></li> <li>- PM stated that the position of Communication Officer had no nominations, therefore will go out to application in October.</li> <li>- CB stated that position of Student Officer would be discussed at the next RAISE Committee.</li> </ul>	<p><b>Phil Mooney (Acting Vice Chair)</b></p>
4	<p><b>Review of RAISE activities for 2016-17: Committee Report</b></p> <p><b>Membership - Colin Bryson</b></p> <ul style="list-style-type: none"> <li>- CB stated that the current membership of RAISE was 1,265, being a little more than the previous year, with the membership spanning 20 countries, however at least 1,000 of those members were from the UK.</li> </ul> <p><b>Finance - RAISE Finance Sub Committee</b></p>	<p><b>RAISE Committee</b></p>

- SG reported on the last 6-12 months outlining RAISE's finances
- [COPY and PASTE Finance Report
- SG outlined the need for thinking about the future of RAISE's finance and outlined the plans to explore charitable status.
- CB then reached out to members present to any with financial or charity background for advice and announced that an email would be circulated for additional members of the Finance Sub Committee.

***Communications and networking - Tom Lowe***

- TL outlined how RAISE had reached out at several events across the previous year such as the CAN Conference, HEA Conference and ISSOTL to seek new members.
- Also TL reported on RAISE gathering printed material and promotion leaflets to give out at external events.
- SR asked whether RAISE could address its clash with ALT-C.
- A member of the committee reported that ALT-C sits the week following RAISE next year, therefore there will not be a clash.
- SR outlined that ALT-C's agenda is becoming increasingly Student Engagement focused.
- AF pointed out that BERA is also a similar time to RAISE.
- TL thanked members for feedback.

***Journal - Rachel Forsyth***

- RF outlined the Journals progress and invited members to join the editorial board.
- RF reminded members that the call for reviewers is still out, how the number of reviewers has doubled in the past year.
- The next issue is set to be released in Dec 2017 and a Special Issue call is open until the end of October.
- Members were asked by RF to seek papers and approach publishable work at the RAISE Conference to publish with the RAISE Journal.
- CB gave thanks to RF for taking on the journal and for her hard work on the research output of RAISE.

***SIGS - Amarpreet Kaur***

- AK tabled the below report for members present.

**RAISE AGM 2017: SIG Report**

- In January 2017 RAISE Committee agreed to allocate the SIGs an annual budget of £500, of which only approximately £150 has been spent in the past nine months

<ul style="list-style-type: none"> <li>• The Creativity SIG and Enhancement of Graduate Attributes and Outcomes SIGs were discontinued in January and July 2017 respectively, following consultation with RAISE committee due to severe lack of communication from convenors</li> <li>o As of January 2017 the Creativity SIG had reported no planned activity, forthcoming or otherwise, nor had replied to repeated requests from the SIG coordinator for an update from all/any of the three convenors</li> <li>o EGAO had two meetings, one in November 2016 at the University of Lincoln, and the other in March 2017 at the University of Nottingham, neither were reported until August 2017 after the decision had been made to discontinue the SIG</li> <li>• The Digital SIG had a web meeting but did not send a report following the event, both convenors have now stepped down but it is widely felt by the RAISE committee, convenors, and general membership that this SIG should continue if a new convenor is willing to take it over</li> <li>• RAISE is launching a new SIG called Research and Evaluation on Friday 8th September 2017, which largely builds on former REACT Project</li> <li>o has two meetings planned, first in November 2017 at London Met, and the second in March 2018 at the University of Winchester</li> </ul> <p><b>Assessment:</b></p> <ul style="list-style-type: none"> <li>• Had one online event in June with the LTHE Chat, was reported to be very Busy still hoping to build resources to host on RAISE website</li> <li>• Planned a ‘face-to-face’ event for 2nd May but cancelled due to anticipated low attendance</li> <li>• Has two ‘face-to-face’ events planned and a Twitter chat for 2018</li> <li>• Looking for a co-convenor</li> <li>• Was renamed to ‘Assessment’ from ‘Engaging Assessments’ with committee consultation in April 2017</li> </ul> <p><b>Inclusive Practice:</b></p> <ul style="list-style-type: none"> <li>• Hosted two successful events, one on BME attainment in February at BCU and the other on Envisioning 2020 in June at Worcester University</li> <li>• Has next event planned for February, and another likely to be in June</li> </ul> <p><b>Postgraduate and Professional Practice:</b></p> <ul style="list-style-type: none"> <li>• Was launched at 2016 conference and has been well received</li> <li>• Two meetings were successfully hosted at Sunderland Uni in November and February respectively</li> </ul>	
--	--

	<ul style="list-style-type: none"> <li>• May meeting was postponed due to infeasibility of 30 Sunderland staff travelling to another institution</li> <li>• Has three events planned for 17/18 in November, March, and July</li> <li>• Has just over 60 members, over half of which are at Sunderland</li> </ul> <p><b>Partnership:</b></p> <ul style="list-style-type: none"> <li>• Was taken over by new convenor, Abbi Flint</li> <li>• Had two events, the first was in January at the University of Westminster and the second was the International Colloquium in June at BCU the latter was a charged event, but had just over 80 attendees</li> </ul> <p><b>Challenges:</b></p> <ul style="list-style-type: none"> <li>• Engaging people to attend events due to time and locations</li> <li>• Reliance on other institutions had led to events not being delivered (EA)</li> <li>• Lack of communication from some convenors led to the discontinuation of their respective SIGs</li> <li>• Troubles updating website</li> </ul> <p><b>Positives:</b></p> <ul style="list-style-type: none"> <li>• Committee request for convenors to diversify location of events was largely received well and appears to have been beneficial on the whole</li> <li>• First SIG convenor meeting was held in July at BCU, was very useful tool for convenors to hear from and interact with each other</li> <li>• SIG posters are up for the entire conference</li> <li>• All active SIGs have slots on Friday morning to meet during the conference</li> </ul> <ul style="list-style-type: none"> <li>- DI thanked AK for being a fantastic SIG Coordinator.</li> </ul> <p><b>Administrative support - Colin Bryson</b></p> <ul style="list-style-type: none"> <li>- CB announced Ella Dyer is taking up the position of administrative assistant for RAISE.</li> </ul>	
5	<p><b>Looking to the future of RAISE</b> – capacity building plans, subcommittees, proposed projects and activities</p> <ul style="list-style-type: none"> <li>- CB proposed subcommittees of RAISE to members: Finance and Governance Journal Editorial Board Conference Committee Student Committee</li> <li>- Members approved ideas and did not object or suggest other groups.</li> </ul>	<b>Colin Bryson (Chair)</b>

6	<p><b>RAISE Conference 2018 at Sheffield Hallam University</b></p> <ul style="list-style-type: none"> <li>- CB welcomed Jill Le Bihan as new conference coordinator.</li> <li>- JLB outlined SHU as a venue/location and how SHU intends to open up organisation of the conference, including students and staff from across the UK.</li> </ul>	<p><b>Jill Le Bihan (Conf. Coord.)</b></p>
7	<p><b>Thanks to committee members standing down</b></p> <ul style="list-style-type: none"> <li>- CB gave thanks to retiring committee members: Deena Ingam (Conference Coordinator 2015-16 and Ordinary Committee Member 2016-17). Linford Butler (Student Committee Member 2016-17). Heather McKnight (Student Committee Member 2016-17). Hannah Erdem (Student Committee Member 2016-17).</li> </ul>	<p>Colin Byrson (Chair)</p>
8	<p><b>Any other business</b></p> <ul style="list-style-type: none"> <li>- There was no other business</li> </ul>	<p>Colin Byrson (Chair)</p>
9	<p><b>Date of next general meeting – 5<sup>th</sup> September 2017 at Sheffield Hallam University</b></p> <ul style="list-style-type: none"> <li>- Meeting closed at 14:28.</li> </ul>	