

RAISE Annual General Meeting 2019 - Minutes

Location: The Courtyard Dining Room, Newcastle University, Newcastle upon Tyne NE17RU

Date: Thursday 5th September 2019

Committee members in attendance: Steve McVeigh (Acting Chair), Colin Brysn (Acting Treasurer & Conference Coordinator 2019), Jill LeBihan (Communications Officer), Tom Lowe (Secretary), Rachel Forsyth (Journal Manager), Jenny Marie (Special Interest Group Coordinator), Kiu Sum (Acting Student Officer), Madeleine Pownall (Student Committee Member), Madalene George (Ordinary Committee Member), Ellie Mayo-Ward (Ordinary Committee Member), Gary Donaldson (Student Committee Member).

Committee apologies: None

Members in attendance: 30 members

Item		Lead
1	<p>Welcome, introductions and apologies for absence</p> <ul style="list-style-type: none"> SV opened the AGM at 08:35 by welcoming RAISE members, introducing committee members and asked for any apologies from committee members. There were none. 	<p>Steve McVeigh (Acting Chair)</p>
2	<p>Minutes and matters arising from previous AGM September 2018 at Sheffield Hallam University</p> <ul style="list-style-type: none"> TL tabled the RAISE AGM 2018 minutes for approval. There were no suggestions for amendments and the AGM approved the minutes SV asked if there were any matters arising from the members. There were none. 	<p>Tom Lowe (Secretary)</p>
3	<p>RAISE Committee Election:</p> <ul style="list-style-type: none"> SV handed over to JLB and JM who briefing members on the election process and voting system of preferential voting for the contested roles. The vacant position of Chair was unopposed and JM & JLB as Returning Officers for the elections asked the AGM if they were happy to confirm the unopposed candidate, Steve McVeigh, to be confirmed as Chair of the RAISE Committee. SV left the room while the AGM discussed his confirmation. There were no objections and the AGM voted to approve Steve McVeigh to be confirmed into the role of Chair for a three year term. JLB and JM then introduced the nominations for the contested positions of Treasurer; Student Officer; and Student Committee Member x2. Each member present were given a paper voting ballot to vote by preference at the end of the AGM. Following a count conducted by JM and JLM (Returning Officers) on Thursday 5th September, the following candidates were elected to the committee position of: <ul style="list-style-type: none"> Treasurer: Tania Struetzel (3 year term) Student Committee Members: Gary Donaldson and Madeleine Pownall (1 year term) Student Officer: Kiu Sum (3 year term) For the voting record, please see Appendix 1: RAISE Ordinary Committee Member Voting Record. 	<p>Jenny Marie and Jill LeBihan (Returning Officers)</p>

4	<p>Review of RAISE activities for 2018-19: Committee Report</p> <ul style="list-style-type: none"> - Finances Colin Bryson: CB tabled the budget (Appendix 2 – available on request) giving a financial report updating on RAISE’s spending activities of the year. CB opened for questions on the 2018 budget and there were none. CB then updated on the plans for next year’s budget (2019), opened for questions and there were none. - Communications and networking Jill LeBihan: JLB updated members on RAISE’s successful bid to be the Student Engagement’ page in the AdvanceHE Connect Platform. JLB encouraged members to become engaged with the platform and follow the RAISE page. JLB announced that this successful bid included £1,500 of funding which will be used to support the publicity of the platform. JLM opened for questions and there were none. - Journal Rachel Forsyth: RF gave an update on the Student Engagement in Higher Education Journal tabling a detailed paper on the journal’s activities which has reached over 100,000 downloads since the journal was established. RF opened the invitation for members to engage with the journal as authors, reviewers and readers. RF opened for questions and the AGM had none. - SIGS Jenny Marie: JM gave an update on the Special Interest Group activities from 2018-19: RAISE currently has five Special Interest Groups: <ul style="list-style-type: none"> • Partnership • Engaging Assessment • Inclusive Practice • Postgraduate & Professional Practice • Research & Evaluation <p>Partnership SIG convenors: Wendy Garner (g.garner@chester.ac.uk) and Peg Murphy (p.murphy@chester.ac.uk) Peg took over as co-convenor from Abbi Flint in January 2019. This year the partnership SIG has had a meeting at the RAISE Conference and a SIG event at Westminster University on 30 January 2019, with Lucy Mercer-Mapstone as the keynote speaker. Materials are linked to from the RAISE SIG webpage. SIG events for next year are planned for the RAISE Conference 2019 and 20 November 2019 in Chester, with Mick and Ruth Healey as keynotes.</p> <p>Engaging Assessment SIG convenors: Paula O’Brien (POBrien@lincoln.ac.uk), Jagjeet Jutley-Neilson (Jagjeet.Jutley-Neilson@warwick.ac.uk) and Kiu Sum (kiu.sum7@gmail.com) This year the SIG had a meeting at the RAISE conference, held a #LTHE chat on 13 March 2019 and held a meeting at the University of Lincoln on 21 May. It will hold a SIG session at the RAISE 2019 conference and are planning another event at Warwick for next academic year.</p> <p>Inclusive Practice</p> 	RAISE Committee
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	<p>SIG Convenor: Paddy Turner (p.turner@shu.ac.uk) Paddy was elected as convenor in December 2018, replacing Mark O’Hara. This year the SIG had a meeting at the RAISE conference and an event at Sheffield Hallam on 12 February 2019. It will hold a SIG session at the RAISE 2019 conference.</p> <p>Postgraduate and Professional Practice SIG Convenor: Duncan Cross (D.Cross@bolton.ac.uk) Duncan took over from Catherine Hayes in November 2018. The SIG did not have any events between September 2017-September 2018, including at the RAISE 2018 conference, which has meant that the SIG membership has become dispersed. Duncan organised an event at the University of Bolton for 21 January 2019, with himself and Julie Prescott to talk about the Research Degree Supervision Toolkit, but it had to be postponed due to a lack of people signing up for the event. Duncan ran a webinar instead on 15 July, which was attended by 5 people. Though attendance was small, participants were very interested. If anyone, particularly a student, would like to drive the SIG forward, Duncan would be happy to support them to do this.</p> <p>Research & Evaluation SIG convenors: Stuart Sims (stuart.sims@port.ac.uk), Wilko Luebsen (w.luebsen2@londonmet.ac.uk), Caroline Wilson (caroline.wilson@coventry.ac.uk) Caroline joined the convenor team in November 2018. The SIG had an event at the RAISE conference in 2018. It has met at London Met on 29 November, with talks by Susannah Hume (Kings College) and Ellie Russell (TSEP) and again on 26 March 2019 at University of Brighton with talks by Fiona Handley and Catherine McConnell. The SIG is also coordinating 2 collaborative research projects. It will hold an event at the RAISE Conference 2019.</p> <p>JM opened for questions and the AGM had none.</p> <ul style="list-style-type: none"> - Student engagement Kiu Sum, Madeleine Pownall & Gary Donaldson: KS updated on the University ambassadors scheme of RAISE to increase communications with students locally, MP reported the successful set up of a local pedagogy group at Leeds University and GD emphasised the importance of reaching out beyond the UK for student engagement. MP followed by outlining the importance to represent UG students as well as PG and the three student committee members/officer outlined their recommendations for RAISE in 2019-20. KS, GD and MP opened for questions and the AGM had none. - Buddy scheme Madelene George: MG updated on the buddy scheme and tabled a promotional poster calling for RAISE members to join the scheme. SV thanks MG for her efforts on the paper and MG opened for questions, where the AGM had none. 	
6	<p>RAISE Conference 2020 at University of Lincoln</p> <ul style="list-style-type: none"> • CC gave an update from Lincoln about RAISE 2020’s plans for the conference next year. • CB updated the plans for evaluating RAISE 2019 to feed into plans for the 2020 Lincoln event. • Members present commented on the welcomeness of RAISE as a community and suggested a theme of “criticality moving forward”. 	Clare Cotton (Conf. Coord.)

	<ul style="list-style-type: none"> The members expressed excitement for RAISE 2020 and CC updated that more information will follow. 	
7	<p>Thanks to committee members standing down</p> <ul style="list-style-type: none"> SV gave great thanks to Colin Bryson who was stepping down as Acting Treasurer and for his time as Chair prior. The AGM thanked CB for his time and services for RAISE. CB stated that it has been a pleasure to work with RAISE for the last 10 years. 	<p>Steve McVeigh (Acting Chair)</p>
8	<p>Any other business</p> <ul style="list-style-type: none"> There were no additional items. SV thanked members and committee members for attending the meeting and closed the meeting. The meeting concluded at 09:20. 	<p>Steve McVeigh (Acting Chair)</p>
9	<p>Date of next general meeting – 2nd / 3rd September 2020 at University of Lincoln – exact time and location TBC.</p>	

Appendix 1: RAISE Voting Records for the positions of Treasurer; Student Officer; and Student Committee Member

Treasurer: Tania Struetzel: 29; Ray Williams 2; total of 31 votes cast. Tania Struetzel elected.

Student Officer: Gary Donaldson 10; Kiu Sum 21; total of 31 votes cast. Kiu Sum elected.

Student Committee Member: 1st preference: Kiu 12; Maddy 12; Trisha 1; Gary 6; 31 votes cast. 2nd round: Maddy 17, Trisha 2, Gary 12. Maddy and Gary elected.

Returning Officers: Jenny Marie (SIG Coordinator) and Jill LeBihan (Communications Officer)

Appendix 2: RAISE Finances Summary for year 2019

[The Finance Summary for year 2019 can be requested by RAISE members by emailing RAISE Treasurer Tania Struetzel T.Struetzel@greenwich.ac.uk]