

To: RAISE Members
From: Jill LeBihan
Date: 2nd September 2021
1-2pm (UK time)

RAISE Annual General Meeting 2021

Location: Teams

In Attendance:

Committee: Stephen McVeigh (Chair), Jill LeBihan (Acting Secretary), Tania Struetzel (Treasurer), Jenny Marie (Special Interest Group Coordinator) Clare Cotton (Conference Coordinator), Kiu Sum (Student Officer), Madalene George (Ordinary Committee Member), Ellie Mayo-Ward (Ordinary Committee Member), Ella Dyer (RAISE Administrator) Rachel Forsyth (Journal Editor in Chief), Laura Callaghan (Communications Officer), Eugenie Johnson (Student Member), Meerav Shah (Student Member)

Members: Colin Bryson, Pamela Calabrese, Francis Charis, Ruta Furmonaviciene, Lia Green, Beatrice Hayes, Grace Nguyen, Matina Rassias, Daniel Tinkler, Rob Traynor, Nina Walker, Kathryn Woods

Apologies: Tom Lowe (Acting Vice-Chair)

MINUTES

Item	Lead
1	Steve McVeigh (Chair)
<p>Welcome, introductions and apologies for absence</p> <p>SMV welcomed all to the AGM and covered housekeeping points. All committee members were present except for Tom Lowe, who sent his apologies. The committee wished Tom a happy birthday.</p>	
2	Jill LeBihan (Acting Secretary)
<p>Minutes and matters arising from previous AGM</p> <p>The minutes from the previous AGM, 3rd September 2020, which took place online, were unanimously accepted and approved as a fair and accurate record of the meeting.</p> <p>Minutes from the 2020 AGM are available on the RAISE website at https://www.raise-network.com/agm-minutes</p> <p>There were no matters arising. All the standing items on the agenda, such as the elections and updates of RAISE activities will be covered in items below.</p>	

	<p>There were no outstanding actions from the 2020 AGM meeting that needed to be revisited.</p>	
3	<p>Review of the 2020/21 Extraordinary Circumstances Committee operations and online elections for 2021/22:</p> <p>The below roles were extended by one year at the 2020 AGM and are currently open for election via online voting system:</p> <ul style="list-style-type: none"> • Tom Lowe – Acting Vice Chair until Sep 2021 • Dr Jill LeBihan – Acting Secretary until Sep 2021 • Dr Jenny Marie –SIG Coordinator until Sep 2021 • Ellie Mayo-Ward – Acting Ordinary Committee Member until September 2021 • Madalene George – Acting Ordinary Committee Member until September 2021 • Notice of co-option of student committee members: Eugenie Johnson and Meerav Shah <p>RAISE members were invited to submit a self-nomination for the roles listed below.</p> <ul style="list-style-type: none"> • The roles that will be elected to are: • Vice Chair • Secretary • SIG Co-ordinator • Communications Officer • Marketing Officer • Ordinary Committee Members (2) • Student Committee Members (2) <p>For the first time in the history of RAISE, the elections were held online via the Choice Voting platform and the elections were open for the duration of the conference.</p> <p>No one commented on this item.</p>	<p>Steve McVeigh (Chair)</p>
4	<p>Constitution: review and approve changes</p> <p>The RAISE constitution was refreshed and revised and circulated with the information email sent out to delegates.</p> <p>TS provided an overview of the amendments, which were in large to bring the document up to date. For example, the slightly outdated aims and objectives were tidied up and wording was added to accommodate the need for the option of online committee meetings.</p> <p>The committee roles/positions were updated to include the role of marketing officer and an appointed Ordinary Committee Member.</p> <p>More detail was provided on the election process, namely, that</p>	<p>Steve McVeigh (Chair)</p>

	<p>the option to ‘reopen for nomination’ would be added as an option for any role with only one candidate standing.</p> <p>SMV welcomed comments or queries about the amended constitution.</p> <p>DT questioned what system was being used for the election and suggested it could be made clearer in the constitution as it was currently left open for interpretation. In response, the committee would take this feedback onboard when reviewing the online voting system this year, and would be clearer about how rankings would be dealt with in future.</p> <p>The amendments to the constitution were unanimously approved and the revised constitution will be published online in due course.</p> <p>Actions</p> <p>All – review and discuss the online election process and voting system at the next committee meeting in November EJ – Publish the amended constitution on the RAISE website</p>	
5	<p>Review of RAISE activities for 2020-21: Committee Report</p> <p>- Finances</p> <p>TS shared the budget spreadsheet via screen-share and thanked ED for managing the spreadsheet.</p> <p>The financial year reporting now runs from July-August, which was approved at the last AGM. The starting were assets healthy thanks to past conferences.</p> <p>The budget/spending was stripped down at the last AGM as a result of the pandemic, as there was no conference income in 2020 and TS wanted to ensure financial stability in the face of uncertainty about what the impact the pandemic would have.</p> <p>In 2020 the budget was around £17k but just under £10k was spent. The main expenditure was for the administrator, the journal and liability insurance. A small amount was also invested into relaunching the RAISE website.</p> <p>Many of the usual costs (e.g. travel expenses) did not happen, which has left RAISE with a healthy bank account for the forthcoming year.</p> <p>TS updated those present about the current arrangement of having two bank accounts and why it is the way it is.</p>	<p>RAISE Committee</p> <p>Tania Struetzel (Treasurer)</p>

	<p>the journal.</p> <p>TS highlighted that the 2021 online conference was not a money-making event, and that all surplus would go into the bidding fund.</p> <p>The budget was unanimously approved by all present.</p>	
7	<p>RAISE Conference 2022 at University of Lincoln Update</p> <p>CC confirmed plans for an In-person conference hosted by Lincoln University 7-8th September 2022.</p> <p>The theme remained the same – “student as producer” and would reflect where we have come from and where we go next, and especially how Higher Education has moved on rapidly in the past couple of years.</p> <p>The conference was originally a 10 year celebration of RAISE, but would now be 10+2 years!</p> <p>There will be a refreshed call for contributions sent out early 2022 (Jan/Feb), which will close in April for a review by panel. Presenters will be confirmed April/May.</p> <p>CC reiterated how much the committee was looking forward to welcoming everyone to Lincoln in Sept 2022</p>	<p>Clare Cotton (Conf. Coord.)</p>
8	<p>Thanks to committee members standing down</p> <p>SMV thanked Jenny Marie and Meerav Shah on behalf of the committee and wider RAISE network for their valuable contribution and dedication to the RAISE committee. They had been a huge boon to the committee and would be missed greatly. SMV wished them well with their future endeavours and the committee hopes to see them at future events.</p>	<p>Steve McVeigh (Chair)</p>
9	<p>Any other business</p> <p>There was no other business.</p>	<p>Steve McVeigh (Chair)</p>
10	<p>Date of next general meeting – 8th September 2022 at University of Lincoln (times TBC)</p>	