

To: RAISE Members
From: Tom Lowe and Jill LeBihan
Date: 3rd September 2020
9-10am

RAISE Annual General Meeting 2020

Location: [Microsoft Teams](#)

In Attendance:

Committee: Stephen McVeigh (Chair), Jill LeBihan (Communications Officer), Tom Lowe (Acting Vice Chair & 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)
Members: James Cantwell, Colin Bryson, Huw Morgan Jones, Emily Parkin, Maxine Greaves, Vesna Perisic

Apologies: Laura Callaghan (Communications Officer), Madeleine Pownall (Student Committee Member), Gary Donaldson (Student Committee Member)

MINUTES

Item		Lead
1	Welcome, introductions and apologies for absence <ul style="list-style-type: none"> SMV welcomed all to the AGM and covered housekeeping points. SMV asked whether everyone was happy, for minute-taking purposes, for the meeting to be recorded on the basis that the audio file will be permanently destroyed as soon as the minutes have been prepared. There were no objections to audio-recording the meeting. 	Steve McVeigh (Chair)
2	Minutes and matters arising from previous AGM September 2019 at Newcastle University <ul style="list-style-type: none"> The minutes from the previous AGM in September 2019 at Newcastle University were unanimously accepted and approved as a fair and accurate record of that meeting. Minutes from 2019 AGM are available on the RAISE website at http://www.raise-network.com/wp-content/uploads/2019/11/RAISE-AGM-2019-Minutes.pdf 	Jill LeBihan (Acting Secretary)

	<ul style="list-style-type: none"> • 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. • There were no outstanding actions from the 2019 AGM meeting that needed to be revisited. 	
3	<p>Extraordinary Circumstances for approval – RAISE Committee proposed term extension by one year due to COVID-19 and inability to run in person elections:</p> <p>The below roles are proposed to be extended by one year:</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 –Ordinary Committee Member until September 2021 • Madalene George –Ordinary Committee Member until September 2021 • Notice of co-option: recruitment of student committee members <ul style="list-style-type: none"> • SMV noted that we are living in extraordinary times with the COVID19 pandemic forcing all sorts of things right across the HE sector to flex and bend and rethink how we operate. This has had its implications for the RAISE Network and the RAISE Committee. • To ensure the RAISE Network is stable and resilient through this period - both structurally, as well as financially - the Committee proposes the Committee roles that were due to be up for election are instead extended for one year. • The main reason for this proposal is because it is not possible to run a secure election online. • The roles (as listed above) will be rolled over until next AGM in Lincoln in September 2021, where formal elections can run normally and securely. • There were no objections to the proposal to extend roles for one year and this proposal was unanimously approved. • The RAISE Committee plan to co-opt two new Student Committee Members in the autumn to replace the Student Committee Members that have recently stepped-down (MP and GD). • In previous years RAISE has co-opted roles where there has been a gap in the committee. Due to the limitations of running a formal election this year, we will go down co-option route to fill these positions. • The co-option process will be as fair as possible. The instructions for requesting applications for expressions of interest will be circulated in October via the website, Jiscmail and social media (Twitter). 	Steve McVeigh (Chair)

	<ul style="list-style-type: none"> • KS questioned who would be responsible for managing the co-option process. TL will take the lead and involve members of the committee as required. • ACTION – TL to organise and manage the co-option process 	
4	<p>Review of RAISE activities for 2019-20: Committee Report A series of reports from various members of the committee members with responsibilities for certain activities.</p> <ul style="list-style-type: none"> • <i>Finances and budget of RAISE</i> • To approve the finances and budget of the RAISE organisation. • To update AGM, the plans to clear funds at Newcastle University. • TS provided a comprehensive update on the previous and current year, as well as the plan for the future. • The RAISE budget has been amended in light of the COVID19 pandemic. • TS proposed the accounts and budget are aligned to run in line with the University financial year (1st August – 31st July). • <u>The final accounts for 2019 (1st Jan-31st Dec 2019)</u> Started 2019 with assets totalling £46k. There was a spend of £35k and total income from the conference of £67k which left a total of £78k at end of December 2019. • <u>Interim spend from 1st Jan – 31st July 2020</u> RAISE has spent approximately £10k in the interim, which is lower than usual due to the COVID19 pandemic. Spending includes the January retreat, liability insurance (which TL will cover later during meeting), administrator pay and the RAISE bidding fund. The latter is temporarily on hold due to uncertainty of the pandemic. • <u>Proposed budget 2020/2021 (1st Aug-31st July)</u> TS proposed that going forward the budget should align with the University financial year (Aug-July), rather than calendar year. • RAISE started the year (1st Aug) in a sound financial position with assets of around £70k. Due to the lack of conference income, RAISE proposed a very prudent budget of £17k. Most of the expenses will depend on the pandemic. There has been a slight increase in the allotted budget dedicated to the website, marketing and publicity materials. RAISE can operate on this budget for another 2-3 years without any income. • RAISE currently has 2 bank accounts – there was a spending freeze on the Newcastle University account May-Aug. CB informed meeting that there has been no update regarding this freeze, so currently there is no access to the 	<p>RAISE Committee</p> <p>Tania Struetzel (Treasurer)</p>

	<p>Newcastle funds. The plan is to try and spend down the Newcastle funds by payment of administrator and journal so RAISE is no longer tied to an institutional account. The longer-term goal is to close the Newcastle account and run RAISE from the Santander account, which is easier to administer.</p> <ul style="list-style-type: none"> • CB, who was previously acting treasurer, noted that he understood why RAISE would want to try and match the academic year, but originally moved accounts to the calendar year because the timing of the conference in September meant that income from the conference bridged the 2 years, which made it a bit ‘messy’ and more difficult to understand the financial position in September. • TS agreed that this could prove problematic and will look at how to manage this, but decided it made sense to make the transition this year whilst the conference was not running and would ultimately make for easier reporting. • JC (RAISE network member) asked TS whether she was pleased with how RAISE had adapted and maintained good funds given the pandemic prevented a conference. TS – yes, I adapted the budget from the one presented in January, and I am happy with how we have maintained the funds. • HMJ (network member) noted how pleased he was with the financial reporting, especially from an ‘outsider’s’ point of view. • The RAISE committee thanked TS and ED for managing the finances and expenses throughout the year. • SMV pleased with the prudent line taken; RAISE can still maintain key activities, and there is still some flex to keep on with some activities. It’s all about being careful and sustainable and resilient but not hiding away and stopping activities altogether. There is plenty of room in this budget, depending on what happens next for RAISE to confidently weather the storms. • SMV asked whether everyone was happy with proposed shift of accounts to the University financial year. • The proposed realigned of the RAISE finances was unanimously approved. <p><i>Communications and networking</i></p> <ul style="list-style-type: none"> • JLB informed group of the decision separate-out some of the communications work in a dedicated post that would combine the communications work with the management of the RAISE Administrator ED at Newcastle University. This new post will help with the smooth running of the website, in particular, as indicated in the budget. RAISE intends to spend some money on digital branding, so that there is a more consistent digital brand that is used on all communications, but also hard copy leaflets and flyers. In 	<p>Jill LeBihan (Acting secretary)</p>
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	<p>the past, the cards and bookmarks etc. has been useful for communicating our RAISE offer.</p> <ul style="list-style-type: none"> • As an organisation, our identity depends on the JISCMail (free), the website (some cost, e.g. updating and maintaining) and the Advance HE site, which is a relatively new development (July/Aug 2019). RAISE put in a bid to Advance HE to be one of the start-up sites for the network. • KS and RF had the idea of holding reading groups on the Advance HE platform, which have been particularly successful. There has been a total of 6 reading groups. The 1st was just as the COVID19 pandemic broke out when people were starting to explore video conferencing. • The reading groups have been regularly held on the 1st Tuesday of every month at 4pm, and have been consistently well-attended (10-16 people) including international participants. • Each reading group has been slightly different (paper from the journal, new publication, work in progress, fiction). • This has been a new exploration of our ID and the work that we can do. • We really need a communications lead as it is complicated making sure that the RAISE offering is connected and tied together, considering the number of platforms that we use. • We welcome suggestions of improvements, additions or recommendations for our digital identity and branding. Please send these directly to JLB, LC or ED. • SMV asked the group whether the group had any questions, suggestions or recommendations about how RAISE could manage branding and/or communications. • The RAISE committee thanked and congratulated JLB, RF and KS for the success of the reading groups, in particular. <p><u>Journal</u></p> <ul style="list-style-type: none"> • Journal was originally started as a way for RAISE to keep the momentum of the conference and scholarly activity going throughout the year. • The journal is open access in many senses, and provides a developmental route for authors who maybe have not yet been published, or are new to this area. • The journal has an international reviewing board and a team of reviewers • If any wants to become a reviewer, see website for how to get involved. The journal welcomes inexperienced reviewers and will provide developmental assistance and feedback https://sehej.raise-network.com/raise/index • The journal has ticked along nicely. There was a slight problem the year before last, when there was a hiatus of hosting, but there is now a really stable host. 	<p>Rachel Forsyth (Journal Editor in Chief)</p>
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	<ul style="list-style-type: none"> • Part of payment/funding for the journal from the Newcastle University account is for the editorial assistant, Katrina Ingram, who is absolutely essential to the smooth running of the journal. Katrina manages and allocates all papers coming in. Some funding goes towards hosting the website. There is some surplus, along with some money from joining the Advance HE platform, which hasn't been spent yet, so we have been looking to use this to incentivise some student work, possibly blogging, or commenting on activities. Any ideas about this are welcome. • The journal has published 2 issues in the past year. RF shared screen which showed graph of journal views in last 12 months. There was a peak after publication of the special additions. The journal gets quite a lot of views – it's not going to get a high impact-factor any time soon, but in terms of serving the community, it is doing what it is intended to do. It is really lovely working with so many people, particularly new authors, and we are getting more collaborative work coming in from both staff and students, which is great. • JM asked RF: how are you finding it in terms of getting reviewers at the moment and also what the submission rate is like for the journal? RF – we are getting roughly the same number of papers as we would normally expect, and haven't noticed an imbalance in terms of submissions (other journals have noticed less submissions from women), but this may be a reflection of the RAISE community. There are almost enough papers for another issue, which is due to come out in a month or so (keeping to two additions a year). The journal has a rolling submission process. In terms of getting enough reviewers, this is always a challenge. People sign up but then go silent. RF reiterated that the journal is happy to help novice reviewers. The RAISE community is fantastic as people are really supportive. We aim to only give constructive reviews. People can register to be a reviewer directly on the journal website, using keywords for the type of things you are interested in. RF offered her thanks to all those who already review papers. • SMV thanked RF and Katrina for all the work they are doing on the journal and keeping it going through such a difficult time. <p>SIGS</p> <ul style="list-style-type: none"> • There are 5 SIGS run through RAISE - Partnership, Engaging Assessment, Inclusivity, Research and Evaluation, PG Practice. • SIGs are expected to meet at least twice a year Sept-Aug (one meeting can be at the conference). This year has been unusual 	<p>Jenny Marie SIG coordinator</p>
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- All SIGs (except PG Practice) met in September 2019 at the Newcastle conference.
- All SIGs have run online sessions this year (in this week).

Partnership – running smoothly. There was a face-to-face session in November 2019 which went really well with 50 delegates, as well as an online session on 2nd September 2020.

Engaging Assessment – running really well. This SIG met at the conference September 2019 and also had a joint online event with the Research and Evaluation SIG in June through Advance HE site. 100 colleagues signed up for this, and was a great success. The event yesterday (2/9/2020) had 147 registrations.

Research and Evaluation – this SIG has also met commitments for the year (see above for joint online event). There is an online event scheduled today (3rd September 2020).

Inclusive Practice – this SIG last met at the conference in September 2019. There have not been any events this year, which is unusual for this SIG, but there is an online session running this afternoon (3rd September 2020).

PG Practice – this SIG has traditionally had quite a difficult history. There was not an event at the last conference or throughout the year, but there is an online webinar tomorrow (4th September) with a change of convenor.

- KS and JM ran a session to promote the SIGs through a webinar on Advance HE (approximately 15 attendees)
- KS has set-up a new Early Career Researcher (ECR) group, which is launching tomorrow afternoon (4th September). This group is slightly different as it is aimed specifically at ECRs, whereas the other groups are less audience specific.
- KS updated the group on this new SIG - there are currently 20 registered. Aiming to have an open discussion – want people in the group to share what they want from the group. KS wants this group to be more open to those who are new to student engagement, e.g. PhD students, postdocs, research assistants, first-time lecturers.
- Aim of the group is to support one another at the early stage of their career and support them with student engagement. We will touch upon career-related opportunities, platform for knowledge exchange, increasingly student engagement partnerships and other RAISE activities to support them through the early stages of their career and how to engage with students/ student

	<ul style="list-style-type: none"> • The aim was to do the introductions and then leave the, to make their own contact. • MG shared feedback that was gathered in May - so this feedback includes the COVID19 impact. • It is pleasing to see that of those who completed the feedback form, 100% had been in contact with their buddy. It was interesting to see 65% had a face-to-face meeting. • MG really pleased with the feedback with 4/5 stars for 'match' and 4/5 stars for overall experience. Generally, respondents found it really valuable to have a buddy • MG planning to organise another buddying scheme this year with a plan to use Advance HE networks to host informal sessions to facilitate buddying meetings and provide the opportunity to talk to each other and come together across matches. • MG aiming to send out the sign-up forms via Jiscmail and social media in October with matching taking place over early-ish in the academic year. The matching-process has been improved following feedback. • SMV thanked MG for all her work organising the buddying scheme, which is terrific, and her wonderful infographic, which will be circulated with the minutes. • RF thank you everyone, great work over the year and it feels that the community is very vibrant. • KS asked MG (via chat) whether there was a plan to organise a big buddy group catch up sometime this year, as it would be good to meet other buddies too. MG – yes – this is a great idea. • ACTION – MG to circulate sign-up forms for the buddying scheme via JISCmail and social media in October and organise matching process <p>Insurance</p> <ul style="list-style-type: none"> • TS explained the context for RAISE requiring insurance and confirmed that personal liability insurance and indemnity insurance has been arranged for both. the RAISE Network and Journal though UMAL (the University Insurer). • We have been meaning to get some form of personal liability insurance for RAISE'S events for many years. The majority of people who attend RAISE come as student of a university, student union, or staff, so often insured for travel. But RAISE has started attracting independent consultants and members of the public. • This means that any accidents occur at our events then we are covered. • If anyone writes an article or says something at RAISE that is particularly controversial and RAISE is sued, then we are in a safe place. 	<p>Tom Lowe (Acting Vice-Chair)</p>
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6	<p>Newcastle University RAISE Officer</p> <ul style="list-style-type: none"> • This item was for approving the co-option of Laura Callaghan as the Communications Officer and Newcastle Budget Holder. • The constitution says we can co-opt for set roles and fill a gap in the RAISE committee. • This role is to fill a needed gap as we did not have any officers or committee members based at Newcastle University, which is where a large portion of the RAISE finances are currently held. • We therefore, needed a budget holder based at Newcastle University so that we can ensure oversight over the RAISE account as well as line-management of the Administrator (ED) who is the only paid member of RAISE who is based at Newcastle. • The role could only be filled by a staff-member at Newcastle University. • RAISE are delighted to announce the appointment of Laura Callaghan, who is not only a long-term attendee of RAISE, but has contributed to the journal, and works in the Combined Honours Centre with Colin Bryson. • RAISE does not usually co-opt, but this is for a set purpose - to spend down the budget. Having the communications officer based at Newcastle means that we can spend on marketing through the Newcastle Account. • The co-option of Laura was unanimously approved. 	<p>Tom Lowe (Acting Vice Chair)</p>
7	<p>RAISE Conference 2021 at University of Lincoln Update</p> <ul style="list-style-type: none"> • Themes remain the same as planned <ul style="list-style-type: none"> - students as producers - engaging assessment and curriculum - inclusion and diversity - research and innovation - digital education and analytics - theoretical perspectives • CC provided an update re: planning the conference next year. We are monitoring government guidance. Hopefully function as normal but maybe with more social distancing measures in place • There will be a similar timeline to usual. The call for contributions will go out in January 2021- April 2021. We will notify people of the outcome at the beginning May. Registrations will be open in May-August 2021. • SMV looking forward to being in Lincoln next year and hope that the conference will be bigger and better than ever! • JLB highlighted that we looked at a number of competitor institutions' bids for holding the RAISE conference the year after Lincoln, but this was put on hold when the conference was postponed until 2021. The relevant 	<p>Clare Cotton (Conf. Coord.)</p>

	institutions were contacted to let them know and to encourage them to reapply. Calls for the bidding process to hold the RAISE 2022 conference will be reinstated early next year.	
8	<p>Thanks to committee members standing-down</p> <ul style="list-style-type: none"> The committee thanked Maddi Pownall and Gary Donaldson for all their efforts and support in their roles and wishes them well in their future endeavours. 	Steve McVeigh (Chair)
9	<p>Any other business</p> <ul style="list-style-type: none"> SMV highlighted that the constitution needs a slight refresh. This will include correcting certain elements and rephrasing with where we find ourselves now. This refresh will take place over the course of coming year. We will put the documents on the website for consultation with the wider RAISE Network for thoughts on what has been updated and make sure everything has been recorded appropriately. Alerts will be sent out through Jiscmail. Approval for the updated constitution will be sought at the next AGM in Lincoln in September 2021. 	Steve McVeigh (Acting Chair)
10	<p>Date of next general meeting – 2nd September 2021 at University of Lincoln</p> <p>SMV – We look forward to welcoming members to the next AGM in Lincoln</p>	

Actions:

- ACTION – TL to organise and manage the co-option process
- ACTION - KS to report back on how the ECR webinar went (4th September)
- ACTION – MG to circulate sign-up forms for the buddying scheme via JISCmail and social media in October and organise matching process