

## RAISE Annual General Meeting 2018 - Minutes

**Location:** 12.0.06, Charles Street Building, City Campus, Sheffield Hallam University

**Date:** Thursday 6<sup>th</sup> September 2018

**Committee members in attendance:** Colin Bryson (Chair & Conference Coordinator 2019), Claire Hamshire (Vice Chair), Jill LeBihan (Conference Coordinator 2018), Tom Lowe (Secretary), Rachel Forsyth (Journal Manager), Gabriele Neher (Acting Communications Officer), Ella Dyre (Administrator).

**Committee apologies:** Phil Mooney (Ordinary Committee Member), Amarpreet Kaur (Student Committee Member), Jenny Marie (Special Interest Group Coordinator), Alexandra Marchbank (Student Committee Member).

**Members in attendance:** 19 members

Item		Lead
1	<p><b>Welcome, introductions and apologies for absence</b></p> <ul style="list-style-type: none"> <li>CB opened the AGM at 09:08 by welcoming RAISE members, introducing committee members and giving apologies for committee members' absences.</li> </ul>	Colin Bryson <b>(Chair)</b>
2	<p><b>Notes and matters arising from previous AGM September 2017 at Manchester Metropolitan University</b></p> <ul style="list-style-type: none"> <li>TL tabled the RAISE AGM 2017 minutes for approval. There were no suggestions for amendments and the AGM approved the minutes.</li> </ul>	Tom Lowe <b>(Secretary)</b>
3	<p><b>RAISE Committee Election:</b></p> <ul style="list-style-type: none"> <li>The below positions were unopposed and TL as Returning Officer for the elections asked the AGM if they were happy to confirm the unopposed candidates. There were no objections and the AGM voted to approve the below individuals to be confirmed into the following roles. <ul style="list-style-type: none"> <li><b>Vice Chair:</b> Stephen McVeigh</li> <li><b>Communications Officer:</b> Jill LeBihan</li> <li><b>Student Committee Member:</b> Kiu Sum and Gary Donaldson</li> </ul> </li> <li>TL then introduced the nominations for Ordinary Committee Member where there were 5 candidates. Each member present were given a paper voting ballot to vote by preference at the end of the AGM.</li> <li>Following a count conducted by JM and TL (Returning</li> </ul>	Tom Lowe <b>(Secretary &amp; Returning Officer)</b>

	<p>Officers) on Friday 7<sup>th</sup> October, the following two candidates were elected to the committee position of <b>Ordinary Committee Member</b>:</p> <ul style="list-style-type: none"> <li>- Ellie Mayo-Ward</li> <li>- Madalene George</li> </ul> <ul style="list-style-type: none"> <li>• For the voting record, please see Appendix 1: RAISE Ordinary Committee Member Voting Record.</li> <li>• TL and the AGM then discussed the vacant positions and outlined the need to co-opt a Chair for the short term for the sustainability of RAISE.</li> <li>• The AGM approved a co-option of Coin Bryson to be Interim Chair for the first RAISE Committee where the committee will be asked to discussed the below vacant positions: <ul style="list-style-type: none"> <li>- Chair</li> <li>- Treasurer</li> <li>- Student Officer</li> </ul> </li> </ul>	
4	<p><b>Review of RAISE activities for 2017-18: Committee Report</b></p> <ul style="list-style-type: none"> <li>- <i>Finances</i> Colin Byrson gave an update on the RAISE finances and spending in the calendar year (see Appendix 2). The AGM approved the RAISE spending and had no questions.</li> <li>- <i>Communications and networking</i> Tom Lowe &amp; Gabriele Neher reported on the communications of RAISE during the 2017-18 academic year. RAISE members had several suggestions surrounding different social media platforms such as Linked which RAISE could explore. RAISE members also emphasised that RAISE needs to reach out to Student Unions to support those interested Student Engagement within Student Unions and the National Union of Students.</li> </ul> <p>RAISE members also had many ideas about how RAISE could reach out to University communities and other nations such as attending the European First Year Experience Conference, having regional Vice Chairs and targeting specific people with portfolios for Student Engagement.</p> <p>RAISE members were also keen to see RAISE have additional activities such as giving small grants to students, Student Unions and Universities to start up Student Engagement activities. CB suggested awards and GN suggested RAISE Fellowships. TL confirmed that these items would be discussed at the first RAISE Committee meeting.</p> <ul style="list-style-type: none"> <li>- <i>Journal</i> Rachel Forsyth gave a paper update on the success of the Student Engagement in Higher Education Journal tabling the</li> </ul>	RAISE Committee

	<p>number of submissions received, reviewed and published in 2017-18. The AGM commended RF's work on the Journal.</p> <ul style="list-style-type: none"> <li>- <i>SIGS</i> Jenny Marie tabled a paper updating on RAISE's Special Interest Groups for in 2017-18 including activities and vacancies.</li> <li>- <i>Student engagement</i> Amarpreet Kaur &amp; Alexandra Marchbank were both not in attendance and submitted no written paper to update the RAISE AGM.</li> </ul>	
5	<p><b>Membership</b> –CB gave an update on the RAISE membership in regards to capacity building plans, subcommittees, proposed projects, GDPR and communication lists. The report is not included in these minutes as it includes personal data.</p>	Colin Bryson (Chair)
6	<p><b>RAISE Conference 2019 at Newcastle University</b></p> <ul style="list-style-type: none"> <li>- CB outlined Newcastle University as the host of RAISE 2019 4<sup>th</sup> – 6<sup>th</sup> September (to be confirmed).</li> <li>- CB called for Conference Committee Members.</li> <li>- CB opened the floor for members' suggestions for conference themes. Suggestions were "International Perspectives of Student Engagement" and "Reaching Out – Inclusive Student Engagement".</li> <li>- CB asked about the RAISE members' view of a 2 day or 3 day annual conference. JLB confirmed that this would be incorporated into the 2018 Annual Conference evaluation survey to get members feedback.</li> </ul>	Colin Bryson (Conf. Coord. 2019)
7	<p><b>Thanks to committee members standing down:</b> CB gave thanks to the following committee members stepping down from their roles:</p> <ul style="list-style-type: none"> <li>• Claire Hamshire (Vice Chair 2012-18)</li> <li>• Gabriele Neher (Acting Communications Officer 2018)</li> <li>• Phil Mooney (Ordinary Committee Member 2015-18)</li> <li>• Amarpreet Kaur (Student Committee Member 2015-18)</li> <li>• Alexandra Marchbank (Student Committee Member 2018)</li> </ul>	Colin Byrson (Chair)
8	<p><b>Any other business</b></p> <ul style="list-style-type: none"> <li>- There were no additional items.</li> <li>- The meeting concluded at 10:20.</li> </ul>	Colin Byrson (Chair)
9	<p><b>Date of next general meeting – 5<sup>th</sup> September 2019 at Newcastle University</b></p>	

## Appendix 1: RAISE Ordinary Committee Member Voting Record

[Paste in voting record]

**Appendix 2: RAISE Finances Summary for year 2018 available on request.**