

To: RAISE Members
From: Jill LeBihan
Date: 7th September 2023
8-9am

RAISE Annual General Meeting 2023

MINUTES

Attendees: Tom Lowe, Ellie Mayo-Ward, Jill LeBihan, John Parkin, Kevin McStravock, Claire Garden, Conor Naughton, Rachel Forsyth, Ayoola Johnson, Nicola Watchman-Smith, Eugenie Johnson, and 6 RAISE members

Apologies: Ruta Furmonaviciene, Ella Dyer

Item		Lead
1.	Welcome, introductions and apologies for absence <ul style="list-style-type: none"> TL welcomed the members of the AGM 	Tom Lowe (Chair)
2.	Minutes and matters arising from previous AGM September 2022 (online) <ul style="list-style-type: none"> JLB notes that there are no actions from the last AGM beyond the approval of the Constitution; no matters arising Non-committee members agreed to go on to next agenda item 	Jill LeBihan (Secretary)
3.	Chair's Review of 2022/23 <ul style="list-style-type: none"> TL highlighted prioritisation of transparency within RAISE TL highlighted desire from RAISE to be representative of different areas in Higher Education Continuing growth in membership and activities e.g. more webinars, marketing Many delegates at the conference are first-time delegates; how to continue to engage these? Departure from founding university (Newcastle University, UK) in September 2023; now independent in terms of finance and administration Returning to in-person conferences Desire to bring research funding as part of the RAISE network; creation of a process for applying for research funding in the area 	Tom Lowe (Chair)

4.	<p>Elections</p> <ul style="list-style-type: none"> • 27 candidates for 7 positions • Anyone who registered for the conference were given an individual link to vote; QR codes also available in person a • Elections close at 9am on 8 September 2023 • Call to ask people to vote in sessions if they are chairing or attending 	<p>Kevin McStravock (Communications Officer, Returning Officer) Cinnomen McGuigan (Student Officer, Returning Officer)</p>
5.	<p>Constitution: updates to note</p> <ul style="list-style-type: none"> • TL notes minor changes to the constitution • New roles up for election; change from Ordinary Committee Member roles to Academic, Professional & Learning Services and Students' Union Representatives; • Extended term of office for student representatives from one year to two years • Creation of new role for Buddy Scheme Co-ordinator • More details on how expenses are approved • TL presents the updated constitution • Action: update the email address on the constitution to the new RAISE email address • New constitution approved 	<p>Tom Lowe (Chair)</p>
6.	<p>Review of RAISE activities for 2022-23: Committee Report</p> <p><i>Communications and marketing</i> Eugenie Johnson, Kevin McStravock</p> <ul style="list-style-type: none"> • 200 more followers on Twitter; 40 more Instagram followers since previous year • Changed from a group on LinkedIn to a standard page; 517 followers significant growth in LinkedIn presence (140% increase compared to group) <p><i>Journal</i> Rachel Forsyth</p> <ul style="list-style-type: none"> • RF gives a brief overview of SEHEJ and its purpose • 64,000 article views since the last AGM • Vol 5 Issue 1 has been released on 7 September 2023 <p><i>Membership</i> Jill LeBihan</p> <ul style="list-style-type: none"> • No cost to join RAISE and no cost for managing (as done through JISCMail) • 1267 subscribers as of August 2023; 66 joined in 2023, 22 left (gain of 44) • 121 subscribers on AdvanceHE (used to manage the Reading Group) <p><i>SIGS</i> Tom Lowe (on behalf of Ruta Furmonaviciene)</p>	<p>RAISE Committee Members</p>

	<ul style="list-style-type: none"> • SIGs are free to join communities • Happy to receive applications for new SIGs • Update on SIG events that have taken place throughout the year • Note that there may be a need to increase funds available to the SIGs to support research and activities <p><i>Student engagement</i> Cinnomen McGuigan, Ayoola Johnson, Conor Naughton</p> <ul style="list-style-type: none"> • CMG thanks AJ and CN for their contributions to engaging students • CN notes webinar in May 2023 (approx. 80 attendees); highlights RAISE Student Blog; emphasising the student voice within the RAISE Committee • Want to continue growing student presence at the conference and more widely within RAISE • Student Belonging and Good Practice guide to be launched in Autumn 2023 • Working towards greater engagement with student officers and student leaders <p><i>Buddy scheme</i> Claire Garden, Ellie Mayo-Ward</p> <ul style="list-style-type: none"> • 42 applicants, 21 matches in 2022-23 • Buddy Scheme Co-ordinator role created within the Committee • Events ran based on topics that Buddies highlighted as interesting when they signed up • Recruitment for the new cycle has not yet started in order to facilitate the Buddy Scheme Co-ordinator coming into post; handover materials have been created • Evaluation for the scheme is open and will inform future work <p><i>RAISE Reading Group</i> Jill LeBihan and Rachel Forsyth</p> <ul style="list-style-type: none"> • JLB gives an overview of the reading group; takes place on first Monday of the month • Registrant numbers go up to 40 but actual attendees are usually approximately 6-15 (both new and regular attendees) • Occasional webinars; 71-196 registrations for May, June and July webinars 	
7.	<p>Finances and budget of RAISE</p> <ul style="list-style-type: none"> • JP gives a brief overview of the finances for 2022/23 • Balance as of 31 July 2023: £58,232 • Total spend for 2022/23: £14,314 • Main costs: staff (admin), SEHEJ and Committee meetings 	John Parkin (Treasurer)

	<ul style="list-style-type: none"> • Main income: annual conference • JP is happy to answer any questions regarding finance or to show the financial spreadsheet • TL clarifies that there are added costs associated with being independent from Newcastle (Microsoft Teams); admin role is moving to a sole trader role; insurance costs • TL clarifies that the balance in the account can be used as a reserve 	
8.	RAISE Conference 2024 at University of Leicester <ul style="list-style-type: none"> • Date not confirmed for conference but will be in early September 2024; will be announced in due course 	Tom Lowe (Chair)
9.	Thanks to committee members standing down <ul style="list-style-type: none"> • TL thanked all the committee members standing down for their expertise and for volunteering their time (NWS, AJ and Ed Venn). There were no comments or questions. 	Tom Lowe (Chair)
10.	Any other business <ul style="list-style-type: none"> • JLB asks AGM attendees to submit questions for the closing panel session using a QR code 	Tom Lowe (Chair)
11.	Date of next annual general meeting: September 2024 (TBC)	