

The Environmental Association for Universities and Colleges (EAUC)

## Annual General Meeting

24<sup>th</sup> March 2010  
Bangor University  
Chair – Sheri-Leigh Miles, Convenor

### Minutes

#### 1. Apologies

Apologies were noted from Di Dale (Wiltshire College), Gil Snook (City College Plymouth), Helen Manns (University of Northumbria), Neil Scott (Staffordshire University), Adrian Kitchen (Oatridge College), Cathy Cooke (Derbyshire Adult Community Education Service) and Serena Bacuzzi (North Warwickshire and Hinckley College).

#### 2. Minutes of 2009 AGM

The minutes were approved by Jo Hasbury (Loughborough University) and seconded by Nick Hillard (University of Warwick). Nick Hillard noted that the minutes start at number 6 in the AGM papers, it was confirmed that this was a typing error.

#### 3. Matters Arising

There were no matters arising.

#### 4. 2009 Annual Report / Report of the Trustees and Financial Statements

The Chair presented the Trustee Report and Financial Statement. A copy of the Trustee Report and Financial Statements can be found the EAUC website at

[http://www.eauc.org.uk/eauc\\_governance](http://www.eauc.org.uk/eauc_governance).

Highlights of the Annual Report were:

- The success of the Green Gown Awards which the EAUC administer and are sector owned. Members were thanked for their input and continued shared practice.
- Universities that Count was raising its profile.
- Universities and Colleges Climate Commitment for Scotland (UCCCfS) is adding value in Scotland and giving a focus.
- SORTED focuses on FE and funding allowing will continue to get better and encourage Members to share case studies.
- Looking inward, the year has been a fast journey with increased staff to improve programmes and projects and make the EAUC more professional. The EAUC is making the best use of the CUSP scheme and recommend it to Members (3 staff currently).
- The Board has had a year to review and put in place a course of transition and is elected by Members to push the organisation on and represent Members. The Board looked at the various job titles on the Board to ensure it matched Member representatives, which it did and following the Governance Review a skills gap was undertaken with the view to fill the gaps with the skills required. Traditionally it was Estates or general Sustainability but Membership is now wider than this and continues to grow across all aspects of Member organisations.



## **5. Election of executive committee members who will act as Company Directors and Charity Trustees (Resolution Paper AGM10-01 & AGM10-02)**

The Chair outlined the Resolution Papers and explained that the organisation was established 5 years ago there are various gaps due to terms of service being a maximum of 5 years. The Board have the ability to co-opt Trustees in between AGM's to ensure continuity . 3 Members were co-opted in December – Di Dale is a Principal of a FE college, Helen Manns provides a teaching and learning perspective and Paul Cross provides a strategic perspective across a broader CSR programme. Members were asked to ratify this proposal. There were no objections from Members and Nicola Corrigan (Kingston University) and Nick Hillard (University of Warwick) approved Resolution Paper AGM10-01.

3 further Trustee recommendations from the Board were highlighted in Resolution Paper AGM10-02. The Chair clarified the process, explaining historically appointments could be typified by 'stand up and you are in!'. The Board now has a more robust application process. The Chair confirmed the Board had a fantastic response from applications and thanked all who put forward. The Chair noted that the Board will look into alternative ways of using the skills and knowledge of those who have not on this occasion made it to the Board in other roles. The Board went back to the skills gap and it was agreed that FE, Finance and ESD roles were particularly needed. The proposed candidates gave introductions on their backgrounds and skills. Robert Bellfield gave an introduction covering campus delivery and SD and resources of staffing; Harriet Sjerps-Jones gave an introduction covering ESD with a background in FE. The Chair highlighted that Neil Scott as a Finance Director covers financial skills (Neil Scott was not present). The Chair confirmed these are all skills required by the Board.

David Somervell (University of Edinburgh) noted that the Chair mentioned an elected Board yet the Members of the Board are selected by the Board and not elected by Members and asked Members if we need to look at the process of selection. The Chair clarified that the process hadn't altered only the fact that there was now some competition by virtue of the fact that the Board received more applicants than places were available. The Chair added that it is appropriate for Members to question the process and ensure Board transparency. The Chair added the Board analysed the skills gaps and Members have the right to not ratify the Board's recommendations and as such the Board would then go back to review the other applications. The Chair added that the Board has given careful and considered thought to all Board applications and is confident in it's recommendations.

It was noted that the Board is continuing to look at changes in the constitution following the Governance Review and thanked Members for their input and recommended that Members viewed the constitution changes when they are out.

Jonathan Horner (Roehampton University) questioned that there were no representatives from London. The Chair confirmed that the Board will be revisiting regional networks in the near future.

There were no objections from Members and Victoria Hands (LSE) and Harriet Waters (Oxford Brookes University) approved Resolution Paper AGM10-02.

Karen Gallagher (University of Exeter) suggested the process of voting needs to be better explained. The Chair actioned that the voting process will go out with AGM papers in the future.



## 6. EAUC – Governance Review & Future Thinking

The Chair highlighted the positive response to the Governance Review and thanked Members for their valuable input, such as Ann Galbraith. There was support for up to 3 'out of sector' trustees on the Board and the Board is going through the process of changing the constitution. The Chair went through the highlights of the constitution changes including:

- Widening Membership to include Adult Education and Work Based Learning providers
- Elect non-university/college Member trustees onto the Board and noted that we have already received expressions of interest
- Clarify definitions of regions and countries
- Removal of Affiliate Members and other changes to ensure the constitution is up to date
- Introduce role descriptions for the Board

The Chair highlighted that there has been sufficient of opportunity for Member input. It was noted that although it is no longer a company regulation to hold AGM's that the Board will continue to do so to ensure Members and the Board have the opportunity to discuss and decide AGM matters.

Paul Cross was introduced as the new Chair of the Board. Paul presented a future thinking presentation highlighting results from the Members Survey:

- Better communications
- More FE focus
- Leave the EAUC brand as it is
- Focus on regions
- EAUC Carbon Audit & 10:10

Paul thanked those trustees stepping down for building the organisation up to what it is now:

Sheri-Leigh Miles  
Gil Snook  
Keith Pitcher  
Adam Van Winsum

## 7. Next AGM & Conference

The dates and venue are yet to be confirmed and Members will be notified as soon as they are.

## 8. Any Other Business

None.

