

Minutes of the Annual General Meeting 5<sup>th</sup> April 2005  
Held at the University of Hertfordshire

Apologies:

Nick Slack, Warwickshire College

Present:

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| Andy Nolan, Convenor EAUC Executive, Sheffield University    | John Hindley, Edge Hill College of HE         |
| Adam van Winsum, EAUC Executive, Queens University Belfast   | Jacqueline Potter, University College Chester |
| Jo Hasbury, EAUC Executive, Derby University                 | Peter Hayward, University of Sheffield        |
| Martin Wiles, EAUC Executive, Bristol University             | Mark Warner, Leeds Metropolitan University    |
| Sheri Leigh Miles, EAUC Executive, Bishop Burton College     | Charles Morrison, Napier University           |
| Joanna Fulton, EAUC Executive, Sheffield Hallam University   | Fleur Rothwell, University of Edinburgh       |
| Nicola Corrigan, EAUC Executive, University of Hertfordshire | Mary Webb, Oxford Brookes University          |
| David Somervell, EAUC Executive, Edinburgh University        | Harriet Waters, Oxford Brookes University     |
| Elizabeth May, EAUC Executive, Swansea Institute             | Keith Pitcher, Leeds University               |
| Joanna Simpson, EAUC Executive, Bristol University           | Amanda Hastings, University of Sussex         |
| Iain Patton, EAUC Administrator                              | Clive Parkinson, University of Sussex         |
| June Thomas, Stow College                                    | Damian Oatway, University of Manchester       |
| Paul Lumley, University of Plymouth                          | Trevor C Shields, University of Birmingham    |
| Godfrey Whitehouse, University of Exeter                     | Erica Drew, Goldsmith College                 |
| Bob Stiff, Brunel University                                 | Jim Rollinson, University of Wales, Bangor    |
| Alison Tetteh, University of Brighton                        | Katrina Henderson, Cardiff University         |
| Gillian Sinnott, Wigan and Leigh College                     | Paul Adams, University of Exeter              |
| Mark Webster, University of the West of England              | Gavin Scott, University of Nottingham         |
| Kara Davies, University of Aberystwyth                       | Christopher Parkin                            |
| Robert Mackenzie, University of Hull                         | Ralph Stuart, C2E2                            |
| Mark Norman, Anglia Polytechnic University                   | Martin Whiteland, University of Cambridge     |
| Andrew Cardy, University of Portsmouth                       | Gary Tideswell, University of York            |
| Amy Nathan, Nottingham Trent University                      |   |

Agenda:

1. Apologies
2. Minutes of 2004 AGM
3. Matters arising
  - 3.1. On Minute 2.7: BIE Index
  - 3.2. On Minute 7: Environmental Training Development Proposal
4. 2004 - 2005 Annual Report (paper AGM05-01).

The Environmental Association for Universities and Colleges  
Company Number: 5183502. Registered Charity Number: 1106172

**Correspondence address: EAUC National Office, Bank House Farm, Stanford Bridge, Worcestershire WR6 6RU. 07970 43 99 27, [info@eauc.org.uk](mailto:info@eauc.org.uk) [www.eauc.org.uk](http://www.eauc.org.uk)**

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5. Resolution to dissolve unincorporated association and transfer all assets to the charitable company limited by guarantee (papers AGM05-02 and AGM05-03, Resolution number 1).
  6. Business Plan including membership fee proposals (paper AGM05-04, Resolution numbers 2, 3 and 4).
  7. Appointment of auditors (paper AGM05-05, Resolution number 5).
  8. Election of executive committee members who will act as directors and trustees (AGM05-06, Resolution number 6).
  9. Next AGM and Conference
  10. Any other business
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1. Welcome and Apologies:  
The meeting opened with a welcome from Convenor Andy Nolan.  
Members were reminded that only Full members could vote and each member institution has one vote. The meeting was quorate. Apologies were noted.

2. Minutes of the 2004 AGM:  
The minutes of the 2004 AGM were accepted as a true record.  
Proposer: Martin Wiles, University of Bristol - Seconded David Somervell University of Edinburgh

3. Matters Arising:  
3.1 Andy Nolan announced that HEFCE have agreed to provide funding for 1 yr to appraise the Business in the Community CSR Indices and test its appropriateness to our sector. Mark Warner at Leeds Metropolitan University will manage this.  
3.2 Environmental Training Package. Limited progress on this but significant interest expressed.

4. 2004-2005 Annual Report was presented to members by the convenor.  
Follow this link to the report. <http://www.eauc.org.uk/index.cfm?zID=9>

As a footnote David Somervell, University of Edinburgh reported that there were currently 268 members registered on the members jiscmail discussion network and he encouraged all to join.

5. Resolution 1. To dissolve unincorporated association and transfer all assets to the charitable company limited by guarantee.  
- Result: "Overwhelming support"

6. Business Plan (BP). Martin Wiles, University of Bristol introduced the Business Plan.  
The Business Plan will capitalise on the current increase in interest in sustainability from HEFCE and the LSC. The plan recognises the capacity limit with our traditional reliance on volunteer effort. Martin Wiles outlined the products and services identified in the Business Plan, the three employed positions proposed and the financial arguments.

Comments were invited from Members.

David Somervell, Edinburgh University. C2E2 in USA runs on a similar model to the one proposed and has a parallel fee structure.  
Clive Parkinson, Sussex University. Sits on ASHA Committee and it is going through a similar debate. It is important that employees are accountable to the Executive and wider members

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Chair response: A work programme will be written and a favoured option is to base the staff at a member institution to avoid employment issues.

Gary Tideswell, University of York. Concerns that the BP does not analyse the risk of decisions. What are the contingency plans if income targets are not met?

Mark Warner, Leeds Metropolitan University. Highlighted the risk of reliance on volunteers is higher than that of using employed staff.

Chair response: Core costs will be met by membership fees. Additional, project costs will be met by outside funding. A codicil will be added to the resolution that a risk statement is written for all outlined options.

Erica Drew, Goldsmiths College. Considers the proposed fee good value but concerned about some colleges not being able to meet this.

Gillian Sinnott, Wigan and Leigh College. Believes the fee rate to be acceptable but believes the LSC must give the signal to FE to prioritise this issue.

Mark Warner, Leeds Metropolitan University. Argues against membership fee introductory offers and discounts as they can devalue the organisation. Warns against "fee snobbery" – If its cheap its worthless.

Paul Adams, Exeter University. Accepts the fee increase and suggests expectations will now rise. Concerned that half committed members may withdraw but will review his membership in 2 yrs.

June Thomas, Stow College. Recognises that environmental management is not a traditional area of FE activity, but it is rising up the agenda now in Scotland.

Chair Response. Accepts these points and is very keen to work with the LSC to encourage FE membership.

Charlie Morrison, Napier University. Proposes that the post (Business Development Manager) is on a fixed term basis.

Kara Davis, University of Wales, Aberystwyth representing Andrew Walker. Agrees with membership fee rise but is concerned with commercial involvement.

Keith Pitcher, Leeds University. Concerned that commercial fees may not be high enough.

Chair Response. £500 will be the entry level fee for Associate (Commercial) Members. New opportunities will be created to source additional funds. Checks and balances will be needed to manage this area, and this will be presented to and passed by Full members.

Resolution 2. Agree the Business Plan. (Subject to a satisfactory risk analysis statement of the options presented in the Business Plan)

- Result: Passed
- For 32      Against 1      Abstentions 1

Resolution 3. Agree new membership type for commercial organisations

- Result: Passed
- For 31      Against 3      Abstentions 0

Resolution 4. Agree new membership rates

- Result: Passed
- For 34      Against 0      Abstentions 1

## 7. Appointment of Auditors

Resolution 5. Agree the appointment of Soloman Hare Chartered Accountants.

- Result: Passed
- For 33      Against 0      Abstentions 0

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8. Election of Executive Committee members  
Resolution 6. Agree to appoint the following members onto the Executive Committee who will act as Directors and Trustees.

Jo Hasbury, Derby University  
Sheri Leigh Miles, Bishop Burton College  
Andrew Nolan, Sheffield University  
Keith Pitcher, Leeds University  
Joanna Simpson, Bristol University  
Gilbert Snook, Plymouth College of FE  
Adam van Winsum, Queens University, Belfast  
Harriet Waters, Oxford Brookes University  
Martin Wiles, Bristol University

- Result: Passed with no objections or abstentions

It was noted that Andrew Nolan is stepping down as Convenor and Martin Wiles takes on that role on the executive, Andy will stay on the executive.

9. Next AGM and conference will be on 11<sup>th</sup> April at Nottingham University.
10. AOB. Thanks was given to out going Convenor Andy Nolan

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