



Annual General Meeting Minutes

20 June 2018 – Keele University

Chair – Janet Haddock-Fraser (JHF)

A copy of the presentation and papers can be found at http://www.eauc.org.uk/eauc_governance.

1. Welcome and Apologies

JHF welcomed Members to the AGM as Chair and reminded Members to vote with Electoral Reform Services outside the room if they have not yet voted and voting will close in 15 minutes. The results of the online voting along with the votes taken today will be collated by Electoral Reform Services and will be announced at the end of this meeting.

JHF introduced the Board of Trustees.

Apologies were received from Jamie Pearson (Edinburgh Napier University); Jane Davidson (University of Wales Trinity Saint David); Chris Long (Bridgend College); Liz Price (Manchester Metropolitan University); Tom Yearley (University of Wales Trinity Saint David); Eunice Simmons (Nottingham Trent University) and David Duncan (University of Glasgow).

Any other business was to be raised prior to the meeting and none had been raised.

2. Approval of Minutes of 2017 AGM

No issues were raised and the minutes were approved.

3. Retirement of Board Members who will act as Company Director and Charity Trustee

JHF confirmed that Wendy Purcell (University of Plymouth) will retire from the Board as a Director and Trustee as of this AGM having served a maximum term of 5 years. JHF expressed thanks on behalf of the Board and EAUC Members to Wendy for her excellent contribution over the years.

Within the year we also had retirements from Andrew Hewett, University of Dundee on 8 June 2017 and Trevor Humphreys, University of Surrey on 1 February 2018. JHF expressed thanks on behalf of the Board and EAUC Members to Andrew and Trevor for all their hard work.

Following the retirements, the Board co-opted David Duncan on 27 July 2017. As our new Ireland Branch was established in 2017, Damian Dalton was elected as the Ireland Branch Convenor as of 7 September 2017.

Given these changes, the Board has two vacancies to fill on the Board of Trustees as well as an election for the co-opted Trustee.

4. Resolution Paper AGM18-01 – Election of Board Members who will act as Company Director and Charity Trustee

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For these positions, the Board are particularly looking for one position to be from academic leadership and one position to be from senior management. We received six nominations for this vacancy. Members may vote for up to two candidates only and you have to vote with Electoral Reform Services. JHF expressed thanks on behalf of the Board and EAUC Members to all nominees for their interest and noted that it was so good to see such energy and enthusiasm from our members to serve.

5. Resolution Paper AGM18-02 – Election of a Recommended Co-opted Board Member who will act as Company Director and Charity Trustee

Due to Andrew Hewett's resignation, the Board co-opted David Duncan to take over Andrew's role as Treasurer. David has proved to be a valued Director and Trustee and provides the Board with the assurance and governance required for this role. Therefore for this resolution the Board are recommending for David to be elected.

6. Resolution Paper AGM18-03 – That the Articles of Association of the Company be rescinded in their entirety and replaced with the version annexed in the resolution

The third resolution is to update our Articles of Association. The Articles are a governing document required by law. The changes have been highlighted within the papers sent to Members. It is important that we regularly review the Articles to ensure they are compliant with the current laws that apply to us. This is a special resolution and requires at 75% majority of the votes.

7. Resolution Paper AGM18-04 – That the registered name of the Company be changed to United Futures and the Articles of Association and all stationery be amended to reflect the new Company Name

The final resolution is to change our name. A lot of documentation has been sent to Members over the previous months to explain this. This is a special resolution and requires at 75% majority of the votes. The results of all the resolutions will be announced at the end of this meeting.

8. Review of the Year – 2017 Annual Trustee Report and Accounts – Presented by Iain Patton

JHF handed over to Iain Patton (IP), CEO, to go through the Annual Trustee Report. IP highlighted activities of the year which included:

Our Members

- Our Members are the reason why we exist. We have a large diverse community.
- Whilst we have a renewal rate of 92% for educational members, we are not complacent and continue to strive to deliver member's needs.
- Company membership has decreased due to us focusing on a deeper relationship with fewer companies.

Our Strategy

- Our strategy was approved last year and we will highlight activities from each of the Goals of the strategy.

Goal 1: Strategic Alignment

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- In 2017 we launched our Living Labs work and we are working with NUS to move this to the next stage to further help and support members
- The 2nd Leadership Lab was held in 2017 at the University of Cambridge and there was a workshop on this yesterday for those who could attend. The next Lab event will be held in January 2019

Goal 2: Advocacy

- Advocacy – we appointed a new staff member to help us be proactive in this area. We thank the task and finish group made up of members who helped us develop our Advocacy Strategy.
- To further raise our profile and voice of our members we have joined the UK Stakeholders for Sustainable Development (UKSSD) and the Aldersgate Group.
- We also continue to work with the NUS, University and College Union (UCU), College Development Network and Association of Colleges and led the 3rd annual Sustainability in Education report.

Goal 3: Knowledge Exchange

- This Goal is at the heart of the EAUC community.
- We have seen a growth in webinars.
- We have 5 new partners on the Sustainability Exchange which is available to all.
- In 2017 we launched the Mapping Research which looked at a wide range of reporting tools and standards and we are delighted that this work has been further developed and integrated within the new Sustainability Leadership Scorecard.

Goal 4: Maximised Resources

- We are delighted to have launched earlier this month the Sustainability Leadership Scorecard in partnership with AUDE and Arup and from funding from the former HEFCE. This builds on the Green Scorecard work by AUDE and the Mapping Research and taking the foundations of LiFE to the next phase. The Sustainability Leadership Scorecard is free to all institutions to use and is an online tool to set targets and monitor progress. There is a workshop on this tomorrow and please do visit the exhibition stand to learn more.
- The Future Business Council is an exciting coming together of executives from institutions and global companies to discuss sustainability solutions such as graduate attributes. There is a workshop later today to find out more.
- The Green Gown Awards continue to showcase fascinating initiatives and we continue to work on a global level. We have our International Green Gown Awards winners from Chiba University, Japan here at the conference so please do take time to meet them.

Goal 5: Stronger Community

- In 2016 we launched our Fellows programme which recognises and thanks those Members that go the extra mile in supporting our work.
- We are delighted to announce this year's Fellows are:
 - Angus Allan, Deputy Principal, South Lanarkshire College
 - John Bailey, Sustainability Manager, University of London
 - Andrew Bryers, Energy, Environment and Sustainability Manager, Aston University
 - Joel Cardinal, Head of Energy and Sustainability, University of Warwick
 - Jon Emmett, Head of Sustainability, London School of Economics and Political Science
 - Selina Fletcher, Sustainability Manager, Coventry University
 - Zoe Robinson, Director of Education for Sustainability, Keele University
 - Harriet Waters, Head of Environmental Sustainability, University of Oxford

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- We work together with our Fellows to agree areas of activity
- This year we have also recognised members that consistently contribute a great deal of their time and resources to support us and our members. These are members that have a formal volunteering role such as regional, branch, topic support network, community of practice and task and finish group members. This equates to 41 volunteers and equivalent to £86,100 worth of staff time annually. Thank you once again to all our members that contribute.

Goal 6: Expanded Horizons

- In September 2017, we launched the SDG Accord in partnership with the Global Alliance. The Accord has been signed by the majority of sustainability education networks across the world. Principals or Vice Chancellors can sign the Accord and we encourage the co-signing with Student Union Presidents. EAUC is getting global recognition for this activity and we will be reporting at the UN High Level Political Forum next month.

Scotland

- Scotland remains a tour de force and has strong relationships with Government agencies. We are in the 1st year of our 3 year programme. With mandatory carbon reporting for every public body they are leading the field. We have been working with BEIS to bring in a target for England. A huge well done to Becca and her team.

IP handed over to JHF to provide an overview of the Annual Accounts. JHF explained that this would normally be the Treasurer but David Duncan has sent his apologies. JHF highlighted the following areas:

- We made an overall surplus of £34,799 with an unrestricted surplus of £1,333 for the year. We did have a 10% decrease on our unrestricted income but also a 14% decrease in our unrestricted expenditure. 39% of our total unrestricted income is from educational membership which is up from 3% from last year. In 2017 we had 9.5 full time equivalent staff of which 3 are funded through our restricted externally funded projects. Our non-project related staff costs represent 45% of our total unrestricted expenditure which is down from 47%
- A breakdown of our income sources show that 30% of our income comes from membership fee – both educational and company members. 22% of our income comes from the Annual Conference and 14% comes from products and services such as the Green Gown Awards and Sustainability Exchange. We received 4% income from training such as the Emerging Leaders Programme and the Leadership Lab. We continue to receive funding from the Scottish Funding Council and we also received funding from the former HEFCE for the Sustainability Leadership Scorecard and this makes up 30% of total income received.
- We have conservatively estimated a small surplus of £9,628 for 2018 and this is dependent upon continuing membership renewals and success for our activities such as the Annual Conference and the Green Gown Awards. Our expenditure budgets have been maintained at a similar level. We have a total of £201,679 in our reserves to carry forward so we are well placed to continue to invest in further improving benefits and services for members. This illustrates the importance of generating a surplus to build our reserves to ensure the future sustainability of the organisation. Thank you to our members for continuing to support us – without you we would not exist

The floor was opened for questions and comments on the Annual Report and Accounts:

- Dave Gorman, University of Edinburgh asked what the reserves policy was. Fiona Goodwin (Company Secretary & Director of Operations & Planning) answered that is approximately £48k

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which cover 2 months operational activity which is in accordance with Charity Commission guidance.

- Dave Gorman, University of Edinburgh asked if there was anything that can be done to increase the female diversity on the Board. JHF replied that she was mindful of this but this does depend on who puts themselves forward for nominations and then how members vote. Dave Gorman suggested that rather than relying on the voting that there could be more directive from the Board such as a minimum number of women on the Board. JHF noted that this is also a reflection of women in leadership across the sector and wider society.
- John Thorne, Glasgow School of Art asked if more could be done such as providing female only nominations. JHF replied that the Board will look into this.
- Joanna Marshall-Cook, University College London asked if we could encourage more women to apply. JHF stated that this is a wider problem in the sector as women are not putting themselves forward although we did have a 50/50 split in the nominations.

9. Vote Results (JHF)

JHF announced the election results, as verified by Electoral Reform Services are:

AGM18-01	James Longhurst and John French elected
AGM18-02	David Duncan elected
AGM18-03	81% majority – passed (75% requirement)
AGM18-04	72.1% majority – not passed (75% requirement)

JHF congratulated the new Trustees and thanked all the nominees for their interest and Members for voting.

10. Questions

JHF stated that as AGM18-04 was not passed we will remain with our current name. JHF thanked all of those involved in the process. JHF asked if any questions regarding the results:

- Petra Molthan-Hill, Nottingham Trent University asked if there was a more creative way to get member input and provide a choice of names for members to choose from. JHF replied that as we have to achieve a 75% majority that this will be very hard to obtain across many options.

JHF said the Board and staff team will now take time to reflect on the result.

11. Any other business and close

JHF confirmed that no other business has been raised. JHF thanked all for attending and all members who contributed and encouraged members to get in touch with us either in person at the conference or through our regional and topical groups or directly. JHF closed the meeting.

