

ASET (1982) LIMITED
ANNUAL GENERAL MEETING (AGM)

**Meeting held in Lecture Theatre B52, Business School South,
University of Nottingham, Jubilee Campus
On Tuesday 4 September 2018**

MEMBERS PRESENT (Executive members in Bold)

Adrian	Hawksworth	Imperial College London
Alice	Burke	Cardiff University
Amirah	Hajat	RMP Enterprise Ltd
Angela	Standish	University of Manchester
Annette	Dolan	NUI Galway
Ardy	Cheung	University College London
Brian	Byers	Ulster University
Caroline	Demetriou	Canterbury Christ Church University
Caroline	Doolan	University of Suffolk
Cassie	White	Nottingham Trent University
Catherine	Davies	Kingston University
Catherine	Hunt	University of Roehampton
Catherine	Teehan	Cardiff University
Charlotte	Rowley	Sheffield Hallam University
Chris	Colegate	University of Nottingham
Christian	Thode	Nottingham Trent University
Ciaran	Stoker	University of Exeter
Claire	Martin	University of Kent
Clare	Harding	Pagoda Projects
Colin	Turner	Ulster University
Dan	Middler	De Montfort University
Danielle	Maya	University of Bath
Danielle	Rowe	University of East Anglia
Denise	Mac Dermott	Ulster University
Denise	Thyer	Swansea University
Donna	Franklin	Anglia Ruskin University
Eileen	Cunningham	University of Salford
Ella	Wyburne-Ridsdale	Bath Spa University
Emily	Timson	University of Leeds
Emma	Winfield	Nottingham Trent University
Famy	Rashid	University of Kent
Fatima	Ahamed	Aston University
Felicity	Clifford	University of Kent
Fiona	Naismith	University of Derby
Francesca	Crickmere	University of Exeter
Francesca	Walker-Martin	University of Central Lancashire
Gemma	Harris	De Montfort University

Heather	Woodruff	Oxford Brookes University
Helen	Gansmo	Norwegian University of Science and Technology (NTNU)
Helena	Pimlott-Wilson	Loughborough University
Helyn	Taylor	Swansea University
Humera	Hodgkinson	De Montfort University
Jacqueline	Gray	University of Lincoln
James	Corbin	University of Kent
James	Wade	Newcastle University
Jamie	Bettles	Pagoda Projects
Jamie	Bradbury	Bath Spa University
Jane	McNeil	Nottingham Trent University
Jenna	O'Brien	University of Leeds
Jessica	Woodhead	University of Exeter
Jo	Higham	Loughborough University
Jo	Jenkins	Cardiff University
Joe	Mulholland	CAFRE, College of Agriculture, Food and Rural Enterprise
John	Charlton	University of West London
Julie	Udell	University of Portsmouth
Kate	Hastings	Newcastle University
Katharine	Price Edwards	Lancaster University
Katherine	Cameron	University of Edinburgh
Kaye	Heyes	Canterbury Christ Church University
Kimberley	Harris	University of Warwick
Laura	Bielby	Durham University
Laura	Bradley	Ulster University
Laura	Foster	University of Roehampton
Lizzie	Brock	RMP Enterprise Ltd
Lorna	Savage	University of Edinburgh
Louise	Morris	University of Hull
Louise	Wilson	University of York
Mairead	McMahon	Pagoda Projects
Marcellus	Mbah	Nottingham Trent University
Marcus	McLernon	Robert Gordon University
Margarita	Harris	Anglia Ruskin University
Marie	Laffey	NUI Galway
Mark	Jones	Swansea University
Mary	Cawley	University of Leeds
Melissa	Pickering	University of Surrey
Michelle	Ashton	London College of Fashion, University of the Arts London
Mike	Davies	University of Wales Trinity Saint David
Mohson	Khan	City, University of London
Moiria	McCarthy	Ulster University
Natalie	Everett	University of the West of England
Nicola	Porter	Leeds Beckett University
Paula	Murray	Maynooth University
Phil	Grierson	De Montfort University
Rachael	Carn-Stevens	Goldsmiths, University of London
Rachel	Gill	University of the West of England
Rebecca	Evans	University of Leeds
Rebecca	Hirst-Nelson	Sheffield Hallam University
Rebecca	Legg	University of Westminster
Rob	Jack	University of Southampton
Sally	Bain	London College of Fashion, University of the Arts London
Sally	Bessell	University of Bath

Samantha	Dalby	De Montfort University
Samuel	Cave	University of Lincoln
Sarah	Flynn	University of Hertfordshire
Sarah	Gibbons	Nottingham Trent University
Sarah	Lord	Anglia Ruskin University
Sophie	Cranston	Loughborough University
Sophie	Rowe	Goldsmiths, University of London
Stef	Cope	Birmingham City University
Suzanne	Nolan	University of Suffolk
Suzanne	Swift	University of Leeds
Sylwia	Wasiak	University College London
Thomas	Spurway	Kingston University
Tim	Hills	Loughborough University
Tom	Fitzgerald	NUI Galway
Tom	Meadows	Newcastle University
Trevor	Pierce	University of Nottingham
Tricia	Parrott	Harper Adams University
Vanessa	Airth	London Metropolitan University
Vianna	Renaud	Bournemouth University
Vicki	Doughty	University of Essex
Vicki	O'Brien	University of Central Lancashire
Zoe	Hinton	London College of Fashion, University of the Arts London

The President of ASET, Dr Geoffrey Copland, called the meeting to order at 12:20hrs by welcoming members to the AGM.

1 MINUTES

It was proposed that the minutes of the AGM held on 5th September 2017 should stand as a true record and this was seconded and approved by all.

2 DIRECTORS OF THE ASSOCIATION

There are currently eleven Members of The Executive Committee (Directors of the Association), one Director, Tim Ward (*University of Salford*) having stepped down earlier in the year. At this meeting five directors are stepping down, Brian Byers (*Ulster University*), Susannah Day (*University of Exeter*), Rebecca Evans (*University of Leeds*), Becky Jones (*University of Hertfordshire*) and Francesca Walker-Martin (*University of Central Lancashire*). Three of these Directors are standing for re-election Brian Byers (*Ulster University*), Rebecca Evans (*University of Leeds*) and Francesca Walker-Martin (*University of Central Lancashire*), alongside three individuals co-opted onto the Executive Committee Mohson Khan (*City, University of London*) and Vicki O'Brien (*University of Central Lancashire*), at the 2017 AGM and Helyn Taylor (*Swansea University*) who joined later in the year. Departing Directors Becky, Susannah and Tim were formally thanked for their service as trustees and wished well by all.

The President sought approval for the six nominees, and all votes were carried unanimously.

The President advised the meeting there are a further three spaces available on the Executive Committee and invitations to join as a co-opted Trustee will be issued at the start of the academic year.

3 OFFICERS OF THE ASSOCIATION

As a result of the above vote there are now twelve members of the Executive Committee. There are a further three vacancies on the Executive Committee, and members were encouraged to consider applying to join in the coming year.

The full Executive Committee is now:

Geoffrey Copland, **President**

Sarah Flynn, **Chair**, University of Hertfordshire
Francesca Walker, **Vice-Chair**, University of Central Lancashire
Rebecca Evans, **Treasurer**, University of Leeds
Brian Byers, Ulster University
James Corbin, University of Kent
Mike Davies, University of Wales Trinity Saint David
Mohson Khan, City, University of London
Vicki O'Brien, University of Central Lancashire
Vianna Renaud, Bournemouth University
Helyn Taylor, Swansea University
Emily Timson, University of Leeds
Colin Turner, Ulster University
Tim Ward, University of Salford

Debbie Siva-Jothy, ex-officio

4 ACCOUNTS

The annual accounts for the year ending 31 December 2017 had been previously signposted to members via a link to the Charity Commission website. Highlights from the accounts were displayed on a Poster at conference and the full accounts were also available to view in hardcopy at the conference registration desk. Highlights:

- i) ASET is a charity, whose purpose is to serve the membership. Profit making is not an objective of ASET
- ii) ASET's reserves remain strong, and in line with the Charity Commission recommendation that they should be sufficient to cover expenditure for 12 months
- iii) The figures reflect an increase in staff development workshop costs following a decision to use more expensive venues, with fixed minimum delegate numbers, in order to offer convenience to delegates and a more professional service
- iv) ASET continues with other responsible disbursements in line with members' interests; through bursaries, sponsorship and events

A surplus of £29,237 had been generated in 2017, compared to a surplus of £9,337 for the previous year. ASET's reserves are now £240,807 and its turnover for 2017 was £179,224. ASET seeks to invest in research and good practice projects where income exceeds operating costs.

As there were no questions raised in relation to finance, it was proposed that the accounts be accepted and this was seconded and approved by all.

5 AUDITORS

ASET's auditors Sutton Hartley McGrath prepared the independent examination of the 2017 accounts. The financial review in 2017 cost £1,400, compared with a figure of £1,901 in 2016.

6 REPORT ON PROGRESS

The Annual Review was once again presented as a Poster in the conference registration area, and highlighted key areas as:

i) **Continued commitment to Staff Development Workshops**

2017 saw a significant increase in demand for bespoke workshops, contributing to an overall increase in delegate numbers (bespoke and staff development programme) for the year to 295 delegates (18 sessions), compared with a total of 272 (17 sessions) in 2016.

ii) **Regional Hubs**

Further roll out of the Regional Hubs with successful events held in Spring and pre Xmas in addition to Conference. These events will continue into 2018.

ASET continues to offer bursaries to support research and innovation in the sector, through the Research Student Bursary, **and** Summer Project Student Bursary. In addition we offer financial support to those taking up work integrated learning; including a Helena Kennedy Foundation student bursary.

During 2018 ASET business has continued to grow with improved engagement in Regional Hubs, and a significant increase in Bespoke Staff Development Workshops (9 bespoke sessions, 153 delegates). This performance is alongside the Staff Development Workshop programme which for the first half of 2018 had 184 delegates compared with a full year total of 210 in 2017. A further 3 workshops are planned to the yearend plus a further two bespoke sessions.

Conference continues to be well supported (176 delegates attending Conference 2017 at the University of Kent, and 179 delegates here at Conference 2018 at the University of Nottingham). We have also continued to see growth in ASET membership numbers, which are now at a record 133 members.

ASET is committed to broadening the offer within the staff development workshop programme, and will continue to offer bespoke sessions alongside the regular programme. The Working Groups workload and responsibilities will increase to further develop a range of services for members.

7 ANY OTHER BUSINESS

There being no other business, the President closed the AGM at 12:31hrs commenting that ASET was successful purely due to the professionalism and enthusiasm of the members, and of the Executive Committee, and inviting the members to continue their active participation.