

**ASET (1982) LIMITED**  
**ANNUAL GENERAL MEETING (AGM)**

**Meeting held Online as part of #ASETConnect,  
On Tuesday 8 September 2020**

**MEMBERS PRESENT (Trustees in Bold)**

<b>Laura</b>	<b>Bielby</b>	<b>Durham University</b>
<b>Deborah</b>	<b>Callister</b>	<b>Edinburgh Napier University</b>
<b>Andy</b>	<b>Dodge</b>	<b>Cardiff University</b>
<b>Kimberley</b>	<b>Harris</b>	<b>The University of Warwick</b>
<b>Mohson</b>	<b>Khan</b>	<b>City, University of London</b>
<b>Vicki</b>	<b>O'Brien</b>	<b>University of Central Lancashire</b>
<b>Patricia</b>	<b>Parrott</b>	<b>Harper Adams University</b>
<b>Vianna</b>	<b>Renaud</b>	<b>Bournemouth University</b>
<b>Lou</b>	<b>Taylor-Murison</b>	<b>Keele University</b>
<b>Emily</b>	<b>Timson</b>	<b>University of Leeds</b>
<b>Julie</b>	<b>Udell</b>	<b>University of Portsmouth</b>
<b>Francesca</b>	<b>Walker-Martin (Chair)</b>	<b>University of Central Lancashire</b>
Gwen	Adams	Aberystwyth University
Vanessa	Armstrong	Newcastle University
Hayley	Assuncao	London South Bank University
Glesni	Ayres	University of South Wales
Sally	Bain	London College of Fashion / UAL
Sally	Bain	London College of Fashion / UAL
Julia	Ball	University of Chester
Libby	Barton	University of Southampton
Libby	Barton	University of Southampton
Libby	Beck	University of Derby
Jane	Beckford	University of Central Lancashire
Jamie	Bettles	Pagoda Projects
Alistair	Booth	University of Chester
Jamie	Bradbury	Bath Spa University
Pauline	Bremner	Robert Gordon University
Vikki	Brockhurst	University of Chester
Lyndsey	Burkert	Liverpool Hope University
Shaun	Butcher	Virtual Internships
David	Butler	Nottingham Trent University
Katherine	Cameron	School of Engineering, University of Edinburgh

Rosemary	Capper	Liverpool John Moores University
Patricia	Cassery	MIC, University of Limerick
Sam	Cave	University of Lincoln
Rebecca	Cliff	Nottingham Trent University
Claire	Colburn	University of Sussex
Angela	Collins	Waterford Institute of Technology
Aisling	Conroy	National University of Ireland Galway
Hannah	Corbett	University of Nottingham
Ailsa	Cormie	University of Dundee
Elise	Cotter	University of Exeter
Sue	Cuthbert	University of Worcester
Richard	Daniels	University of Exeter
Peter	Dawson	University of East Anglia
Elsie	Dent	University of Edinburgh
Vicki	Doughty	University of Essex
Heather	Doyle	University of Essex
Louise	Duncan	University of Bristol
Maxine	Edwards	St Mary's University
Jewel	Esemuze	Oxford Brookes University
Luke	Fairbrass	University of Greenwich
Lisa	Fender-Jack	University of West London
Becky	Fitt	University of East Anglia
LaiLeng	Fong	The University of Warwick
Birgitta	hall	Queen Mary, University of London
Emma	Hall	University of Hertfordshire
Luke	Hall	The University of Warwick
Aimee	Hamby	Pagoda Projects
Clare	Harding	Pagoda Projects
Sam	Hardy	The University of Warwick
Steve	Hargreaves	Keele University
Linda	Hartland	University of Leeds
Ali	Hashemi	Pagoda Projects
Nick	Hassett	Anglia Ruskin University
Darsh	Hawtin	University of Bedfordshire
Tracey	Hill	The University of Sheffield
Jo	Hobbs	Lancaster University
Jazmin	Hodges	St Mary's University
Katharine	Hoskyn	Auckland University of Technology
Claire	Hughes	Solent University
Steph	Hughes	University of Kent
Ricky	Jayes	University of Chichester
Emma	Jennings	Anglia Ruskin University
Isabel	Johns	Sotheby's Institute of Art
Gitit	Kadar-Satat	The University of Warwick
Graham	Kaye-Taylor	Brunel University London
Stella	Kazamia	University of Surrey
David	Keane	Cardiff University
Lesley	Kelly	University of Edinburgh

Breda	Kenna	NUI Galway
Nawaz	khan	University of Bradford
Chris	Knight	The University of Warwick
Marie	Laffey	NUI Galway
Ngaio	Lanfray	University of Kent
Philip	Lang	University of York
Hai	Le	London South Bank University
Lauren	Lewis	University of Essex
TRACEY	MAGGS	University of Bristol
Lynn	Margetts	University of Lincoln
Lindsey	Marshall	University of Plymouth
Paul	Matthews	Robert Gordon University
Marilyn	McAleer	University of Gloucestershire
Katie	McAllister	University Centre Peterborough
Marni	McArthur	University of Sussex
Duncan	McDonald	Durham University
Sam	McKinstry	Robert Gordon University
Marcus	McLernon	Robert Gordon University
Alexandra	Mcninch	Durham university
Janine	Melvin	Liverpool John Moores University
Gemma	Messenger	Durham University
Dan	Middler	De Montfort University
Waverley	Miller	Virtual Internships
Emma	Mills	University of Brighton
Zoe	Mogridge	Sotheby's Institute of Art
Melissa	Mosson	University College Birmingham
Helen	Mould	University of Portsmouth
Ramandeep	Mungur	University of Sussex
Patricia	Murphy	Queen's University Belfast
Paul	Murphy	University College Dublin
Fiona	Naismith	University of Derby
Faye	Neivens	University of Warwick
Claire	Newbold	University of Reading
Thao	Nguyen	Nottingham Trent University
Rob	Nisbett	University of the West of England
Ruphina	Obare	University of Sunderland in London
Ben	Offord	University of Derby
Annabel	O'Keeffe	University of Winchester
Jonathan	Osanyingbemi	University of Westminster
Julie	O'Shea	University of Buckingham
Olga	O'Sullivan	University of Limerick
Kevin	Papworth	Quantum IT
Marion	Patel	University of Warwick
Kay	Pearson	University of Surrey
Donna	Petgrave	University of West London
Melissa	PICKERING	University of Surrey
Alia	Pike	Nazarene Theological College
Teresa	Pinheiro	The University of Warwick

Emma	Pope	Cardiff University
Jo	Rees	University of Exeter
Nikki	Reid-Foster	University of Plymouth
Kimberley	Ritchie	Edinburgh Napier University
Bethan	Roberts	Cardiff University
Trevor	Roberts	Nottingham Trent University
Bethan	Rooney	Cardiff University
Sreemoyee	Roy Chowdhury	Newcastle University
Hannah	Rudd	Bath Spa University
Karim	sadik	University of Bradford
Iga	Seczkowska	University of Buckingham
Sarah	Shackleton	University of Nottingham
Zoe	Sipsma	University of Winchester
Angela	Standish	The University of Manchester
Susan	Stedman	University of Essex
Sarah	Steel	Edinburgh Napier University
Eilidh	Steele	University of Edinburgh
Lucy	Steptoe	St Mary's University
Ciaran	Stoker	University of Exeter
Steve	Sutcliffe	University of Brighton
Jenny	Taylor Watson	Loughborough University
Christian	Thode	Nottingham Trent University
Gemma	Thomas	Anglia Ruskin University
Jill	Thompson	University of Bradford
Jasmin	Tse	University of Sussex
Iwi	Ugiagbe-Green	University of Leeds
Rebecca	Walters	Brunel University
Tim	Ward	University of Salford
Carl	Whyte	QuantumIT
Gemma	Witts	University of kent
Heather	Woodruff	Oxford Brookes University
Laura	Yetton	The University of Warwick
Annie	Yonkers	Kingston University

The Chair of ASET, Francesca Walker-Martin, called the meeting to order at 12:15hrs by welcoming members to the first online AGM.

## **1 MINUTES**

It was proposed that the minutes of the AGM held on 3 September 2019 should stand as a true record and this was seconded and approved by all.

## **2 SPECIAL RESOLUTION TO ADOPT DRAFT ARTICLES OF ASSOCIATION IN SUBSTITUTION FOR EXISTING ARTICLES OF ASSOCIATION**

The draft articles, approved by the Charity Commission for ratification by the members were proposed to the members and unanimously approved.

### 3 DIRECTORS OF THE ASSOCIATION

There are currently ten Members of The Executive Committee (Directors of the Association), one Director, Rebecca Evans (*University of Leeds*) having stepped down earlier in the year.

Following the adoption of the new articles of association under 2 above, there was no requirement for any of the existing Members of the Executive Committee to step down at this meeting, as all were within their 3 year term of office.

Four individuals co-opted onto the Executive Committee following a call for Co-opts at the 2019 AGM ; Deborah Callister (*Edinburgh Napier University*), Andy Dodge (*Cardiff University*), Seamus McConomy (*Ulster University*) and Julie Udell (*University of Portsmouth*) are standing for election at this meeting. The Chair sought approval for the four nominees, and all votes were carried with at least a 97% majority.

### 4 OFFICERS OF THE ASSOCIATION

Following the resignation earlier in the year of Rebecca Evans, the Officer post of Treasurer has been covered by Vianna Renaud as Acting Treasurer. At this meeting the Chair sought approval for Vianna to be elected as Treasurer and this was unanimously approved by the members present.

As a result of the above vote there are now fourteen members of the Executive Committee. The Chair advised the meeting there is a further space available on the Executive Committee and an invitations to join as a co-opted Trustee will be issued at the start of the academic year. Members were encouraged to consider applying to join in the coming year.

The full Executive Committee is now:

Geoffrey Copland, **President**

Francesca Walker-Martin, **Chair**, University of Central Lancashire

Emily Timson, **Vice-Chair**, University of Leeds

Vianna Renaud, **Treasurer**, Bournemouth University

Laura Bielby, Durham University

Deborah Callister, Edinburgh Napier University

Andy Dodge, Cardiff University

Kimberley Harris, University of Warwick

Mohson Khan, City, University of London

Seamus McConomy, Ulster University

Vicki O'Brien, University of Central Lancashire

Patricia Parrott, Harper Adams University

Helyn Taylor, Swansea University

Lou Taylor-Murison, Keele University

Julie Udell, University of Portsmouth

### 5 ACCOUNTS

The annual accounts for the year ending 31 December 2019 had been previously emailed to members along with the AGM nominations paperwork. The Chair highlighted the following:

- 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 £455 had been generated in 2019, compared to a surplus of £27,575 for the previous year. ASET's reserves are now £268,837 and its turnover for 2019 was £162,619. 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 2019 accounts. The financial review in 2019 cost £1,440 compared with a figure of £1,545 in 2018.

## 6 REPORT ON PROGRESS

The Annual Review 2019/20 raised the following points:

- i) **Conference 2019**  
The annual conference at the University of Hertfordshire in September 2019 hosted 150 delegates.
- ii) **Staff Development Workshops Programme**  
The workshop programme began with face to face delivery until end February 2020. The **Covid-19** pandemic lockdown forced the programme to move Online from March. All workshops continued online with strong attendance, albeit at reduced fee rates. We were delighted to welcome delegates from all corners of the UK
- iii) **Regional Hubs**  
In response to the Covid-19 lockdown, a series of monthly Regional Hubs were hosted to support members. These Hubs saw unprecedented levels of support and appreciation from members, and there are plans to re-introduce for the autumn term
- iv) **Conference 2020**  
Due to the Covid-19 pandemic Conference 2020 was postponed to 2021, and in its place #ASETConnect – an online event hosted 250+ delegates.
- v) **ASET Trustees on.....**  
Alongside the Staff Development Workshop Programme, from Autumn 2020 the ASET Trustees will be delivering shorter online training sessions to develop skills for working in the current climate. The initial offer is:  
**ASET Trustees On....**  
Project Management for Placements  
Having Difficult Conversations  
Communication and Effective Listening

ASET Trustees and the staff team are proud to have supported our members during these difficult times. We continue to uphold our key objective to 'advise on best practice, providing training and

staff development opportunities for the dissemination of good practice across the sector', despite the constraints caused by Covid-19.

ASET will continue to offer bursaries to support research and innovation in the sector, through the Student Research Bursary, Summer Project Student Bursary, and Helena Kennedy Foundation student bursary.

Last year ASET launched two new bursaries to provide opportunities for learning from experience which are inclusive, and widen access; the **Event Support Bursary** (offers up to £150 to delegates attending an ASET event who incur additional costs for attending due to social care, childcare or protected characteristic such as a disability;) and the Work Shadowing Bursary (offers up to £150 towards travel costs for staff wishing to spend a day shadowing another individual at an ASET member institution). It is hoped that members will be able to take advantage of these opportunities once again in the coming year.

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 Chair closed the AGM at 12:30hrs commenting that ASET was successful purely due to the professionalism and enthusiasm of the members, and of the Executive Committee. The number of members looking to ASET for support during the Covid-19 pandemic has been unprecedented, and the Chair invited the members to continue their active participation.