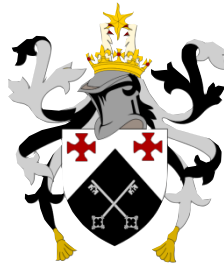


Saturday 12<sup>th</sup> November 2016

**St Aidan's College**  
**Minutes from the AGM**  
**2016**



**Alumni Association**  
**held on 12<sup>th</sup> November**

**Time: 2pm**

**The Shincliffe Room, St Aidan's College**

**Present**

Emma Fisher (EF), Ben Fisher (BF), Alex Tarrant-Anderson (ATA), Ed Smith (ES), Susan Frenk (SF), Alice Dee (AD), Chris Smith (CS), Lauren Polson (LP), Stefan Klidzia (SK), Evan Bolle-Jones (EB-J), Lisa Whiting (LW), Rose Malleson (RM) and Jakub Calacu (JC).

**1. Introduction and Welcome**

EF welcomed everyone to the meeting and noted that it was a shame that we had fewer people than last year but thanked those who had come today.

**2. Election of Chair for AGM**

Ben Fisher (BF) nominated Alex Tarrant-Anderson (ATA); seconded by Susan Frenk . It was agreed unanimously.

**3. Apologies for absence**

Matt Spencer, Hannah Futter, Josh Stocco, Kenneth Sandman and Ethan Tamlyn

**4. Minutes of previous meeting**

Agreed as an accurate record by those who had been present.

**5. Committee members' reports:**

**a. Treasurer**

The accounts for 2015 and 2016 were presented. ATA read the following report from Matt Spencer, the current SAAA Treasurer.

“As usual, there is very little going through the accounts.

I've slightly changed the format of the accounts as the previous version, which I carried on from the prior accountant, was somewhat archaic. Last year's (2015) have been updated for comparability.

Last year, we had two lots of subs paid in. As these accounts are down on a cash basis rather than accrual, there were no subs to recognise for this year. £5,546.79 received in August for

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2016/17 subs. This was lower than the last 2 years (£6,325.00 in 2015/16 and £6,483.33 in 2014/15). I have not enquired as to why it is lower.

Major cost out is the newsletter through Etempa/Alphagraphics - cheaper than last year. Last year we ran at a £863 deficit compared to subs but this year we are at a £1,117.16 surplus.

As a point of record, I paid a £600 Etempa bill for Newsletter design via a personal Paypal account and reimbursed myself by cheque.

I haven't done anything with trying to invest the money better although we're hardly going to be reaping great amounts whatever we can do with the remit we have.

I would encourage any capital projects as the money is sitting there not doing much at the moment.

We haven't had any travel awards this year (for the second year running).

I am happy to stand again as treasurer and Charlie Hamilton (nee Liles) is happy to stand again as assistant.

In response to some of the queries from last year, part of the confusion stems from saying "2016 newsletter" or "2015 subs". I've now started using a 15/16 Nomenclature to clear up confusion and restated the prior year accounts for this.

Charlie Hamilton and I are the current signatories on the account.

As far as I am aware there is no official process for capital spending."

Ed Smith (ES) questioned why the SAAA Committee had agreed to fund a travel bursary yet Matt said we hadn't made one. Susan Frenk (SF) confirmed that an award by the SAAA had been made and suggested that it may have been that we hadn't been charged for the money from the College finance office yet.

The drop in income was discussed, related to returner numbers which can affect the numbers of first years, which is currently when UG students pay the subs. The ability for students to opt in/out also arose. Alice Dee (AD) pointed out that the number of first years was lower for 2015/16. It was agreed that we need a persuasive narrative about the Association to encourage greater sign up. Chris Smith (CS) suggested the Alumni fee could be incorporated into the JCR levy and then the JCR could pay the SAAA the money. This raised questions around the principles and practicality of indirectly charging students. Lauren Polson (LP) asked if students have the chance to opt in or out by their final year. BF asked whether there is any impact if students opt out of either the JCR levy or the Alumni Association membership fee. He noted that they are still alumni even if they don't pay, so why pay? It could be an issue because of the very low profile of the SAAA. SF suggested asking PGs to opt in as they leave.

Action College Officers: create a narrative for incoming students about the role of an alumni assoc and the benefits of belonging

Action College Officers: email to finalists about SAAA ; encourage any potential opt ins.

Action: College Officers to provide information to PGs at January and June/July congregations and to graduating PGs who are unable to attend the ceremonies. (nb numbers at the January ceremonies have dropped following the changes in visa regulations over several years)

ES noted that we are not doing much with the money we hold and should be doing more. BF noted that there are two capital projects in the pipeline: the display case and six frames for the sketches by Sir Basil Spence, along with a potential spend on the reunion. It was also noted that

the SAAA did make a significant contribution to the Jack Caswell boat. So, even though Matt suggests spending money, BF thinks we should wait until these current projects are completed and paid for, before looking to instigate a new capital project.

## **b. Newsletter**

EF, the current newsletter officer, reported that the last edition came out in January, both online and as a printed version., The printed version was posted to all alumni on record as requesting printed copies and also to all graduates of 2014 and 2015.

The cost of producing the newsletter was cheaper this year because of the removal of the pre-letter to tell everyone that the newsletter was on the website. E-mailing this message instead led to a significant cut in postage expenditure.

The current newsletter has just gone into production, now back to an annual addition. The cost should go down again because it will only be printed and posted out to one year of new graduates.

It would be good to have more feedback from the readership if possible as it has followed the same format for the past six editions and lots of effort goes into putting the newsletter together so it would be great to produce something that everyone was happy with!

A question regarding the current feedback process was raised – EF explained that the printed copy comes with a tear off slip, replies by email are possible and alumni are asked for feedback in the welcome section of the newsletter and via Newswire.

The members thanked EF for her hard work producing the newsletters and her success in reducing the production costs

## **c. Archive**

ATA read the following report from Josh Stocco, the current SAAA Archive Officer

“I had the pleasure of meeting the head archivist at Palace Green recently and he showed me a lot of interesting stuff that we have stored there. We currently have set in place some good procedures for archiving artefacts from the current activities of the JCR and we have a few items of interest from the beginning of the College but there is a lot missing in between.

I would like to make everyone aware that we are always looking for more things to add to the collection. Particularly if you have boxes of stuff you never look at stored in the attic or something. We can also make great copies of things if you would like to retain the originals. On that note, everything that comes into our possession as of now is being digitised.

The gargantuan task of digitising the back catalogue has, on the advice of Palace Green, been shelved. In their words "we don't have enough man power to do that, although it's a great idea, I don't see it happening any time soon." I would like to get in touch with the SCR pres. with a view to setting up similar procedures to the JCR to archive things as the years go by. Emma can give you my email if you're here.

We recently received the completed portrait of former principal John Ashworth and are in the process of finding a suitable space for it, once that is complete we will begin work on displaying the 6 beautiful sketches of the concept art for the college, currently the plan is to put them in the hallway by the stairs, next to the student support offices. Work continues to prepare a display cabinet for the entrance to college in time for our reunion.

Once again we are always looking for cool stuff for the archive, we might even put it on display if it's interesting! So if you have any old trophies, cups, pots, tumblers, medals, caps, stash, flyers, posters, programmes, minutes, schedules, agendas, itineraries, rotas, bedding, photos, videos, audios, carpets, mugs, ties, pins, blazers, bunting, books, pens, matches, artwork, or anything

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else that relates to your time at Aidan's that needs a loving home then please get my email address from Emma and we can make arrangements. I hope you enjoy the rest of the meeting, that it is fruitful and that you decide to get involved."

It was suggested that the SCR should make a similar plea for memorabilia.

Action: Emma Wilson to put Josh and new SCR president in touch.

It was clarified by SF that the money for the John Ashworth portrait came from the PVC's Colleges budget and the bill has been paid.

## d. Web Manager

ATA read the following report from Kenneth Sandman, the current SAAA Web Manager.

Things accomplished

- Gained access to all of the alumni society's web resources
- Set up email addresses for each member of the committee
- Kept the alumni website up to date (until we lost access)
- Attempted to get in contact with the old web officer in order to get passwords and find out where digitised archive is

Events

- Lost access to alumni website due to Durham University preventing access to people who are no longer at the university. Learned that the University is developing websites for all alumni societies which we can use for everything we need
- Attended meeting to see progress on new website and learn how to use it

The Future

- Hopefully we will be able to get in contact with old web officer and get all the old resources from him
- Take the new website and set it up as we want, i.e with all the info we want
- Help with the development of the online archive
- Provide committee members with any web support that they might require.

A timescale for the new website was discussed. It was explained that BF, EF, SF, SK and Emma Wilson attended a meeting with DARO on 11/11, where it was discovered that no colleges are using the DARO-provided websites yet, but Collingwood are close. SF, SK, BF, Kenneth Sandman and Emma Wilson should get log-ins soon and can then start loading up and moving stuff across from old website. We are hoping for a soft launch in time for Christmas so that we can then put the reunion booking form onto the website ready for the New Year. This will make payments easier. We are mindful that people are asking about booking info for the July 2017 reunion.

## e. Reunions

ES reported that the first informal reunion event was run in March 2016 - the HoRR event at the Blue Boat pub in London. There was a good range of both current and earlier generations, including 1977 and 1982 matriculates. It felt like a successful first event and we hope to do more. ES noted that, for the committee, lives do get in the way and he gave thanks to BF and EF for powering everyone through. He also drew attention to the new alumni sign, which was a good way of branding ourselves.

He turned to the Summer festival and mentioned that lots of alumni came up in June. ES is now keen to promote next July's reunion as it is the first proper large event and needs to be really good! Josh and ES to produce a video to raise anticipation which should be out in the next month or two.

Another informal reunion will be held next March at the WeHoRR. ES said we are keen to piggyback promotion of the July reunion on the recent graduates' weekend, the summer festival and the rowing reunions. Promoting these to all alumni led to a discussion around DARO issues (e.g. quality of email data base etc) and Newswire, so they ideally need promoting through other mechanisms as we're not reaching people widely enough. Hopefully, the new website and the After Aidan's initiative will support everyone to get people involved. SF mentioned alumni trying to get circles of friends to network.

## **f. Digital Communication**

ATA read the following report from Ethan Tamlyn, the current SAAA Digital Communications Officer.

"In general, we have had a very positive first year on social media and we have been able to reach and engage alumni across a wide range of year groups.

Facebook is our most popular output, and we currently have 461 likes (and counting) on our page. Currently I am posting around three times a month which is comparable to other alumni pages. These posts generally tend to reach between 250-1000 people of a wide range of ages, though the majority of users are between 20-25 which reflects the typical Facebook user. Events shared or published through the page, such as the men's HARR, have been well received. As Facebook allows the addition of a second page admin there is certainly scope for involvement from someone based in Durham. This could allow posting of local Durham/Aidan's news (regarding which I am sadly quite out of the loop). In addition this could allow the uploading of JCR materials (such as The Badger) by someone who is based at college. This could be a very informal role, and is perhaps something that can be discussed by the Association.

Twitter has had a somewhat smaller reach, though we are gaining followers slowly. I have tended to use this Twitter as a signposting tool towards the Facebook page, but would be open to suggestions about how to change or improve this.

On LinkedIn we do not have our own page due to limitations in the site's design. Instead I am personally an admin of the Aidan's College group (which DARO set up but have seemingly no engagement with). Posts to LinkedIn have been limited so far, but once our career/networking events get up and running this would seem like an appropriate place to advertise them.

In summation, I am very pleased with how the Association has been received on social media and look forward to continuing to develop this. I am happy to remain in the role of Digital Communications Officer. "

BF suggested that we should all aim to send stuff to Ethan when we see things that could be promoted. It was agreed that it would be good to try and 'big up' Aidan's alumni.

**Action: JCR President to send stuff to Ethan for JCR promotion e.g. copies of the Badger.**

BF said that we need speakers to take part in the reunion next July, so we need to attract good alumni.

## **g. Secretary**

AD reported that she had received some correspondence but not very much!

## **6. Election of Officers (where necessary)**

BF pointed out that the current constitution states that elected officers are appointed for a three year term. This means that the officers that were elected at last year's do not need to be re-elected if they wish to carry on in their positions. EF said that she has been leading on lots of things that fall outside of the current officers' roles. This has meant her picking up a lot of extra work and she is finding it too much to manage. EF suggested she could stand down as newsletter officer and instead take on the Secretary role. Hannah Futter had confirmed in advance of the meeting that she was happy to continue as Newsletter Officer if EF was to step down. AD said that she was too busy to dedicate sufficient time to the Secretary role so she was happy to stand down. EF said that if a second Newsletter Officer could not be found she would try to help Hannah if needed, but that ideally the pair of them needed a third person, so the Association should try to recruit two further newsletter officers or minimally one. EF elected as secretary, having stepped down as Newsletter Officer.

LP offered to stand as a Newsletter Officer and was duly elected. No-one stood as a third Newsletter Officer.

JS had also asked if there could be a second archivist. ATA offered to be a second archivist. Proposed (BF), seconded (SF) and elected on a general aye.

The full list of Association Officers are included as an appendix to these minutes.

## **7. Review of Association aims set at 2015 AGM**

The aims set at the 2015 AGM were read out:

1. Continue to build up the Association's archive of College memorabilia
2. Look to arrange an "informal" alumni event - perhaps away from Durham
3. Update the Association's website and develop its social media presence
4. Help College Officers to move forward the planned Alumni careers mentoring service for current students -"After Aidan's"
5. Review and update the Association's constitution.

The AGM then discussed the progress made on these over the past year.

Constitution: EF explained that the committee haven't completed reviewing and updating the constitution. The main reason for this was because it was never allocated to anyone as a specific role. George Thomas and David Morris have put together some material for the committee to feedback on, based on the original constitution and those of other AAs. So, work has begun but we haven't got to a point where it is ready to share today. The plus side is that, instead of rushing it to be ready for today, we now have more time to work on it and get it ready for the 2017 AGM.

Rose Malleson (RM) asked what 'After Aidan's' is. BF explained that it has been developed over several years by College Officers and is currently led by Stefan Klidzia (SK). It is like a mentoring service whereby a network is created of alumni who are willing to offer careers advice to current students. Current students can then search and contact relevant alumni for advice on the

careers they are interested in. It has been in the pipeline for around 7 years now, but a combination of safeguarding and IT issues had prevented it going live yet. . ES suggested promoting it at a JCR meeting or on Facebook and asked whether it could be open to recent graduates looking for jobs/changing career paths, too.

SF expressed the need for safety protocols and explained the inbuilt privacy and security of the pilot platform, which was currently restricted to enrolled students who have unique identifiers

BF is optimistic that the new DARO platform for running the mentoring scheme, which has been developed in conjunction with the new website and will sit within it, is only a few months away from being up and ready. RM suggested students using their Aidan's email address to get in contact to prove it is from legitimate students and graduates. However, it was explained that the DARO platform is designed to provide the necessary filters and we have been told that it cannot be extended to people who are not registered with the University, at least for now..

ES asked if we can do something now on social media to help this year's graduates.

EF said this should be unnecessary as it will hopefully be up and running by March.

SF expressed concerns about whether DARO and CIS will manage to meet this deadline so welcomed other initiatives, but expressed concerns about safety filtering on a Facebook site – how that be monitored -

ES said he still thought social media would be better as it is more casual and informal and perhaps not as dangerous as we think.

SF said she felt that the DARO platform would be better as it is potentially more wide reaching than social media as well as safer and would attract a range of different people. However, if people wanted to do this on Facebook as an official Association project, we would still need to draw up some guidelines.

Lisa Whiting (LW) asked how long we should wait and suggested setting a deadline for the DARO launch and then proceeding with an alternative if it was not met. CS commented that the mentoring scheme would be good for promoting the SAAA to the JCR and SCR.

**Action: Wait until Feb/March to see if DARO have succeeded. Otherwise, [do something else. ]**

LW proposed an alumni committee position for careers and development because no one is responsible for this at the moment.

BF said, if we had someone in that role, they could be helping and pushing the platform for the year. It is important to have someone responsible for liaising with College on this. They could engage with the JCR and bring in alumni to help with CV writing, interview skills etc – this is done in other colleges.

SF asked about funding travel costs .

BF proposed the creation of a new role covering “careers and development” and AD seconded it. It was suggested that it was called Careers Development Officer, with, initially, a broad remit.

Creation of the new role was confirmed by the AGM with a general aye.

CS offered to help and RM suggested CS and RM together take the position. CS and RM were duly elected to the new role on a general aye.

The Chair brought those in attendance back to the short term goals.

BF explained that we would need fewer short term goals now as there was a clearer direction for the SAAA since last year's AGM. The ones from last year were all continuing and required further work. It was agreed to keep the aims for another year.

## **8. 70<sup>th</sup> Anniversary Reunion 7<sup>th</sup> – 9<sup>th</sup> July 2017**

BF explained that we haven't had a big reunion for 10 years, since the College's 60<sup>th</sup> anniversary. The SAAA committee wants to take the lead and do something really big for College. We have

ideas from the recent Trev's reunion and from other Aidan's events. We want to have lots of events for alumni to partake in: panel discussions, interview sessions, music recitals etc.

We will need a lot of help. For example:

- Music coordinator: alumni and current students
- Merchandise shop: manning and setting up shop
- Formal dinner, table plans
- Brochure and programme for the event
- Coordinate panel talks and interview discussions
- Archives stuff
- Overall responsibility for booking
- Drama coordinator
- Publicity
- Info desk for weekend

LW said she would be happy to help.

ATA said he could help and get the JCR exec involved.

BF said he had contacted Natasha Steeds (JCR Art Co-ordinator) for a logo and that she had found someone to do it. He had also spoken to Ellie Brown (JCR Music Co-ordinator) to pick her brains on music and tech. The JCR are well placed because they organise lots of stuff here already. ATA suggested going away and passing this on to the JCR.

ES asked if current students could stay to help out.

SF thought this would be ideal but was not sure because of the timing: deep-cleaning following , graduations and the pre-app open days to prepare College for the reunion was already on a tight schedule. However, SF will investigate with Ops team.

BF said that if anyone had any ideas, they could email [reunions1@aidans-alumni.org.uk](mailto:reunions1@aidans-alumni.org.uk)

CS asked about whether there would be a sporting element to the reunion as that was a large part of College life.

EF said that the Trev's reunion team tried tennis, croquet and football but no one took part. LP suggested a rowing competition which might be easier to set up and more likely to attract participants.

Action point: get SACBC engaged.

Rugby and football were discussed but we would need to think about whether people would feel excluded as it could be dominated by one friendship group. Pool and darts were then mooted, possibly porters vs students, as it would be good to get lots of staff involved– former principals, secretaries, cleaners, porters etc. BF said that this was done at the Trev's reunion via a tea party.

## 9. Any other business

ES said that he felt that the new SAAA Committee had had a good first year and he thanked EF for chasing everyone and said that we're sorry that we forget to do things! He added that he is optimistic that we can achieve great things and said well done to everyone!

Thanks were given to ATA for chairing and to College for providing the room and the refreshments.

The meeting closed at 15.56



## Appendix – List of Association Offers following the 2016 AGM

Honorary President:	Susan Frenk (ex officio, College Principal)
Honorary Members	Stefan Klidzia (ex officio, College Vice-Principal) Paula Dawson (ex officio, College Bursar)
Secretary:	Emma Fisher (nee Barley)
Treasurer:	Matt Spencer
Vice Treasurer:	Charlotte Hamilton (nee Liles)
Newsletter:	Hannah Futter Lauren Polson
Reunions:	Ed Smith Ben Fisher
Web Manager:	Kenneth Sandman
Digital Communications:	Ethan Tamlyn
Archives:	Josh Stocco Alex Tarrant-Anderson
Careers development:	Chris Smith Rose Malleson