

Minutes of the Annual General Meeting

Held at 09:30am GMT on 13th December 2024, Online

The meeting opened at 09:30. 32 people were present and 17 proxy votes had been received.

There was initially a test of the polling system to ensure that attendees were able to vote. (An alternative proxy system was available for anyone whose Teams setting prevented participation in online polls.)

The business of the meeting began at 9:42. The Chair thanked members for attending.

1) Chair's Report

The Chair spoke to the written report.

2) Secretary's Report

The Chair presented the Secretary's report on their behalf.

3) Treasurer's Report

The Treasurer presented their written report.

4) SIGs Report

The Chair presented the SIG report. Alun Owen, Emma Cliffe and Ruth Hand spoke about the Statistics SIG and the Accessibility SIG. The latter is diverting people to the JISC group on the subject.

5) Proposed changes to the constitution

The Chair thanked Emma Cliffe for her work on this and invited her to present the proposed changes. The purpose was:

- to clarify the role and voting rights of the members of the Steering Group, and how people join the Steering Group, and to offer some flexibility regarding procedures if members left during the year,
- and to meet our legal obligations regarding the membership list under data protection law.
- To clarify the situation regarding co-opted members
- To adjust the quorum for Steering Group decisions
- Some general tidying up of the constitution
- To weaken the wording regarding institutional membership

In response to a question from Sally Barton in the chat EC explained the situation regarding early career and tutor representatives. Morgiane Richards asked about Steering Group membership for those in other national networks and EC explained the legal situation. The Terms of Reference address this point.

The vote was unanimous with 37 votes in favour including proxy votes.

6) Ratification of membership of Steering Group 2024/25

The Chair read out the proposed list of members. The vote to ratify the list was passed unanimously with 37 in favour, including proxy votes.

7) Any Other Business

Emma Cliffe thanked Alun Owen for all his work as Chair and expressed regret that he was stepping down from the Steering Group. Duncan Lawson in the chat thanks the Bath team for their work.

Alun Owen invited people to make suggestions for topics for future events, and to consider offering to host events.

Several members expressed their thanks to the Steering Group.

The meeting closed at 10:10.