

Minutes of AHS Board Meeting
Monday 22 February 2016, 10.30-13.00, at 39 Moreland Street, London EC1V 8BB

Present: Ruth Haydock (RH, chair), Richard Acton (RA), Jenny Bartle (JB), Andrew Copson (AC), Luke Dabin (LD), Rory Fenton (RF), Caitlin Greenwood (CG), Mike Paynter (MP)

In attendance: Blakeley Nixon (BN), Stephen Miceli (SM, minutes)

Item		Actions
01/16	<p>There were no apologies for absence.</p> <p>There were the following items to be discussed under any other business: Re-brand Newsletter</p>	
02/16	<p><u>Minutes of the last meeting</u></p> <p>The Board reviewed the minutes of the last meeting and identified all outstanding actions;</p> <p>15/15/1: RA confirmed he is still yet to have a discussion with Andrew West (Hereafter AW) regarding permissions on Civi</p> <p>15/15/10: The Board decided the feedback form could be sent to delegates by email after the AGM</p> <p>24/15/2: The Board agreed the action regarding a change of format for action plans should be considered ongoing</p> <p>25/15/5 The Board agreed that the grant feedback document should be included in original grant form</p> <p>25/15/7 LD confirmed that the report on the London Megasocial is available and RA will circulate it</p> <p>25/15/8 RA confirmed that the Non-Prophet Week process document is not quite complete. RA will add the document into the handbook upon completion</p> <p>26/15/3 LD confirmed that this action regarding updating the website so that grant requests go to grants@ and are forwarded to both the president and the treasurer can be considered ongoing</p> <p>26/15/5 The Board agreed this action can be considered ongoing as RA has not yet met with Andrew West, but noted that a meeting is in the process of being set up. BN advised that remote access training can take a full day</p> <p>28/15/1 The Board agreed this action regarding problems with the newsletter ongoing and noted that there were issues with distribution via email</p> <p>The Board considered all other actions complete</p>	<p>RA</p> <p>BN, CG</p> <p>Exec</p> <p>CG</p> <p>RA</p> <p>RA</p> <p>LD</p> <p>RA, BN</p> <p>LD</p>
03/16	<p><u>AHS Events and Initiatives: updates</u></p> <p><i>AHS Convention</i></p> <p>The Board noted that the event programme has had to be updated due to misinformation by Conway Hall, and will now finish at 17:00 instead of 18:00, which means that talks have had to be shortened</p>	

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	<p>The Board noted that four out of the ten speakers are OK with the new timings however acknowledged that this may cause problems if people have already booked transport as we may have to cover additional costs</p> <p>The Board agreed that we should try and pursue a discount from Conway Hall for their fault in the mix-up</p> <p>The Board noted that 52 tickets sold which is below expectation, and the Board acknowledged that the page for Saturday was not set up quickly enough which led to inadequate promotion and not enough notice for attendees</p> <p>The Board agreed that a process for marketing the convention should be recorded in handbook future so this does not happen again in the future</p> <p>The Board noted that nine £36 accommodation tickets and seven £48 tickets have been sold which again represents an undersell but LD confirmed we can adjust number of rooms we have reserved with 48 hours' notice so we will not lose any money</p> <p>The Board agreed that promotion of the convention is a priority and agreed that it would be a good idea to target Sceptics in the Pubs groups London Humanist groups and to use Facebook to target humanist groups.</p> <p>The Board agreed that the Exec should talk Liam Whitton (hereafter LW) to employ paid advertisement on Facebook using the BHA page and to develop collaborative promotion using the event's speakers for example Aaron Ra who can use their own social media channels to promote the event</p> <p><i>Regional conventions</i> The Board agreed that regional conventions are not useful and do not help to achieve aims of AHS.</p> <p>The Board agreed we should encourage an Inter Society event but it should be more workshop based than speaker based such as Reason Week.</p> <p>The Board agreed that the regional convention events should be rebranded as networking and training events.</p> <p>The Board agreed the regional convention guide should be rewritten in light of the agreed rebrand</p> <p>The Board noted that the planning and preparative difficulties have now been resolved and the event in Birmingham is definitely going ahead</p> <p><i>AGM</i></p>	<p>BN</p> <p>RA, BN</p> <p>Exec</p> <p>Exec</p> <p>Exec</p> <p>CG</p> <p>LD</p>

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	<p>The Board noted that due to an error the wrong day was booked and it is currently unknown if there is an available venue for the Sunday, but LD is going to contact other universities to seek alternatives</p>	
04/16	<p><u>AHS Convention and AGM: Motions</u></p> <p>The Board agreed that an additional membership officer will be added to the Exec which ease their workload, though the Board noted that assistance from BN can be utilised more</p> <p>The Board agreed that in the case of a tied vote the President will have casting vote</p> <p>The Board agreed that RA should review standing orders and AHS constitution to clarify election process in light of this proposal and will prepare this motion in time for the AGM</p> <p>The Board agreed that the role of treasurer should be promoted carefully in order to dispel fears that people may have about dealing with money. It should be made clear in the electoral materials what the role consists of and what the responsibilities will entail.</p> <p>The Board agreed that some responsibility for oversight of the budget could be delegated to Catriona (Hereafter CM) and the main responsibility of the treasurer would be to ensure that we are not overspending and to handle grants</p>	RA
05/16	<p><u>Finance</u></p> <p>The Board received a budget forecast outlining what is hoped will be spent, which was developed by going back through all the past transactions which the Board agreed can be used as template for future budget planning</p> <p>The Board congratulated LD on his work in producing the budget</p> <p>The Board clarified that the financial quarters in the plan will go by the calendar year as opposed to the financial year</p> <p>The Board noted the differences in the predicted spend in each quarter; Q1: the spring term so a higher spend is predicted Q2: this period would represent a loss of interest in engaging with societies so less spend is predicted Q3: represents the Summer holiday so less spend is predicted Q4: this period is the time of the Freshers' Fair so more spend is predicted</p>	

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	<p>The Board noted that the AHS awards will be advertised at the convention and the prize will be £100 per society and will be handed out at society training</p> <p>Convention The Board discussed the convention expenses and noted that the convention and AGM normally run at a loss; this year's convention and AGM will be running at a loss of £1000 which is less than in previous years</p> <p>Society Training The Board agreed this could be a good opportunity to procure grant funding from national organisations and that it would be a good idea to try and engage with the the Richard Dawkins Foundation regarding funding</p> <p>The Board proposed that the new treasurer should add a separate tab on the spreadsheet where the actual spend will be recorded to be monitored against the predicted spend</p> <p>The Board noted the possibility of four budget nominal sub-codes for the four areas of expenditure being set up, which would sit under the BHA budget codes, which would allow the accounts managed in same way as BHA's, which would be easier for the new treasurer</p> <p>The Board agreed that the AHS should be integrated into the BHA's budget planning meeting</p> <p>LD will discuss further with CM in order to facilitate the handover to the new treasurer</p> <p>The Board agreed that all confirmed attendees at the regional convention in Birmingham should be emailed and invited to convention</p>	<p>RA</p> <p>LD</p> <p>RA, BN</p>
06/16	<p><u>AHS Structure and reporting</u></p> <p>The Board discussed a proposal to reconfigure the structure of the AHS which would make the organisation more efficient, and ease the pressure on the Exec.</p> <p>The Board agreed that the current structure can create confusion in reporting lines and has led to difficulties in communication between the Exec and the Officer Teams, and it was reported that some officers feel they are working in isolation</p> <p>The Board noted that the new BHA Director of Community Services who will be in post in the next few months could change position of AHS as will be responsible for section so should be considered in the reporting line</p>	

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	<p>The Board discussed the role of the Board; The Board noted that the Board as a reporting body can sometimes act as a barrier between the Exec and the BHA; CG suggested the possibility of removing the Board as a reporting body so that Exec would report directly the BHA and could work more closely with BHA staff</p> <p>The Board discussed the possibility of becoming an advisory body to provide support and oversight.</p> <p>The Board agreed that Board meetings should still take place as they are important, but the timing and frequency of meetings should be reconsidered to coincide with events and the academic year</p> <p>The Board agreed that a reform is need to ensure that the way the Board operates in practice more accurately reflects the Board's role on paper</p> <p>The Board agreed the question of who the President is accountable to should be addressed and clarified, especially in light of the new Director of Community Services</p> <p>The Board agreed that it is not useful for the president to submit two reports; therefore it was agreed that the president will produce one report for the Board and BN with an Exec summary for caucus</p> <p>The Board agreed that a Skype meeting should be arranged so that this can be discussed further</p> <p>The Board noted that the any proposed changes will have to be formally agreed at an EGM at the Society Training event</p> <p>The Board agreed that summary of Board meeting minutes should be publicised</p>	<p></p> <p></p> <p></p> <p></p> <p>RH</p> <p></p> <p>RH</p> <p></p> <p>Exec</p>
07/16	<p><u>AHS Volunteer Management</u></p> <p>The Board noted that there are some volunteer gaps that require filling in the officer team, and that there is presently a skills gap in Communications, however there has been little uptake at present</p> <p>The Board welcomed the news that Sean Flemming will take over from Chloe</p> <p>The Board agreed to have a Skype meeting to brainstorm further ideas about how to market and promote the volunteer vacancies</p> <p>The Board were assured that the support of BHA staff is available and noted that communication and the relationship between the Exec and AHS Officers, and BHA staff should be developed</p> <p>The Board agreed it is important to clarify what support BHA Officers can</p>	<p></p> <p></p> <p></p> <p>RH</p> <p></p>

Item		Actions
	offer AHS and how more collaboration can be developed	
08/16	<u>AHS Board Recruitment</u> The Board agreed to discuss this further in the proposed Skype meeting The Board agreed that applicants should be contacted to inform them that recruitment to the board is being put on a temporary hiatus	 RA RA
09/16	<u>Any Other Business</u> Rebrand The Board noted that a second set of drafts has been sent by Naked Marketing but the ideas proposed are still not suitable The Board confirmed that the rebrand will not be in done in time for the AGM. CG will deliver a report on this at the AGM The Board noted that it is hoped that the rebrand will be discussed in an EGM at the training day in the first week of July	
10/16	<u>Confidential Session</u>	
	<u>Date of next meeting:</u> Monday 16 May 2016, 10:30 – 13:00, at the BHA offices, 39 Moreland Street.	