

**Minutes of AHS Board Meeting**  
**Monday 16 May 2016, 10.30-13.00, at 39 Moreland Street, London EC1V 8BB**

Present: Ruth Haydock (RH, Chair), Richard Acton (RA), Jenny Bartle (JB), Luke Dabin (LD), Caitlin Greenwood (CG), Mike Paynter (MP), Hari Parekh (HP), Rory Fenton (RF)

In attendance: Blakeley Nixon (BN), Teddy Prout (TP), Andrew Copson (AC), Stephen Miceli (SM, minutes)

Item		Actions
11/16	<p><u>Apologies for absence and welcome</u></p> <p>Apologies for absence were received from Stephen Hawkins (SH) and Alexa Robertson (AR)</p>	
12/16	<p><u>Introduction to the Director of Community Services</u></p> <p>The Board welcomed new Director of Community Services Teddy Prout to his first Board meeting who explained his role and background, and how he will be working towards securing grant funding to support the development of the AHS.</p> <p>The Board noted that in future, TP will have oversight of BHA Sections and so the Executive will submit quarterly reports to TP.</p>	
13/16	<p><u>Minutes of the last meeting</u></p> <p>The minutes of the last meeting were agreed with the following matters arising:</p> <p><u>Civi Permissions and Website Access</u></p> <ul style="list-style-type: none"> <li>• The Board agreed this action is ongoing and acknowledged that it is currently in the process of being implemented by AW.</li> <li>• The Board noted that the new AHS web pages will have to be developed in conjunction with the implementation of the Civi permissions. RA will make sure that the development of the new webpages is part of AW's working schedule for coming year, and discuss remote access action</li> </ul> <p><u>Feedbacks form</u></p> <ul style="list-style-type: none"> <li>• The Board noted that the Conference/AGM feedback form was not sent out. The Board agreed an action for the new exec will be to make sure feedback forms are sent out promptly following the event</li> </ul> <p><u>Action plan</u></p> <ul style="list-style-type: none"> <li>• The Board noted that the action regarding a change of format for action plans can be considered ongoing</li> </ul>	<p>RA</p> <p>Exec</p> <p>Exec</p>

Item		Actions
	<p><u>London Megasocial report</u></p> <ul style="list-style-type: none"> <li>LD will recirculate the report for those who are interested in reading it</li> </ul> <p><u>Non-prophet week process</u></p> <ul style="list-style-type: none"> <li>The Board noted that this process is still incomplete so agreed that this will be considered an action for handover meeting</li> </ul> <p><u>Newsletter</u></p> <ul style="list-style-type: none"> <li>The Board agreed that it should be ensured in the handover that the communications officer is aware of the importance of delivering a regular communication and this should be made clear to the new exec</li> </ul> <p><u>Convention Rebrand</u></p> <ul style="list-style-type: none"> <li>The Board agreed that CG and HP will have further discussions around the convention rebrand. This will be considered an action for the new Exec</li> </ul>	<p>LD</p> <p>Exec</p> <p>Exec</p> <p>CG/HP</p>
14/16	<p><u>AHS Convention and AGM Review</u></p> <p>The Board noted that we were unable to secure a discount from Conway Hall for the AV support provided on the day but the problem was clearly communicated</p> <p>The Board noted that the marketing process is being built into RA's report on Convention and AGM. RA informed the Board that the report will be ready in time for the handover meeting on 29 May</p> <p>The Board discussed the merging of the Convention and AGM into one event:</p> <ul style="list-style-type: none"> <li>The Board welcomed the news that it works out significantly cheaper to merge to two events. LD reported that the difference in price for merging the two events is around £1000 cheaper than doing them separately</li> <li>The Board agreed that the convention speakers were good, and that there was a good number of societies represented. RH highlighted that she felt the convention was a big success.</li> <li>The Board welcomed the news that the general attendance of the AGM was bigger than in previous year, though the voting numbers were the same.</li> <li>The Board agreed that merging the events was a good way to engage with people who wouldn't otherwise attend the AGM.</li> </ul> <p>The Board discussed the AHS's relationship with the NUS</p> <ul style="list-style-type: none"> <li>The Board were informed that AC met with CEO of NUS Simon Blake who made clear that NUS's no platform policy only applies to far right/fascist groups and no one else.</li> </ul>	<p>RA</p>

Item		Actions
	<ul style="list-style-type: none"> <li>• The Board agreed it could be useful to hold a meeting between the AHS and the NUS towards the end of year including the leaders of Student Unions in order to see if the NUS can advise student unions on the correct use of safe spaces.</li> <li>• The Board agreed that AC will liaise with Simon Blake to facilitate a meeting with the goal of bringing any issues out onto the table and discussing them, clarifying student unions' position, and developing an overarching NUS guidance to address these issues</li> <li>• The Board noted AHS reps would be required to attend the proposed meeting with the NUS. It was agreed the reps will be confirmed when the meeting has been set up</li> <li>• The Board agreed that the AHS should not influence the decision of individual societies as to whether they should leave NUS.</li> <li>• The Board however acknowledged that there appears to be a growing anti-NUS sentiment within the in AHS, and it was noted that the Board should be aware that there have been some attempts from some individuals with a disagreeable agenda to affiliate with the AHS</li> <li>• The Board agreed that we have vested interest in our societies promulgating a good relationship with the NUS, and it was recommended that the new exec should seek to engage rather than disaffiliate from the NUS</li> <li>• The Board agreed that at present there is lack of positive dialogue between AHS societies and the NUS, and a lack of central guidance.</li> <li>• The Board agreed there are two strategies that we can pursue: we could develop a bottom up approach through ask our societies to write a proposal and suggest it to their local SU, or we could develop a top down approach through working with NUS to provide overarching guidance. The best approach to take will become more clear following the meeting with Simon Blake</li> </ul>	<p>AC</p> <p>Exec</p>
15/16	<p><u>Training weekend and EGM</u></p> <p>The Board discussed the proposed schedule of the EGM and Training weekend in Sheffield from 1-3 July:</p> <p><i>Friday 1 July</i></p> <ul style="list-style-type: none"> <li>• Pub social</li> </ul> <p><i>Saturday</i></p> <ul style="list-style-type: none"> <li>• Training workshops</li> <li>• A walk in the Peak District</li> <li>• The evening entertainment will be stand-up comedy from local comedians</li> </ul> <p><i>Sunday</i></p> <ul style="list-style-type: none"> <li>• EGM and more workshops</li> </ul>	

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	<p>The Board noted that accommodation has been booked and will cost £44, and the venue has been secured.</p> <p>The Board agreed that it should be free to attend for those without accommodation but we should insist people register their attendance in advance</p> <p>The Board requested that TP attend and help develop a workshop</p> <p>The Board confirmed that the AHS allocation of annual BHA conference tickets has been distributed</p> <p>The Board agreed it would be good to arrange for more external training to be part of the Training weekend. It was agreed it should be noted for the new Exec to get the training weekend in the diary as soon as possible so that external training can be arranged</p> <p>The Board noted that the content for training is being developed, and welcomed the news that there is a planned breakout session to help provide guidance for people in process of setting up AHS society</p> <p>The Board requested that there be representation of BHA staff at the Training weekend</p> <p>The Board agreed the following things would be covered at the EGM</p> <ul style="list-style-type: none"> <li>• Amendments to byelaws</li> <li>• Code of conduct</li> <li>• New membership officer elected</li> </ul>	<p>TP</p> <p>Exec</p>
16/16	<p><u>Finance</u></p> <p><i>Grant funding</i></p> <ul style="list-style-type: none"> <li>• The Board agreed we should not approach the Richard Dawkins Foundation for grant funding but that we should be making approaches to other national organisations to secure funding for society training days.</li> <li>• The Board agreed we should be encouraging societies to apply for SU grants more and earlier and intelligent.</li> <li>• The Board agreed that TP will provide general training to societies providing guidance on how to go about applying for grant funding and how to write impactful pitch.</li> </ul> <p>The Board noted that LD has been copying in Treasurer elect SH into finance correspondence in order to show him how the AHS financial processes work.</p> <p>The Board agreed that a time should be arranged for SH to come into the BHA office and meet with Catriona</p> <p>The Board received an overview of the draft financial report:</p>	<p>TP</p> <p>SH</p>

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	<p><u>Grants:</u></p> <ul style="list-style-type: none"> <li>The Board noted that there were £766 worth of grants applied for from 5 socs, with awards ranging from £60 to £230</li> </ul> <p><u>Convention:</u></p> <ul style="list-style-type: none"> <li>The Board noted that the Convention accommodation costs were £1700 on accommodation which were offset by the £1900 generated through ticket sales</li> <li>The Board noted that travel grants were well used, and the travel figure in the report includes all travel for staff, delegates and speakers</li> <li>The Board noted that the Convention made slightly less money than projected, and £1000 more was spent than projected, so the convention deficit will be closer to £1500 in the Q2 Report</li> </ul> <p>The Executive discussed the idea of producing AHS hoodies for the training weekend and EGM</p> <p>The Board requested the LD add additional column to the report including the budget</p> <p>The Board requested that LD add a financial year statement as well as quarterly statement which enables us to look at forward financial planning</p> <p>The Board noted that the next anticipated big spend is the training event</p>	<p>Exec</p> <p>LD</p> <p>LD</p>
17/16	<p><u>General Discussion on AHS Structure</u></p> <p>The Board agreed that as this is RH's last Board meeting, JB will step in as interim chair for the August meeting</p> <p>The Board noted however that JB feels that her contribution to the Board has become increasingly limited, and is considering how much more time she would like to spend on the board. Her term will end this year after the board meeting in August.</p> <p>The Board noted that Martin has expressed an interested in joining the Board and it was agreed that this is something that should be considered by the executive.</p> <p><u>Amendments to Byelaws at EGM:</u></p> <ul style="list-style-type: none"> <li>The Board agreed the document highlighted the proposed changes should be presented with the changes as tracked changes on the document</li> <li>The Board noted that BN needs to add the new post to to 13.5.1</li> </ul>	<p>Exec</p> <p>BN</p>

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	<p>as this was agreed at AGM</p> <ul style="list-style-type: none"> <li>• The Board agreed with proposed removal of clause 13.8.1</li> <li>• The Board agreed that reviewing the AHS workplan should be added the responsibilities of the caucus (13.4).</li> <li>• The Board agreed there should be a motion to look at the process of making changes to workplan</li> <li>• The Board agreed that AC will make relevant changes regarding the workplan review process to the document to present at the EGM</li> <li>• The Board agreed that all changes must be made 2 weeks before EGM</li> <li>• The Board agreed that CG will write up a motion to explain what the changes are</li> </ul> <p><u>Rebrand</u></p> <ul style="list-style-type: none"> <li>• The Board noted that no progress has been no progress being made on the design brief as unable to reach solution that we and Naked Marketing agree on</li> <li>• The Board agreed a meeting between AHS, Liam Whitton (LW) Naked Marketing would be useful in finding a solution, and that speaking directly with Naked Marketing as opposed to using LW as a conduit which could be hindering communication</li> <li>• The Board agreed RA will meet with LW to revisit the design brief with the agreed name and brand feel and then liaise with Naked Marketing in order to have something prepared to propose at the EGM.</li> <li>• The Board agreed that RH should forward RA the <b>RNLI (Royal National Lifeboat Institution)</b> design brief form used by their creative team as this could be used as a guide</li> </ul> <p><u>Name</u></p> <ul style="list-style-type: none"> <li>• The Board noted that Naked were happy with the proposed change of name to Atheist and Humanist Students and the new branding and logo will be based around this new name</li> <li>• The Board agreed the motion to change the name to Atheist and Humanist Students will go ahead at the EGM.</li> </ul> <p><u>Recruitment</u></p> <ul style="list-style-type: none"> <li>• The Board agreed that we should send out the proposal document to potential applicants explaining that these amendments are likely to be passed at the EGM so this will be a more accurate reflection of the remit of your role as AHS board</li> </ul>	<p>AC</p> <p>CG</p> <p>RA</p> <p>RH</p> <p>Exec</p>
18/16	<p>Board Meeting Calendar</p> <p><u>Meetings</u></p> <p>The Board agreed that meetings should be scheduled around the times that the Exec will need the most support and advice. Therefore, the four Board meetings will take place as follows:</p>	

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	<ul style="list-style-type: none"> <li>• In the first week of February</li> <li>• In the last week of April</li> <li>• In the last week of July</li> <li>• In the first week of November</li> </ul> <p>The Board agreed this should replace the current guidance on AHS meeting in the scheduling guidelines used by the Assistant to the Chief Exec</p> <p><u>Events</u></p> <ul style="list-style-type: none"> <li>• The Board agreed that the Convention and AGM would take place on – a weekend in March. The new AHS Exec should be consulted for the exact date</li> <li>• The Board agreed that the Societies Training Weekend would take place on the first weekend of July to be added to ASG. This should be added to the scheduling guidelines used by the Assistant to the Chief Exec</li> </ul> <p>The Board agreed that we should create spreadsheet containing all the term times for universities</p> <p>The Board noted that it is intended that that BHA and the AHS begin to make a more significant contribution to young humanism on an international level. It was agreed this should be an item for discussion with the new AHS Exec</p> <p>The Board agreed that pro-forma agendas should be established relevant to each meeting of the year</p> <p>The Board agreed we should secure tickets for regional AHS Societies in Birmingham and the Midlands area to attend the BHA annual conference. LD will speak to Ian Scott to look into arranging this</p>	<p>AC/IK</p> <p>AC/IK</p> <p>Exec</p> <p>JB</p> <p>LD</p>
19/16	<p><u>Any Other Business</u></p> <p><u>Chaplaincies</u></p> <ul style="list-style-type: none"> <li>• The Board were informed of a job advert from University of Westminster for the position of a non-religious chaplain. The BHA are engaging with the university to monitor the process of recruitment</li> <li>• The Board agreed the new campaigns officer should liaise with TP regarding the development of an AHS campaign around non-religious pastoral support at universities</li> </ul> <p>The Board noted that structures are being developed at the BHA to develop the non-religious chaplaincy framework so this is something the AHS could get involved with</p> <p><u>Social media</u></p> <ul style="list-style-type: none"> <li>• The Board welcomed the news that Chloe is doing a good job managing the AHS social media pages, and were asked to consider if a specific budget should be allocated to develop social</li> </ul>	

Item		Actions
	<p>media</p> <ul style="list-style-type: none"> <li>• The Board agreed Chloe needs to claim back any personal spend she has used for facebook development</li> <li>• The Board were informed that if there any concerns with the media published on the AHS pages, these should be emailed to Chloe or LD</li> <li>• The Board agreed that social media reporting should indicate how our social media presence is impacting specifically on AHS members who are engaged with the pages and not just others</li> <li>• The Board agreed that the new exec should develop a comms plan for the new Communications Officer including a calendar of key messages and when they should be sent out</li> </ul> <p><u>Handover</u></p> <ul style="list-style-type: none"> <li>• The Board discussed some content of the upcoming handover meeting on 29 May:</li> <li>• Go thorough admin areas and events</li> <li>• Review the previous handover documents and the handbook</li> <li>• Review areas that previous Execs have got wrong and what can be learned from this.</li> <li>• The Board agreed BN will monitor how the meeting goes to identify what is useful and time-consuming in order to remodel future handover meetings</li> <li>• The Board agreed that it would be helpful for RH to send CG all the previous handover documents</li> </ul> <p>The Board gave thanks to RH for her time as Chair of the Board and AC highlighted how she was able to give clarity and direction to role of the board.</p> <p>The Board also thanked outgoing Board member MP for his hard work and contribution during his time on the Board</p>	<p>BN</p> <p>RH</p> <p>RH</p>
	<p><u>Confidential Session</u></p>	
	<p><u>Date of next meeting:</u> Monday 22 August 2016, 10:30 – 13:00, at the BHA offices, 39 Moreland Street.</p>	