



THE RUSKIN FELLOWSHIP

MINUTES OF AN EXECUTIVE COMMITTEE MEETING HELD ON SATURDAY 13 NOVEMBER 2010

1. **Present:** Debbie Hollingsworth (President), Alan Shepherd, Bob Anderton, Richard Maher, Owen Murphy, Angela Potts, Roger Sealey, Roger Dyas-Elliott, Frank Simkins, John Kimberley, Pauline Hamilton, Sally Courtney (part of meeting)
2. **Apologies:** John Hurlston, Art Wright, Carole Orgell-Rosen, Elcena Jeffers, Anne Sieve, Brian Smith, Audrey Mullender.
3. It was reported that Pauline Hamilton had been co-opted to the Executive to help her carry out her role as an elected Fellowship member of the College Governing Council. It was **AGREED** that co-opted members had full participation rights on the Executive but no voting rights.
4. It was **AGREED** to move the Treasurer's Report to an early part of the meeting to enable Sally Courtney to leave after giving the report.
5. **Treasurer's Report:** Sally tabled two reports; a spreadsheet profile that is being used to record monthly expenditure and income for the Fellowship; a report that showed income and expenditure for the Reunion weekend.

The President reported that there were some additional monies to be returned to the Reunion Fund. On that basis it appeared that the Reunion would 'break even' for 2010.

The spreadsheet would be used to profile expenditure this year and would make planning finances more predictable in future years.

In terms of Gift Aid it was **AGREED** to communicate with members who had joined the Fellowship since April 2007 to ask them to approve Gift Aid. It was **AGREED** that the Secretary contact the Membership Secretary to advise her of Gift Aid arrangements and to ensure that she had the appropriate forms for new members. Bob Anderton stated that Gift Aid could be applied to all income including, for example, raffles. Sally would check the legal position on this.

The Executive thanked Sally for her work on the reports and the budget generally.

NOTED

6. **'Proof-reading' the minutes of the AGM:** The following items were discussed:
 - To add apologies from Anji Jeffery
 - To check the attendance list with Art Wright
 - Minute 5 iii). To add a section on 'Absent Friends'

- Minute 6. To reduce the size of this minute to record the issue and the vote and also to retain the last paragraph of this minute. It was stated that the record of the discussion could be used as a briefing paper for writing the new constitution proposals.
- To leave in the paragraph at the end of minute 7ii. This was voted on with 3 members voting for its removal, 5 for its retention and 2 abstentions. Owen Murphy asked to be recorded by name as voting against this minute.
- To leave minute 11i in. This was voted on as follows; to remove 1, to retain 5, abstentions 5.

AGREED

7. **Resignation of Life VP at the AGM:** The Secretary read out an email sent to Jan Smith asking her to re-consider her resignation. Jan's response was also read out. The response declined the offer.

NOTED

8. **Reports from the AGM:** Bob Anderton tabled a report that summarised the evaluation returns. Four points arose from the returns:

- That a theme should link speakers in the future
- That disabled access, which was an issue in one case at the AGM, was still proving a problem at the college.
- That the penultimate sentence in the report should be changed to read "The self introduction of members . . ." (rather than 'individuals').
- That the comment on poor accommodation would be addressed as the college moved to the new facilities at Headington.

NOTED

9. **Developing a Fellowship Executive Action Plan for 2010/11:**

- i) There was a brief discussion on different ways of organising sub committees which included; i) sub-committees with members from a single region to make meeting easier; using IT for 'meetings' eg email conferences, telephone conferences, the use of a web cam, the use of Skype. IT was **AGREED** that Roger Sealey would ask the College what facilities may be available in respect of using a web cam.
- ii) The Secretary reported on the need to establish two Standing Sub Committees every year:
- The Ruskin Fellowship Student Fund Sub Committee:
 - The rules of the sub committee were circulated.
 - It was **AGREED** that, in accordance with the rules, the members of the sub-committee should be: President, Secretary, Treasurer, Membership Secretary plus one other. It was **AGREED** that Bob Anderton be the additional member.
 - The Secretary to convene this group
 - The Re-union / AGM Sub Committee:
 - The following members were **AGREED**: Roger Sealey, Debbie Hollingsworth, Richard Maher, Angela Potts, Sally Courtney.
 - It was **AGREED** that this sub committee could meet other than in Oxford and Birmingham was proposed
 - Debbie to convene
- iii) Sending minutes to AGM attendees: It was **AGREED** not to proceed with this action this year.
- iv) Equal Opportunities: It was **AGREED** that Debbie would take the lead in this.
- v) To amend the Constitution in respect of the President's term of office. It was **AGREED** to incorporate this item into the proposals for the new constitution.

- vi) To produce a disputes procedure: It was **AGREED** not to produce a Disputes Procedure but to include something covering this in the proposal for the new constitution.
- vii) Fund raising for the College. **AGREED** that the procedure for this is that shown in the AGM minutes.
- viii) Publicity and the College: **AGREED** that this activity would be as laid down in the minutes of the AGM.
- ix) Policy on membership applications: It was **AGREED** that the policy would be that the Membership Secretary would normally be empowered to grant membership. Where the Membership Secretary did not feel sure about a particular applicant the Fellowship Secretary would be consulted. It was **AGREED** to confirm this process with Elcena.
- x) Fellowship Recruitment Activities: It was **AGREED** that a strong link with the RSU should be re-established. Debbie reported that she had met with the RSU officers. New elections would take place shortly and Debbie would encourage RSU participation in the Fellowship.
- xi) Preparing a new Constitution: It was **AGREED** that Bob Anderton would draft a new Constitution. Executive members were invited to send Bob any comments on things to be included in the draft.
- xii) To clarify the position on the database: It was reported that both the President and the Secretary received the database and its updates. **NOTED.**
- xiii) Oxford local group: It was reported that there had been one meeting on 4th October that was attended by a small group. Stan Young had provided a brief report saying that ‘people seemed keen’ and also informing the Executive that another meeting had been arranged for 27 November. Roger Sealey said that he was not informed of the meeting. It was reported that information was shown on the ‘Events’ page of the web site. **NOTED**
- xiv) 2012 Calendar –proposal: A draft of the calendar was circulated. The members present felt that the development of a calendar would not be feasible for cost reasons. Executive members noted the amount of work that had been done by Stan Young to develop the prototype. It was suggested that a diary might be an alternative project. **NOTED**
- xv) Fellowship fees: It was reported that the Executive needed to produce some proposals for the level of fees to be discussed at the 2011 AGM. It was **AGREED** to put this item on the agenda for the next Executive meeting.
- xvi) Fellowship Archive: In the absence of Rosemary it was **AGREED** that the Secretary progress this item.
- xvii) Ruskin Students Union: It was reported that the Students Union was now much more active than it had been in the past. It was stated that the current officers had effectively ‘turned around’ the union. Debbie reported that the Fellowship had an open invitation to attend their meetings. (See minute x) above.) **NOTED**
- xviii) Tracking Fellowship members: It was **AGREED** that developments in this area be linked to work on the database.
- xix) Facilities for the President: It was reported that an email had been received from the Principal dated 5 October that asked that the Librarian, Valerie Moyses, be contacted in the first instance to ask for the use of a computer in the library on a regular basis. **NOTED**
- xx) Lena Wanford: It was reported that Lena was the Fellowship member who could not gain access to the college at the AGM. An email had been received from the Principal dated 5 October stating that no notification for a wheelchair had been received and also that no one has contacted her (the Principal) when the situation arose so she was not able to offer a solution. Bob Anderton said that he had checked the day before the AGM that access would be possible and it was confirmed that it would be. Bob also said that he checked on Graduation Day and a wheelchair was still not available. It was **AGREED** that the Secretary follow this up.
- xxi) Establishing Local Fellowship Groups: The Secretary reported that a local group was being established in Oxford and that a second one was in the early stages of development in the East Midlands (Derbyshire). The second group was being jointly established by the

Principal and an ex-student in the area. An email had been received from the Principal dated 23 September that outlined the two groups and proposing the establishment of "about 10 groups". The Executive **AGREED** to try to establish two groups initially, in London and the West Midlands. The Secretary would work with Executive members in the West Midlands (R Maher, J Hurlston, J Kimberley) to move that development forward. The Secretary would also consider the best way to action the London group. The Executive felt that the meetings should be aimed at ex-Ruskin students generally and that recruitment to the Fellowship should then take place where possible.

10. **Correspondence:** It was reported that several items of correspondence had already been referred to. Two other items were:

- A communication had been received from Brian Smith raising concerns regarding the minutes of the AGM, proposing that Pauline becomes Vice President of the Fellowship, complaining at the "lack of courtesy" shown to him at the AGM, commenting on the establishment of the East Midlands group and the Web Alumnus, college leafleting and the amount of things that the college want from the Fellowship.
- A letter from the Children's Society that expressed grateful thanks regarding the donations received from the collection for Bob Matthews.

NOTED

11. **Officers' Reports:** The President stated that this would be a standing item on the agenda in the future and asked appropriate officers to provide reports from the next meeting onwards.

NOTED

12. **Reports from College Council Representatives:** It was reported that the position with these reports was as outlined in the previous minute; this would be a standing item and reports should be provided as appropriate.

NOTED

13. **Dates of meetings:** It was **AGREED** that, as long as the college was available, the next two Executive meetings should be held on Sundays. The dates **AGREED** were:

Sunday 23 January 2011

Sunday 17 April 2011

14. **Any other business:**

- i) It was reported that Jack Eames, a former Ruskin economics and statistics tutor, had died recently.
- ii) In the light of the death of Bob Matthews it was **AGREED** to ask the college if a room could be designated 'the Bob Matthews room' at the new Campus.

15. There being no further business the meeting closed at 5:10pm.