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Report on SAI Virtual **AGM** Meeting

16th June 2021 at 12.30 a.m.

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| **Present:** | Paul Moriarty, Head of Student Experience, UCC; Representing IUSSN ; SAI Chair;;Nóirín Deady, First Year Experience Co-Ordinator, UCC; Vice-Chair;John Hannon, Director, Student Services, NUIG; Representing **IUSSN, Membership Secretary;**Daniel Caldwell, Chaplain, GMIT; Representing IT Chaplains Group;Linda Barry, Student Services, Admissions & Exams, LIT; Representing THEA Sector; Clodagh Byrne, Mature Student Officer, TCD; Representing MSI; External Liaison Officer;Dan Collins, Academic Administration & Student Affairs Manager, CIT; Treasurer;Vicky O Sullivan, General Manager, Students Union, CIT;Clare Kelly, TCD Student Health Centre; Representing ISHA;Michelle Whyte, Societies Officer, UCC Societies; Representing BICS;Scott Evans, Chaplain, UCD; Representing 3rd Level Chaplains Group (CN3);Shane Mooney, Head of Student Experience, Dublin Business School; Representing ICOS**Apologies:**Roisin O Donovan, USI Welfare Officer;James McCormack, Head, Counselling, NUIG; representing PCHEI;Rachel Godfrey, Arts Faculty Administrator, MICL;**In attendance:** Martha Henchion, SAI Administrator. |
| **Item** |  | **Action** |
|  | The Chair welcomed and thanked everyone for attending the AGM. |  |
|  1 | **Minutes of the Meeting held on 11th June, 2019**: The draft AGM minutes had been circulated and were approved. |   |
|  2 | **Chair’s Report**The Chair presented SAI’s Strategic Plan and advised the members of the following:1. SAI’s organisational structure has been enhanced by the creation of an Executive and a re-drafting of the SAI Constitution;
2. A new Strategic Plan 2020 – 2024 will shortly be formulated;
3. SAI’s official legal status to be addressed and formulised to enable payment of membership fees in 2022;
4. Despite Covid-19, SAI offered several successful online events which provided opportunities to share good practices and resources across the HE sector;

SAI continued to raise its organisational profile through:* Regular Communication with the HEA;
* Consultation with DES prior to Budget;
* Engagement with AMOSSHE, ECStA, NASPA;
* A successful bid to host the 6th Global Summit on Student Affairs and Services. The Chair thanked ND for her work on this;
* SAI being invited onto various groups, including the National Forum for the Enhancement of Teaching and Learning in Higher Education;
* Involvement in the Minister’s Drug Task Force.

The Chair would like to see SAI undertake future research work to inform good practice. He thanked the SAI Executive and Board for their work in progressing SAI.The Chair also thanked Daniel for his work on the SAI Newsletter which he acknowledged is a good means of communicating with SAI members.  |  |
|  3 | **Membership Secretary’s Report**JH advised attendees of the following:1. 3 SAI Board meetings were held in the past year;
2. 4 SAI Executive meetings were held in the past year;
3. A number of SAI CPD Events were organised including *Developing a Resource Kit for Student Orientation, Self-care for the Student Support Community* and *What is working during the pandemic; sharing good practice;*
4. There are currently over 700 SAI members.

JH acknowledged the SAI SIG’s – the Accommodation SIG, the Student Finance SIG and the Engagement and Progression SIG and advised members that those interested were welcome to join these. He also advised members that SAI is currently working with the National Forum for The Enhancement of Teaching and Learning in Higher Education on *Lunch and Learn* workshops in the areas of Orientation, Health & Wellbeing, Administrative Support, Belonging etc. Further details to follow on these.  |  |
|  4 | **Treasurer’s Report** DAC presented the Treasurer’s Report for the period 1 June, 2020-December 2020 (it was agreed at the 2020 AGM that the next set of accounts would be produced for the 6 months period to bring the accounts in line with the SAI Constitution).He advised members that SAI is in a stable financial position with adequate resources to meet any unexpected contingencies.Overall expenditure for the year was €12,679.34DAC acknowledged the Administrator’s input to the overall running of SAI.DAC recommended the following:* The Treasurer, Chairperson and Vice-Chairperson to act as joint signatories on SAI’s bank account;
* Prudent to move from Banking 365 to Business online to facilitate dual authorisation of payments;
* Payment documentation, including invoices and submitted receipts should be signed off and dated by at least two signatories.
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|  5  | **Motions/Elections**1Nomination for Communications Officer – Daniel Caldwell1 Nomination for Membership Secretary – John HannonAs there was no nomination for the Treasurer post, DAC agreed to stay on for the coming year with the support of VO’S from MTU. The Chair thanked VO’S for agreeing to this.**Incoming Board Member**Somhairle Brennan (USI)**2 General Board Nominations:**Maeve Minihane, UCCNiamh Nestor, UCDThe Chair welcomed the new Board Members |  |
|  6 | **New Membership Structures**JH advised the members that the current membership structure/rates are not fit for purpose and he proposed a new two-tire membership structure based on the number of students in each HEI as follows:Over 10,000 students - €700Less that 10,000 students - €400JH believes the new structure is a more equitable model in terms of fees and takes into account the changing landscape of higher education in Ireland.The new membership structure/rates were agreed. |  |
| 7 | **AOB**The Chair thanked everyone for attending the AGM and thanked the Administrator, Martha Henchion for her contribution and support for the past year. |  |