

**SAI AGM 2023**

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| **Date:** | **13th June 2023 at 4:30 pm** |
| **Location:** | **ATU Galway Campus, Room 1000** |
| **Attendees:** | Linda Barry, ASSAM TUS – SAI President/ChairNoírin Deady, UCC – SAI VPNiamh Nestor, UCD – SAI TreasurerJohn Hannon, UCG – SAI Membership SecretaryDaniel Caldwell, ATU – SAI ExecutiveClodagh Byrne , TCD – SAI ExecutiveMary Neiland, TUS – SAI AdministratorRonan O’Neill SAI Technical SupportGary Mulcahy, Head of Student Life, UCCEmma Sliney, UCC Access Plus ProgrammeCian Power, UCC AccessGillian Butler, UCC Access Plus ProgrammeDeirdre Falvey, UCC Access Student FinanceCaitriona McGrattan – SETU Student Empowerment Co OrdinatorMaeve Minihan , UCCCaróg Green, University of GalwayAdam Crowther – DBSShane Mooney – DBSRíona Hughes, University of GalwayMarie Laffey, University of GalwayColleen Doyle, UCDAlfie Davies, UCCJames Bilson, UCC |
| **Apologies:** | No official apologies |

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| **Draft Meeting Agenda & Minutes**The Chair, Linda Barry, SAI President, welcomed everyone to the AGM and thanked everyone for attendance**.****1. Minutes of AGM 2022** The Draft Minutes of the 2022 AGM were circulated prior and considered as read.Dr. Rhona McCormack was in attendance for previous AGM 2022 and has been noted, as it was omitted from previous 2022 AGM minutes.*Proposed by Shane Mooney and seconded by Colleen Doyle***2. President’s Report**The President, Linda Barry, presented her ReportSAI Executive and Board are committed to the following actions: ​* Revise and update a new Strategic Plan for SAI ​
* Provide professional development opportunities for members​
* Promote and support the continuation and establishment of Special Interest Groups (SIG’s) ​
* Enhance our website and social media profile to strengthen our online presence both nationally and internationally ​
* Establish accredited professional development modules for members ​
* Currently converting SAI’s financial model and practice with a view to establishing SAI as a Company Limited by Guarantee (CLG) ​
* Strengthen commitment to the UN Sustainable Development Goals​
* Review and increase professional membership ​

**Priority One:​ Strengthen our Organisational Structures and Processes​​*** Modernise the SAI constitution – and continue to do so​
* Employed a part-time administrator (TUS)​ – *Mary Neiland*
* SAI Membership​ - *Membership fees are based on HEI numbers. Review membership/membership lists to be updated in the coming months.*
* Established an Executive to progress the work of the SAI Board​
* Transitioned from Confederation of Student Services in Ireland (CSSI)​ to Student Affairs Ireland (SAI)​ – *Niamh Nestor is in the process of finalising CLG and Bank Account has been sorted and finalised.*

**Priority Two:​ Provide Value for members​*** Newsletter to communicate with and provide information to members​
* Organised seminars, CPD events and workshops and opportunities for knowledge sharing ​
* Webinars in Semester 2 – 2022 / 2023​
	1. National Student Mental Health and Suicide Prevention Framework. ​
	2. SAI Professional Competencies ​
	3. Lead yourself first: insights on personal leadership.​
	4. Hope: Hitting the Reset Button ​

**Membership Benefits:*** Opportunities to connect with colleagues regionally, nationally and globally.​
* Membership of Special Interest Groups (SIGs). Current SIGs include: Professional Competencies, Accommodation & Residential Life, Engagement & Progression, Finance​
* International exchange programmes​
* Attendance at Conferences / Seminars / Global Summits.​
* Attendance at Workshops and CPD events​
* Support with attendance at Global Student Affairs Summits (e.g. IASAS)​
* Access to information and sector-specific resources​
* Lobbying for interests within the sector​
* Professional support and advice​

**Priority Three:​ Raise Organisational Profile​*** Hosted the 6th Global Summit of Student Affairs and Services in UCC in June 2022​
* SAI and UCC won ‘The Education 2023 Award for the Best Collaboration Project’​
* NASPA exchange will resume next year – potential opportunity for SAI members to undertake a five day exchange to the States​
* Continuing to develop links with European Partners: ​
* March 2023  - President SAI elected Vice-president European Council for Student Affairs​
* SAI invited to present at the European Student Affairs Conference 2023 in Germany in July​
* SAI attending IASS conference in Rome  - June 2023​
* The 7th Global Summit of Student Affairs will be held in Daegu, South Korea on May 21st 2024

*Continue to build on foundation in place.***Priority Four:   Advance best practice in the development of student services/student affairs profession​**​**SIG  - Development of Professional Competencies Framework**​* Has continued to meet throughout the year. ​
* Hosted colleagues from the University of North Carolina, Wilmington under the supervision of ​ Dr Andy Ryder​
* Dr Ryder has helped over the years with the identification of competencies through a number of workshops which he has co-facilitated with Dr Colleen Doyle (in person and online) ​
* Competencies identified at these workshops formed the basis for a questionnaire circulated to SAI members for feedback ​
* SAI summer seminar 2023 the SIG will present preliminary findings (poster) and also will continue to receive input at a workshop​

*To Do - Develop a qualification for student affairs/service practitioners.**Circulate questionnaire again to all.***3. SAI Strategic Plan*** SAI is currently revising and updating the Strategic Plan, to ensure that it best reflects SAI’s strategic priorities and objectives​
* ​April 25th 2023 - Board, Executive and some past members, currently working in HEI’s, attended SAI Strategic Planning Day , facilitated by Dr. Maeve Lankford.
* As part of this process, and to guide SAI’s considerations, members have been invited to select five of their most important values. This input is essential to ensure SAI best reflect the values most important to members ​
* *To do - finalise new Strategic Plan*

​*President’s Report Proposed by Daniel Caldwell and Seconded by Noírin Deady***4. Membership Secretary’s Report**John Hannon, SAI Membership Secretary presented his report:* No. of Board Meetings (June 2022-June 2023)- 3No. of Executive Meetings (June 2022-June 2023)​ – 9
* No. of CPD Events - 5 CPD Event including 4 Lunch & Learn Sessions and Summer Seminar.
* Membership Update – Approx 770 members currently. Banking priorities addressed – capacity for growth in membership.

*Advocate for more members – more individuals more events.**Proposed by Caitriona McGrattan and Seconded by Clodagh Byrne***5. Treasurer’s Report**Niamh Nestor, SAI Treasurer presented her report:* Balance in BOI account on December 31st, 2022: 11905.41eur.​
* Detailed accounts available on request.​
* Bank details have been updated: name of organisation; signatories are current President, Vice-President and Treasurer.​
* Delays in collecting memberships for 2023 due to updates to bank account​
* Plans underway to register SAI as a Company Limited by Guarantee**​**

*CLG in progress / Bank details sorted***Questions x 1 from Cian Power?? - will account details be available online?***Proposed by Colleen Doyle and Seconded by Adam Crowther***6. Election of Officers*** Vice President
* External Liaison Officer

*This Agenda item was considered under Motions***7. Motions:****Motion 1: Hold an SAI EGM in Semester 1 2023 – 2024 to**:1. Consider the revised SAI Strategic Plan for ratification.
2. Consider the revised Constitution outlining additional detail on the process of electing Executive Officers.
3. Ratify Officer positions on the Executive.

*Proposed by Colleen Doyle and Seconded by Niamh Nestor* |
| **AOB****N/A****Linda Barry, President SAI thanked everyone.** |