

## Annual General Meeting

<b>Date:</b>	<b>Thursday 5<sup>th</sup> September 2024 @ 11am</b>
<b>Location:</b>	<b>Online - Zoom</b>
<b>Attendees:</b>	Linda Barry, ASSAM TUS – SAI President/Chair Daniel Caldwell, ATU – SAI VP Shane Mooney, DBS – SAI Communications Officer Clodagh Byrne, TCD – SAI Executive Mary Neiland, TUS – SAI Administrator Ronan O’Neill SAI Technical Support Caitríona McGrattan – SETU Student Empowerment Co Ordinator Colleen Doyle – UCD Perry Share – ATU Debbie Molloy - ATU Lisa McCormack – University of Galway Louise Bolger – Maynooth University Lynnea Connoily - TCD Patricia Farren – Maynooth University
<b>Apologies:</b>	Niamh Nestor, UCD – SAI Treasurer John Hannon, UCG – SAI Membership Secretary Fidelma Curley - Maynooth University

### Board & Executive Function

#### The function of the Board is

To identify and lead the strategic priorities, direction and governance of SAI.

#### The function of the Executive is

To devise strategies and policies to ensure that SAI meets its objectives. The Executive also facilitates the Board to plan, direct and co-ordinate its operational activities.

### SAI - Vision & Mission

SAI’s **vision** is to lead the community of student affairs professionals in Ireland and support the holistic development of students as part of their educational experience.

SAI’s **mission** is to be the primary national body supporting student affairs professionals in Ireland.

### AGM Agenda & Minutes

The Chair, Linda Barry, SAI President, welcomed everyone to the AGM and thanked those in attendance.

#### 1.Minutes of AGM 2023

The Draft Minutes of the 2023 AGM were circulated prior and considered as read.

**Matters Arising**

At the 2023 AGM, Cian Power inquired about displaying SAI account details on the SAI website. The update of the website has caused a delay, but there will be no issue in making those details available online.

*Proposed by Daniel Caldwell and seconded by Shane Mooney*

**SAI Strategic Plan and Presidents Report**

The President, Linda Barry, presented her Report and SAI Strategic Plan.

SAI Mission is to be the primary national body supporting Student Affairs Professionals in Ireland.

SAI Vision is to lead the community of Student Affairs Professionals in Ireland and support the holistic development of students as part of their educational experience.

SAI Values - Leadership, Inclusion, Accountability, Integrity, Sustainability, Excellence.

**SAI Objectives**

- Advocate for policy development and change on issues affecting students in HE.
- Promote and improve student development and support services for students entering and participating in HE in Ireland.
- Facilitate national and international networking and communication between individuals and associations concerned with student affairs in HE.
- Facilitate research on matters of common interest.

**Strategic Priority 1**

Advance good practice in the support and development of Student Affairs Professionals

**Objectives:**

- Provide a forum for Student Affairs Professionals to enhance student success and experience in higher education.
- Provide opportunities for networking and connection through SIGS, communities of practice, etc.
- Use an evidence-based approach to support the identification of the main issues impacting students and student affairs professionals.
- Provide seed funding opportunities for relevant collaborative research projects.

**Strategic Priority 2**

Provide Professional Development opportunities for members.

**Objectives:**

- Enhance SAI's current offerings of conferences and seminars.
- Increase the number of Professional Development opportunities, nationally and internationally.
- Develop and implement recognition opportunities for members.

### **Strategic Priority 3**

Raise Organisational Profile

#### **Objectives:**

- Enhance and communicate SAI's brand and identity.
- Create and deliver a communications plan.
- Build profile of SAI at local, national, and international levels.
- Explore opportunities to expand membership.
- Be the subject matter experts for student affairs in HEI.

### **Strategic Priority 4**

Strengthen our organisational structures and processes.

#### **Objectives:**

- Develop and maintain an effective governance structure.
- Ensure the organisation's financial model and practice are sustainable.
- Align with the UN Sustainable Development Goals (STG's) to contribute to the global agenda.

### **Special Interest Groups (SIGS) 2023 - 2024**

1. Equality Diversity & Inclusion – Niamh Nestor (UCD) /Clodagh Byrne (TCD) Co-chairs - Anne-Marie Curtin (UCC) Simon Gray (UCD)
1. Student Assistance Fund / Finance – John Hannon (UG)
2. Student Engagement and Progression – Nóirín Deady (UCC)
3. Professional Competencies – Colleen Doyle (UCD)

### **Continuous Professional Development 2024**

#### ***SAI Master Class in Sustainability and Student Affairs***

(Dr Brian Gormley (TU Dublin), Dr Maria Kirrane (UCC) and Dr Lorraine Tansey (UL)

#### ***Overview of ChatGPT and how to use it to in your day-to-day work***

Marie Laffey (UG)

#### ***Introduction to Project Management***

Martha Henchion (UCC)

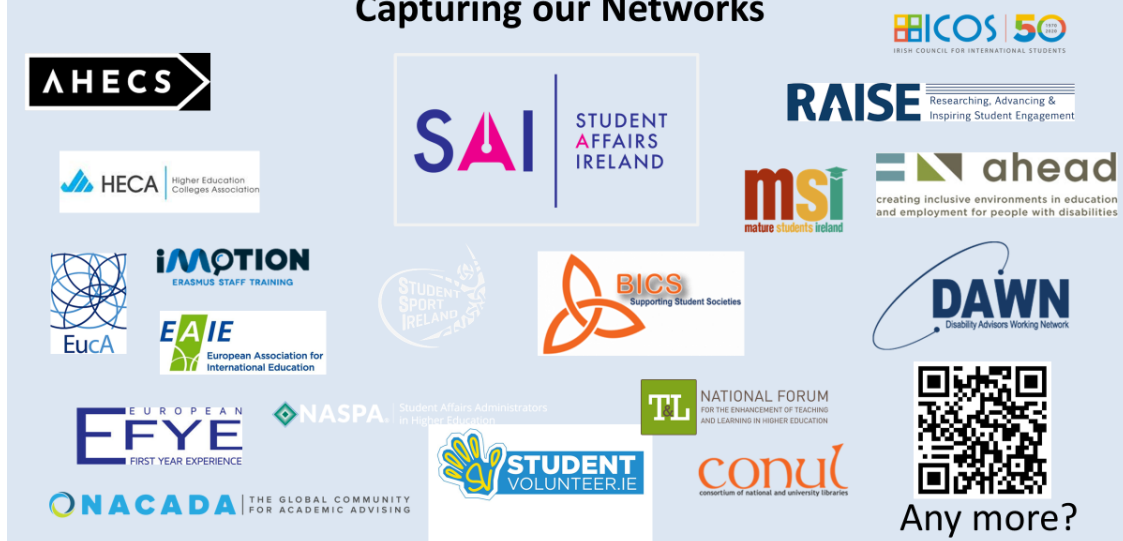
#### ***Students with caring responsibilities in Higher Educational Institutes***

Professor Maria Pierce (UCD)

#### ***Networking & Resources***

Catriona McGrattan (SETU) & Dr Niamh Nestor (UCD)

## Creating, Engaging & Enhancing Community - Capturing our Networks



### YANA Project –

You Are Not Alone (YANA) aims to create a more welcoming, equitable and inclusive higher education system.

Our partners in the submission are:

- ✓ UNIVERSITAT DE BARCELONA Spain Catalunya BARCELONA
- ✓ INSTITUTO POLITECNICO DE VIANA DE CASTELO Portugal Norte Viana do Castelo
- ✓ POLITECHNIKA LODZKA Poland LODZ
- ✓ Cyprus Κύπρος (Κύpros) Agios Andreas
- ✓ ECSTA - European Council for Student Affairs Belgium Région de BruxellesCapitale/Brussels Hoofdstedelijk Gewest Brussels
- ✓ GLOCAL FACTORY Italy Veneto Verona

**Application Outcome** – Unsuccessful on this occasion. However, an application will be resubmitted in March 2025 for this funding.

Perry Share and Colleen Doyle have indicated that would be happy to assist with YANA.

### Save the Date

#### **SAI Summer Conference**

June 18th & 19th 2025, MTU Cork  
in association with

NASPA (Student Affairs Administrators in Higher Education)  
and  
EucA (European University College Association)



**In 2024 – 2025 the SAI Executive and Board are committed to the following actions:**

- Provide professional development opportunities for members.
- Promote and support the continuation and establishment of Special Interest Groups (SIG's)
- Provide Seed Funding to our Members.
- Enhance our website and social media profile to strengthen our online presence both nationally and internationally.
- Offer opportunities for professional development modules for members.
- Convert SAI's financial model and practice with a view to establishing SAI as a Company Limited by Guarantee (CLG)
- Strengthen our commitment to the UN Sustainable Development Goals
- Review and increase our professional membership.
- Continue to develop links with European and Global Partners

Presidents' Report *Proposed by Colleen Doyle and seconded by Clodagh Byrne*

## Membership Secretary Report

Linda Barry presented the Report on behalf of John Hannon, the SAI Membership Secretary, in his absence.

Membership Secretary's Report - AGM 2024			
No. of Board Meetings (June 2023-June 2024)	No. of Executive Meetings (June 2023 - June 2024)	No. of CPD Events	Membership Update
4	9 Also EGM in Oct. 2023	6 CPD Events including; <ul style="list-style-type: none"><li>▪ 1 Master Class</li><li>▪ 4 Lunch &amp; Learn Sessions</li><li>▪ Seminar (Limerick)</li></ul>	Approx. 750 members currently.  Banking priorities addressed – capacity for growth in membership

*Approved by Clodagh Byrne and seconded by Lisa McCormack*

## Treasurer Report

Daniel Caldwell presented the Report on behalf of Niamh Nestor, SAI Treasurer, in her absence.

- Balance in BOI account as of December 31<sup>st</sup>, 2023: €19,753.39
- 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 and as a Registered Charity.

DC – current SAI Bank Balance as of current date is €29, 874.20.

Registered Charity Status inquiry: Perry Share inquired about this status. SM and NN have scheduled an assessment meeting with an accountancy firm to discuss further.

*Report approved by Colleen Doyle and seconded by Perry Share*

## Election of Officers

- John Hannon was ratified as Membership Secretary. LB thanked JH for putting himself forward.
- Shane Mooney was ratified as Communications Officer. LB thanked SM.
- Lynnea Connelly TCD was ratified as a General Member of the Board. LB welcomed LC to the SAI Board.

## AOB

- **Daniel Caldwell:** Exploring the creating of two to three more SIGS, including Young Emerging Professionals, Travellers in Third Level Education, and Student Services Managers (to exchange knowledge).
- **Colleen Doyle:** The Professional Competencies SIG draft is at an advanced stage. Colleen thanked DC and all present.
- **Linda Barry** Invited contributions to the Lunch & Learn sessions and encouraged interested individuals to drop her an email.
- **Shane Mooney:** Encouraged involvement in SIGS and Lunch & Learn to boost community engagement and share ideas and best practices with colleagues.
- **Caitriona McGrattan:** Mentioned Tom Lowe will be presenting at a Forum in Trinity in October. It is a free in person event.
- **Perry Share** mentioned that Perry has signed up for the UDL Badge – Beyond the Classroom with Ahead and UCC.
- **Linda Barry** thanked everyone for attending.

**END**