



## Report on SAI Virtual **AGM** Meeting

9<sup>th</sup> June, 2020 at 12.30 a.m.

<b>Present:</b>	<p>Paul Moriarty, Head of Student Experience, UCC; SAI Chair; Representing IUSSN          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 &amp; Exams, LIT; Representing THEA Sector;          Clodagh Byrne, Mature Student Officer, TCD; Representing MSI, External Liaison Officer;          Dan Collins, Academic Administration &amp; Student Affairs Manager, CIT; Treasurer.</p> <p><b>Apologies:</b>          Roisin O Donovan, USI Welfare Officer;          Bob Ó Murchú, Academic Administration &amp; Student Affairs Manager, TU, Blanchardstown Campus;          Scott Evans, Chaplain, UCD; Representing 3<sup>rd</sup> Level Chaplains Group (CN3);          James McCormack, Head, Counselling, NUIG; representing PCHEI;          Aoife O Sullivan, Student Health Service, UCC; Representing ISHA;          Rachel Godfrey, Arts Faculty Administrator, MICTL;          Vivian Rath, TCD.</p> <p>In attendance: Martha Henchion, SAI Administrator.</p>	
<b>Item</b>		<b>Action</b>
	The Chair welcomed and thanked everyone for attending the AGM.	
1	<p><b>Minutes of the Meeting held on 11<sup>th</sup> June, 2019:</b>          The draft AGM minutes had been circulated and were approved.</p>	
2	<p><b>Chair's Report</b>          The Chair outlined the following:</p> <p><b>Priority 1 – Strengthen our organisational structures and processes</b></p> <ul style="list-style-type: none"> <li>• The leadership role played by the newly-formed SAI Executive in devising strategies and policies to deliver on the goals of the SAI Strategic Plan;</li> <li>• The supportive role played by the SAI Board, which consists of representative organisations and general members, which drives the work of the SAI Executive;</li> <li>• The large effort involved in finalising the SAI Constitution;</li> <li>• The importance of the SAI Newsletter for enhancing engagement with SAI members;</li> <li>• The opportunity now for SAI to strengthen its organisational status and to revise its current financial model in light of the formation of TU's.</li> </ul> <p><b>Priority 2 – Provide Value for our members</b></p> <ul style="list-style-type: none"> <li>• SAI held a very successful Summit in June 2019 with approx.. 240 Attendees over the 2-day Event. Day 1 was confined to SAI members and Day 2 was opened up to the HEI Sector in general but also to a number of organisations involved in the management of critical incidents and crisis management. This event established SAI as a leader in the HEI Sector and was borne out in the high attendance at the last SAI CPD Event. It was also evident in the HEI sector seeking guidance from SAI in supporting both staff and students during Covid-19 and was also reflected in the very large numbers registering for the SAI summer webinar series. The Chair thanked everyone involved</li> </ul>	

	<p>in ensuring the success of the webinar series which showcase SAI’s agility and ability to respond in a crisis situation.</p> <ul style="list-style-type: none"> <li>SAI will continue with the issue of its newsletter and hopes to build on this in the year ahead to ensure members are fully connected to SAI. Likewise with the SAI website, and the plan is to increase the number of resources on this to support SAI members. There is an opportunity also to develop bespoke modules for SAI Professionals.</li> </ul> <p><b>Priority 3 – Raise Organisational Profile</b></p> <ul style="list-style-type: none"> <li>SAI was officially launched by Minister Mitchell-O’Connor in 2019 at the SAI Summit and SAI continues to have regular communications with the Minister on relevant matters and also with the HEA/DES.</li> <li>SAI was consulted by DES prior to Budget 2020 regarding the setting aside of €2m for student mental health. All of this showcases the space SAI now occupies and how its profile has been raised in the past year.</li> <li>SAI is in regular contact with AMOSSHE and the Chair has attended a number of all-Ireland meetings during Covid-19, is Vice-President of ECStA, although ECStA has not been very active of late.</li> <li>Clodagh Byrne continues to be actively engaged with the SAI/NASPA Exchange Programme.</li> <li>SAI has now submitted a bid to host the next NASPA Student Affairs Global Summit and the Chair thanked ND for her work to date on a submission for this.</li> </ul> <p><b>Priority 4 – Advance best practice in the development of student services/student affairs profession</b></p> <ul style="list-style-type: none"> <li>SAI is currently represented on the Minister’s Drug Task Force and is supporting research into drug use among students across the HE sector.</li> <li>A number of SAI SIGS had been dormant and these were all re-energised in the past year and a number of new SIGs were also formed – an Accommodation SIG and a Finance SIG was also formed in response to the Covid-19 situation. The Chair thanked everyone for their work with the SIGs and advised the members that research is an area that SAI could be more involved in and there is an opportunity now for the creation of a Research SIG.</li> </ul>	
3	<p><b>Membership Secretary’s Report</b></p> <p>The Membership Secretary informed the members of the following:</p> <ul style="list-style-type: none"> <li>The SAI Board consists of Representatives from a number of organisations, general members and the HEI’s.</li> <li>3 Board meetings took place in the past year.</li> <li>6 Executive meetings took place as well as a number of special meetings during Covid-19.</li> <li>SAI ran a very successful CPD Event in 2019 which was facilitated by Dr. Eithne Hunt, UCC - <i>Mind me, Mind You: Nurturing ourselves and others for learning and life in higher education</i>. There were approx.. 56 attendees.</li> <li>SAI also organised 3 summer webinars and very large numbers also registered for these events.</li> <li>SAI membership continues to increase and there are now approx.. 710 members who work with over 200,000 students across the HE sector.</li> </ul>	
4	<p><b>Treasurer’s Report</b></p> <ul style="list-style-type: none"> <li>Due to Covid-19, a number of Invoices have yet to be paid;</li> <li>A number of membership fees are still outstanding.</li> <li>SAI is in a steady financial position and the closing balance is currently approx.. €22,000.</li> <li>SAI has a credit balance of €2,000 with the Radisson Blu Hotel, Cork, due to the cancellation of an SAI Event as a result of Covid-19; this can be used for a future event.</li> <li>The Treasurer is also actively pursuing the payment of €2,000 with another organisation for an outstanding Summit 2019 item.</li> <li>The Treasurer is happy to take any queries from members over the next few weeks and also to forward copies of the accounts if requested.</li> <li>The Treasurer will move to 6-month accounts to align with Calendar Year, the SAI Constitution and payment of SAI membership fees and will present the June-December 2020 accounts at the next AGM.</li> </ul>	

	<ul style="list-style-type: none"> <li>• The Treasurer recommends: <ol style="list-style-type: none"> <li>1. employing the services of an Accountant as a once-off service;</li> <li>2. moving to BOI online business;</li> <li>3. dual authorisation of signatures in terms of best practice;</li> <li>4. creation of a template for accurate recording of transactions;</li> <li>5. the creation of an invoicing system for more streamlined payment of membership fees which would satisfy the PO requirements of some HEI's.</li> </ol> </li> </ul>	
5	<p><b>Constitution</b></p> <p>The Chair informed the members that whilst a large amount of time and effort was put into finalising the drafting of the SAI Constitution, it is envisaged that changes will continue to be made to it in the year ahead. The Constitution had been circulated to members prior to the AGM and the main changes were outlined again at the AGM by the Chair and Membership Secretary – these included:</p> <ul style="list-style-type: none"> <li>• establishing greater clarification in terms of SAI institutional and organisational membership;</li> <li>• establishing SAI as a national body representing all those working in student affairs/student services;</li> <li>• the area of Governance and the clarification of the SAI Executive Roles.</li> </ul> <p>The Constitution was ratified unanimously by the members through an online vote.</p>	
6	<p><b>AOB</b></p> <p>The Chair thanked the following outgoing members:</p> <ul style="list-style-type: none"> <li>• Vivian Rath for his many years of service to the SAI Board;</li> <li>• Bernadette Walsh, IUSSN Representative, for her long and excellent service to the SAI Executive and Board;</li> <li>• Roisin O Donovan, USI Representative, for her valuable contribution to the SAI Board for the past year;</li> <li>• Bob Ó Murchú for his long and distinctive contribution to the SAI Board;</li> <li>• Brendan Baker, representing AHECS, for his valuable contribution to the SAI Board for the past year;</li> <li>• Dr. Aoife O Sullivan, outgoing ISHA Representative, for her valuable contribution to the SAI Board for the past number of years.</li> </ul> <p>The Chair welcomed the following new members:</p> <ul style="list-style-type: none"> <li>• James Mc Cormack, new PCHEI Representative;</li> <li>• Josephine Walsh, new AHECS Representative;</li> <li>• Michelle Whyte, new BICS Representative;</li> <li>• Clare Austick, new USI Representative;</li> <li>• Dr. Clare Kelly, new ISHA Representative.</li> </ul> <p>The Chair advised the members of general membership vacancies on the SAI Board and invited members to put themselves forward. The following members put themselves forward, were approved and welcomed to the SAI Board:</p> <ol style="list-style-type: none"> <li>1. Caitriona Mc Grattan (Seconded by Colleen Doyle);</li> <li>2. Vicky O Sullivan (Seconded by Dan Collins);</li> <li>3. Shane Mooney (Seconded by Dan Collins).</li> </ol> <p>The Chair thanked everyone for their contribution to SAI, Martha Henchion for all her work throughout the year and Ronan O Neill for his huge support throughout the year on social media and particularly during Covid-19 and the SAI webinar series and virtual AGM.</p>	