

TGfU SIG Executive Minutes 20<sup>th</sup> April 2012

(1) Approval of agenda

Yes.

(2) Approval of minutes Feb 28 and Jan 25 attached

All approved for last two meetings

(3) Election procedures for 3 positions and outline description for AD Hoc graduate student. Dates and process

TH led discussion and made addition of 'mail'

Discussed the issue of 5 people to support a nomination

One other member can nominate them and have the support of the exec which will take care of the need for 5 members.

Email support and change the 5 to 2 – this needs to be amended at the AGM

TH – to get membership list from JM

TH – to mail out nominations template

JB – 60 days before July 14<sup>th</sup> is the date for nominations

JB – accept nominations at the conference?

TH – can make call 60 days before and can make nominations prior to, or at the conference

JM – When will voting end?

SH – a) go to Pete and see if we can have that

b) Google sites

c) Too fast programme

Maybe what we can do is based on membership fees and what money we have

TH – send out to nominations draft – how to get them refer people to roles

SH – to talk to Pete – feasibility of electronic voting for those who cannot make the conference and also to look into google sites

JB – send the last election form – we have three election nominations. But we need the nomination forms signed and sent back.

LA – Dec 2016 he will be with us.

Secretary, Treasurer and Chair Elect are up.

TH – Procedure for a dead heat – what will we do?

SH – do we insist someone gets a percentage of the vote (i.e. 25% of the entire vote is needed to be elected to be a position) – SH will draft something for the constitution

TH – Chair is not allowed to vote in the elections

TH and JB to re-draft membership forms and send them out – a) nomination form and b) a ballot form

JB – date should be July 13<sup>th</sup>? LA to let TH and JB to know the deadline for votes after the meeting at Loughborough on 24<sup>th</sup> April

TH – JM to renew memberships – can we tell people they need to renew and can this be done at AIESEP?

(4) Membership overview revisions and approval for website - Tim

JM – 93 people in database and only 21 have paid dues for 2012

Some of these are 3-year members

If they can pay only the SIG fee – where can we keep this money?

It would give us some income but what can we do with this?

Can we have TGfU SIG membership without AIESEP membership.

SH – have an account at a University (i.e. Bedfordshire) which stores this money.

SH – grad student to have a Grad Student who would upkeep the website.

JM – has some petty cash

JB – did you generate TGfU SIG membership through registration? NO – only way you can renew is via AIESEP.

JM – to look into PayPal

TH – where does the money go in pay pal.

(5) Generate membership list in different categories to post names on website - Tim

TH – Get a recognized list of people who want to become members.

LA – to look into whether we can have a pay pal button that links to AIESEP bank account.

JM – 15 euros one year and 38 euros for 3 years for SIG membership.

LA – payments for SIG need to come straight to SIG and not into AIESEP

LA – to chase up with a UK bank about holding an account

JM – keeps an excel sheet with what we have in our account – JB say we need to show we have robust accounting.

JM – this is an issue when collecting our own fees. If we want our own autonomy we need to develop our own self-sufficient service of this.

JM – challenging in terms of registration and fees and paying for expenses – there was no reporting mechanism in place – JM to liaise with LA to get this information from AIESEP.

JM thinks we have 1000.66 Euros in the account with all of the expenses taken care of. LA – to confirm we have outstanding funds to use and about the pay pal and charges. We have motivation to continue so we can have a clean handover to new SIG Exec Members.

TH – list of members needed for on the members, governance and community members. JM send TH the list.

(6) Update on conference details - Len

(a) AGM agenda items

51 accepted, 5 not accepted w'd and 24 in the pipeline awaiting reviewers decisions etc. Expecting 80 accepted by Tuesday 24<sup>th</sup>.

115 signed up on the cards already. Safety point is 150.

LA to add in town hall meeting and will check on daily recap event.

LA to send report and will send abstracts

(b) Awards and gifts.

TH – LA to check it is in the town hall meeting/AGM.

JB – need Young Scholarship Awards on the list. Who will organize it? LA to organise it as part of the conference.

What are we getting for Rod and Dave B? Pen and plaque and card holder. JB said they cost \$200.00 for them last time (for two).

Need to write a speech for them both? TH to do Rod and LA to do DB.

LA to add awards to teachers (x3).

(7) Update on Advisory Board – Joy

Check advisory board are paid members – JB to send email to JM

(8) Deadline for reports

TH – to send out details on email.

(9) Next meeting.

TBC on doodle poll.