

**ALUMNI ASSOCIATION**  
**Minutes of the Executive Committee Meeting**  
**Held on Thursday 11<sup>th</sup> April 2019**  
**D3, D Floor, Richmond Building, University of Bradford**

**The meeting started at 6.00pm**

**Attendees:** Terry Carroll (TC) (Chair), Mike Bell (MB) (Secretary), Dr Nasim Hasnie (NH), Penny Rossiter (PR), James Robertson-Dunn (JRD), Jonaid Khan (JK), Thomas Whitford-Bartle (TWB), Emma Jones (EJ) (on phone),

**Apologies:** Gordon Wills (GW), Peter Lunio (PL) Iskren Ivanov (II) Jawahar Dhutia (JD)

**In Attendance:** Hannah Cummins (HC), Zara Niazi (ZN), Sarah Dixon (SD)

## **1 Welcome and Introductions**

- 1.1 The Chair welcomed all to the meeting, each person then introduced themselves to the meeting.
- 1.2 Blogs were still required from some members of the committee. TWB will send a list of questions for the Blog to EY (**Action (TWB)**)

## **2 Minutes from the last meeting - 01/11/18**

- 2.1 The minutes were accepted as a true and accurate record of the meeting

## **3 Notes from AGM 2019 – 20/01/2019**

- 3.1 With a correction to Para 7 Q&A. Second sentence to read “There is a need for the Alumni journey to start at 5 years old” The notes were accepted as a true and accurate record of the meeting.

## **4 Update from Chair (TC)**

- 4.1 Professor Shirley Congdon has been appointed as the new Vice-Chancellor and will take office on the 1 August 2019. Professor Brian Cantor, the current Vice-Chancellor, will continue in an ambassadorial role until his official retirement at the end of September.
- 4.2 Mr Riley Power has been appointed as University Secretary and will start at the end of April 2019

- 4.3 There will be a new UBU Representative on the executive after the UBU Elections, JK will follow up (**Action (JK)**)
- 4.4 It is proposed that the next AGM would be held later in the year, March or April when the weather was better than January. This was agreed and a date would be agreed at the next meeting in July (**Action (JK)**)
- 4.5 TC reported that he had been interviewed for a place on the University Council. He had not received any information as to if he had been successful
- 4.6 TC commented on the procedure he had gone through to get a copy of the council minutes through a Freedom Of information Request and that a FOI Request would have to be submitted for each set of minutes. TC said he would copy the redacted minutes to all members of the Executive. (**Action (TC)**)

## **5 Alumni Engagement and Development Update**

- 5.1 This is an update to the report which had been circulated previously.
- 5.2 Work is being done on the Alumni Offer which will be circulated. (**Action (JK)**)
- 5.3 More events are being organised at Bradford. There is a Braduate Connect event on Saturday 8th June. Committee members we encouraged to support this event where possible. (**Action (All)**)
- 5.4 A new CRM system is being introduced at the University which will help in the University Journey.

## **6 Committee Strategy Plans for 2019/20**

- 6.1 There is a need to organise a meeting with the New VC and University Secretary. It was suggested that this could be a delegation from the Executive Committee. TC stated that it should be TC and JK. (**Action (JK)**)
- 6.2 Ordinance 17 and the Terms of Reference to be discussed at the next meeting.
- 6.3 The proposed ordinance and Terms of Reference is to be distributed to all committee members. (**Action (JK)**)
- 6.4 There is a need to produce a list of Alumni Groups and their relationship to each other and to make contact to see if they wish to join an “Umbrella Group.” (**Action (JK)**)
- 6.5 There is a need to redistribute the Alumni Strategy that was developed in October 2017. TC to forward Strategy document (**Action (TC)**)

6.6 How can we measure & improve our success as a committee?

6.6.1 It was suggested that activities such as Attendance at meetings, Original Ideas, Number of attendees at the AGM, General Awareness of the AA could be measures to use.

6.6.2 HC suggested that the AA could use a You-Tube Webinar to have a Q&A session with Alumni. HC would provide more details at next meeting (**Action (HC)**)

6.7 There is need for Support at Open Day, Graduations and other events (June Employability Event). Contact JK for information (**Action (All)**)

## **7 Co-option of new members**

7.1 It was agreed that the three members who had attended, Hannah Cummins, Zara Niazi, Sarah Dixon, be Co-opted on to the Executive Committee. JK and TC to inform them (**Action (JK and TC)**)

## **8. Date of Next Meeting**

8.1 The next committee meeting will be held on Thursday 11th July commencing at 6.00pm. (**Action All**)

**There being no further business the meeting was closed at 8.30pm**