ALUMNI ASSOCIATION ADVISORY BOARD

Minutes of the meeting held on 6 October 2015

Present: Janine Watson (JW) (Chair), Claire Kilner (CK) (Secretary), Katherine Leopold (KL), Michael Taylor (MT), Paddy Hackett (PH), Paul Sutherland (PS), Helen Stevens (HS), Naa Acquah (NA), Bill Craig (BC), Rajkaran Singh (RS), Hian Seng Tang (HST), Mel McMahon (MM) and Janice Cornish (JC)

1. Apologies

RECEIVED: Colin Bailey, Andy Spinoza, Shazia Choudhry, Jayne Charnock and Joel Oxberry.

2. Welcome to new members and Chair’s verbal update

RECEIVED: JW welcomed the new members and provided a verbal update.

NOTED: JW thanked everyone who helped in the election process for the new Chancellor. She had attended a Policy Week event, a Stroke Week event, the Council for Advancement and Support of Education (CASE) conference, the Division of Development and Alumni Relations’ Philanthropy Day, the ‘Volunteer of the Year’ awards and a tour of the new Manchester Cancer Research Centre. JW congratulated the Division of Development and Alumni Relations (DDAR) for the organisation of the Cockcroft Rutherford lecture hosted by Professor Dame Sally Davies.

3. Minutes of the previous meeting /matters arising

RECEIVED: Minutes of the Advisory Board meeting 17 March 2015.

NOTED: Use of Twitter – Live tweets have now been replaced by a webinar at our London Networking events.

ACTION: The minutes were approved and will be posted online.

ACTION: To look into using the cardboard cut outs of famous alumni at the London Dinner. Secretary’s note – it was decided not to take the cut outs to the London Dinner for logistical reasons.

4. An introduction to the Alumni Association and its Constitution, the structure and ‘terms of reference’ of the Alumni Association Advisory Board (AAAB), the role of the Advisory Board Member and an update on the volunteering activities of the AAAB

RECEIVED: An introduction to the Alumni Association and its Constitution.

NOTED: CK asked the board to be supportive of the University’s Social Responsibility and Student Employability agendas.

NOTED: JW thanked those who had already volunteered.

ACTION: Raj to email CK with his ideas as to what he can offer (RS)

ACTION: Provide CK with experience, career skills and ideas of what you can help with – ongoing request (ALL)
5. **DDAR verbal update, including an Events and Communications update (CK)**

**RECEIVED:** A verbal update on Events and Communications.

**NOTED:** The schedule of events can be seen on the Your Manchester Online website [www.your.manchester.ac.uk/forthcoming-events](http://www.your.manchester.ac.uk/forthcoming-events)

**NOTED:** The alumni magazine is to be distributed to alumni and friends in October.

**NOTED:** A direct mailing has been sent recently with a gift ask.

**NOTED:** Our telephone calling campaign commenced recently.

**NOTED:** 32 Global Graduate students have gone on the Global Graduate programme.

**ACTION:** Advisory board members to advise CK if they do not receive a copy of the magazine (ALL)

**ACTION:** If you are interested in a visit to the call centre, please contact JC/CK to arrange (ALL)

**ACTION:** To provide an update on the telephone campaign (CK)

Secretary’s note – a visit to the call centre has been arranged for after the next meeting, where an update will be received by the Head of Regular Giving, Rob Summers.

**ACTION:** Invite past global graduate students as they graduate to London alumni events (CK)

6. **Presentation from the new General Secretary of the Students’ Union**

**RECEIVED:** Presentation from Naa Acquah.

**NOTED:** Naa advised she has started a part-time job fair with 1,000 attendees where companies were able to offer students part time jobs. ‘Conversation Corners’ have been introduced for groups of students to get together to talk with support groups and meet other people. This is something recent alumni could get involved with to discuss their experiences. KL suggested at the part-time job fairs we could have an alumni CV clinic for students to discuss having a part-time job with employers.

**ACTION:** Advise Raj if any trends are identified from the National Student Survey (NSS) so he can feed into the Career Services (NA)

**ACTION:** Email a survey to board members to submit ideas in relation to what they think the Union could be doing (NA)

**ACTION:** Advise CK with the names of permanent staff within the Students' Union (NA)

7. **Presentation from the President of the Singapore Alumni Association**

**RECEIVED:** Presentation from Hian Seng Tang (HST) President of the Singapore Alumni Association including a video clip of the UoMAAS 10th anniversary dinner which was featured on national TV.

**NOTED:** The Deputy Prime Minister of Singapore, alumnus Teo Chee Heen, is the Patron of the Association, and HST is in his second term as President. The Association organises an alumni event every 4 weeks and one major annual event. He organises business and networking talks to draw alumni attention and supports the Manchester Business School in Beijing and Shanghai. He has introduced an excellent mentoring programme.

**NOTED:** HST advised there is a Singapore Alumni Association website: [www.uomalumni.org.sg/](http://www.uomalumni.org.sg/)

**NOTED:** JW commended HST for the level of connection which should inspire all other alumni groups across the world.
8. Verbal update on the installation of the new Chancellor (CK)


9. The DDAR objective 2015-16 of increasing work-based experiences for students and the potential role of AAAB members in delivering this objective (CK/RS)

ACTION: CK/JC to circulate information in relation to opportunities for alumni to participate in the University of Manchester employability initiatives, the Advisory Board to feed into (ALL)

10. Any Other Business

NOTED: KL advised that the activities that the Alumni Relations team generate are very impressive and JW commended the team for the work they do. CK registered her thanks on behalf of the Division to all Advisory Board members for the work they do outside of the meetings.

NOTED: HST is planning a Singapore trip back to Manchester and is in discussion with stakeholders in Singapore and CK to move this forward.

NOTED: CK advised there is a fund standing at approximately £22k that sits with the Association. CK proposed for this money to be transferred to help the global graduate scheme. CK asked for a general consensus from the board to ask if they would support this to which they agreed. In return, the annual fund (raised from alumni) will support the AAAB Travel Awards for a minimum of the next seven years.

ACTION: CK to await confirmation of this from the auditors and to circulate the result to the board.

Secretary’s note – This has been confirmed by the auditors and monies have been transferred

JW concluded the meeting.