

Annual General Meeting Minutes

16 July 2024 – virtually via Zoom

Chair – Laurence Frewin (LF)

The presentation, papers and video can be found at http://www.eauc.org.uk/eauc_governance.

1. Welcome and Apologies

LF welcomed Members to the AGM as Chair. FG confirmed we are quorate.

Apologies were received from Sian Thomas and Eunice Simmons.

LF introduced the Board of Trustees, noting that Eunice will be retiring from the Board as of today as she has come to the end of her tenure as per our constitution. LF thanked all of our trustees for their time and commitment to the Board.

2. Approval of Minutes of 2023 AGM

An update on activities will follow. Any other business was to be raised prior to the meeting and none were raised. No other issues were raised and the minutes were approved.

3. Retirement of Board Members between AGMs and at this AGM

We have had one trustee retirement in between AGMs and this was Christine Calder as Scotland Branch Convenor due to the end of her tenure. Eunice Simmons will also be retiring from the Board as of this AGM.

The Board would like to extend thanks to the time, commitment and passion from the trustees retiring in this period.

4. Appointment of Board Members who will act as Company Director and Charity Trustee

We appointed one trustee in between AGMs – this was Billy Currie as Scotland Branch Convenor. As Branch Convenor these are appointed by the Branch members and are automatically appointed as Trustees and Directors.

5. Appointment of auditors

We continue to work with JW Hinks as our auditors. To ensure we continue to receive value for money for this service we assess the market regularly.

LF handed over to CB to present the annual trustee report.

6. Review of the Year – 2023 Annual Trustee Report and Accounts

CB presented the highlights of activities throughout the year in our Annual Trustee Report. For full details please view the [presentation](#).

CB handed over to Neil Glasser, our Treasurer to present the Annual Accounts.

Annual Accounts

We made an overall surplus of £101,610 which includes our project funding. We made an unrestricted surplus of £94,326 for the year which excludes our project funding.

We increased our unrestricted income by 31% compared to 2022. This was due to a combination of our conference income returning to pre-pandemic levels, an increase in membership as well as increasing income generation from our products and services. Our unrestricted expenditure also increased with much of this correlating to the income increases.

We were pleased to confirm a further 1-year funding grant from the Scottish Funding Council, allowing us to continue and further develop our support and leadership in Scotland. We also received our second year of funding from the Environment Agency for the University and College Land for Carbon Project which completed in March this year. Our restricted funds made up 32% of our overall income.

A breakdown of our income sources show that 32% comes from restricted funds, 30% of our income comes from membership fees, 19% comes from products and services such as the Green Gown Awards and our new income generation activities such as our sustainability consulting. 11% comes from the annual conference and 2% comes from our training and events. It is essential that we have a good mix of income generation so we are not dependent upon one source.

Our healthy reserves mean we can invest to ensure we have the right skills and insights to deliver our new strategy. Our educational membership remains strong with a 93% retention rate and we have already welcomed 14 new members in 2024, predominantly from the further education sector. We will continue to develop and support our members.

Alongside the publication of our new strategy, in 2024 we'll be using a proportion of our reserves to invest in our people, practices and partnerships to ensure we continue to achieve the goals we set. This will include rationalising and modernising our digital estate, investing in our approach to project management as well as marketing and communication, expanding our team and investing in staff learning and development. We will also be celebrating our 20th anniversary.

NG passed back to LF.

7. Resolution Paper AGM24-01 – Election of one Board Member who will act as Company Director and Charity Trustee

Due to the one retirement from the Board we have one vacancy. Educational Member Key Contacts – or their nominated representative – have been voting online for this resolution. The voting is undertaken by Civica so members can be confident of the process and the voting closed on 10 July. LF announced that Jon Buglass from Edinburgh College has been elected by you, our members. LF congratulated our new trustee and thanked all those who applied.

LF handed to CB to go through our new strategy.

8. Our new strategy

CB presented our new strategy which can be found on our [website](#).

CB handed back to LF for questions.

9. Questions

The floor was opened for questions and comments on the Annual Report and Accounts.

Sally Shaw asked for clarification on our home-working carbon emissions on why these are not under our Scope 3 reporting. CB noted that we will respond directly to clarify.

No other questions were raised.

10. Any other business and close

No other business has been raised and therefore LF closed this AGM.

LF said we need to hear from our members on what support, training, services they need to deliver sustainability within your institution. Members can do that via the regional and communities of practice groups. Or members can just get in touch directly with the team. LF thanked the trustees and all the staff and all our Members.