

Alumni Advisory Board Meeting Minutes

Date: 22/01/19

Time: 17:30-20:00

Location: CC.G.06 Stratford Campus

Facilitator: Charlie Werren (Alumni Advancement Manager), Kamile Hudson (Senior Alumni Advancement Officer)

Board Chairs: Joan Saunders-Reece (Chair) and Jacqueline Malcolm (Vice-Chair)

In Attendance:

Alumni Advisory Board Members, Professor Amanda Broderick (Vice-Chancellor and President), Vanessa Varvas (Director of Student Recruitment and Marketing) and Charles Prince (Acting COO).

Item one: Vision 2028

Professor Amanda Broderick, joined the Alumni Advisory Board Meeting to present and discuss Vision 2028.

Actions:

- Professor Broderick to include select members of the AAB in the UEL rebranding process.

Item two: Chairs updates and the future of the board

The Chair (Joan Saunders-Reece) and Vice Chair (Jacqueline Malcolm) of the AAB discussed the following topics: What we have been up to since the elections, the way forward, alumni communications, alumni give back and celebration of success. They detailed some of the meetings that they have attended with members of staff within the university including: Geoff Thompson (Board of Governors), Barnie Choudhury (Director of Communications and Engagement).

They discussed their plan to create sub-committees that will look at the three main initiatives that will be driven forward over the next two years:

- Alumni communications
- Alumni Give Back
- Alumni Celebration of Success.

Board Members were given the opportunity to hear about each of the initiatives. An email will follow providing more in-depth details, to allow board members to decide which sub-committee that they wish to be a part of, board members can be part of more than one committee providing they have time that to commit to each area.

Each subcommittee will be expected to have one separate additional meeting prior to the next Alumni Advisory Board Meeting.

The question of how board members could communicate with each other better was raised. It was felt that emails are not always effective for group discussion, 'WhatsApp' and 'Slack'

were suggested. Whist the best route is decided the Alumni team will set up an Alumni Advisory board group on UEL Connect, and members of the board will have access to this.

The topic of non-attendees to meetings was brought up, it was suggested that members should agree to attend at least 3 out of 4 meetings each year to be active board members.

Actions:

- Chair (Joan Saunders-Reece) and Vice Chair (Jacqueline Malcolm) to circulate email with further information
- Board members to express interest in Sub committees
- Alumni team to keep a record of interest in sub committees
- Alumni team to set up UEL Connect AAB group and circulate information
- Sub Committees to meet at least once before next AAB meeting
- Alumni team to help set up locations and times for Sub Committees to meet
- Chair (Joan Saunders-Reece) and Vice Chair (Jacqueline Malcom) to put together a commitment agreement for the board- this will be presented at the next AAB meeting.

Item three: Plan of activities for 2019

Charlie Werren, presented the alumni team's plan of activities/events for 2019 that alumni are able to attend. Feedback for activities was positive, board members liked having a full list to look at as it would help them to plan their calendar accordingly. Board members also liked the idea of having breakfast roundtable events, they suggested that these activities take place at a more central London location.

Actions:

- Alumni team to finalise TBC items on plan and circulate to the wider Alumni base.

Item four: AOB

N/A

Next meeting:

Monday 29th April 2019, 5:30pm – 8pm, University Square Stratford.