FSA Liaison Group meeting on
Thursday 25 September 2014 in Senate Committee Room 1 at 11.00am

1. Present: David Ormrod (chair), Jan Pahl, Linda Keen, Laurie Kay, Antony Copley, Kasia Senyszyn (notes)
   Apologies: Dave Reason, Fiona Jones, Steve Holland, John Strange, Sigi Martin, Geoff Orton, Fred Whitemore, Judith Hattaway

2. Notes of last meeting
   Agreed

3. Matters arising

   - Alumni relations report (Kasia)
     Kasia gave an update on the Footsteps project, which has received over 140 orders, raising over £8,000 plus Gift Aid and internal match funding for the Kent Opportunity Fund.
     ACTION: Jan to arrange brick for FSA

     Kasia informed the group that Fiona has been talking with the new PVC for Learning and Teaching, Chris Davies, about alumni being involved in teaching. The group was very interested in this.
     ACTION: Fiona to provide update on this at next meeting

     Kasia advised the group that they would all receive VIP invitations to attend the 50th anniversary opening ceremony on 1st October at Canterbury.

     Kasia gave a general update on things the Alumni Office have been working on including the upcoming November congregations, international alumni and friends groups (including the recent launch of 4 new US chapters in New York, Boston, Washington DC and Chicago), the University-wide volunteering audit and events and activities during the University’s Employability Week from 3rd – 7th November.

   - FSA Survey
     Jan mentioned that, as the group is now under new leadership, it might be a prudent time to re-look at what the wider FSA community would like from the Liaison Group and how it should all move forward. She suggested conducting a survey similar to the one completed at the inauguration of the group. All agreed good idea.
     ACTION: Jan to write draft survey for discussion at next meeting

     Jan also reminded the group that some former staff were suggested as potential FSA members, and that now might be a time to look at increasing membership. Group discussed ideas as to how to engage new members. Survey suggested as good place to start. Perhaps more meetings, tied to events? Group will discuss further once survey has been drafted.
4. FSA officers’ responsibilities (discussion of paper submitted by Jan)

David thanked Jan for her efforts in putting the paper together. Group agreed that suggested copy for chair’s responsibilities could be approved and that it should be added to the statement of purpose.

**ACTION:** Kasia to send David statement of purpose for him to amend

**ACTION:** David to amend statement of purpose

**ACTION:** Kasia to add statement of purpose to FSA webpage when ready

The role of note-taker was discussed at length and with differing views presented. Group discussed whether the note-taker should be the same person each time, with responsibility also for writing any correspondence for the group, or whether it should continue to be a different person each time. Jan and Linda noted their thanks to Sigi, who often undertakes this role, and to Kasia, who has also offered assistance for this. Linda thought that the responsibility should be taken by someone from the group and that it was not the duty of the Alumni Office. Jan agreed. Kasia noted that, although she is willing to assist where she can, she did not think she would be able to fill the role permanently. David suggested Sigi should perhaps be approached to ask whether she would undertake the role, with ad hoc people filling in where she is unable to attend.

**ACTION:** David to speak to Sigi

**ACTION:** Kasia to discuss what level of support she can offer with Fiona

**POST-MEETING UPDATE:** Fiona: “I am more than happy for Kasia to assist the Liaison Group by sending out notes/agendas/reminders and by assisting with the organisation of events and management of RSVPs, management of the records for all FSA members and circulation of email and hard copy communications to the entire Former Staff Association as and when required, as the Development Office has done since the formation of the FSA in 2008. This is a significant amount of work. Kasia is not formally a part of the Liaison Group and should be considered an ‘officer in attendance’. My suggestion would be to request a note-taker to volunteer when the agenda and previous minutes are circulated, and that group correspondence such as letters should be delegated to the most appropriate person for the individual task at hand.”

5. Staff entering retirement

David expressed concerns that schools do not seem to have consistent policies regarding the treatment of retiring staff, and that the Pensions Office seem to take on the largest share of the procedure. David noted a recent conversation with a colleague who was quoted as having felt like he was “falling off a cliff”. Kasia noted that HR are currently undergoing massive leadership changes, and that now would not be a good time to approach them about this issue, prior to informal discussions between FSA members. Jan suggested doing some research on what other institutions are doing so that the FSA can understand what the needs are, what they would like to happen, and how the FSA can perhaps fill the gap. The group agreed.
ACTION: Jan to research retirement best practice

6. Future Activities

- **Cathedral stained glass talk:** Fred had indicated that the Cathedral staff were nowadays under pressures which made an event of this sort difficult to arrange. Cancelled.

- **Provender House:** Linda was pursuing this, for a possible date in May
  ACTION: Linda to book date and co-ordinate

- **Bourne Park:** Anthony had encountered various difficulties, but it was hoped that a fresh approach might be made in due course.

- **Talk on Palestine:** Keith was taking this up and would report

- **Special 50\textsuperscript{th} Anniversary Lecture:** Idea dropped

- **Nature Walks:** Completed. Geoff noted via email that it was well attended and that the party enjoyed themselves

- **A November event.** It was agreed that people’s diaries were often full with Festival events during October, but it would be desirable to arrange something during November. Jan suggested a visit to the Turner Contemporary in Margate, with Lunch at the Ambrette restaurant, where a special rate is available with their ‘Privilege Card’.

7. AOB

The group discussed how FSA members find out further information about events etc. Kasia suggested that the minutes to each FSA Liaison Group meeting should be added to the FSA webpage, and that they should always include upcoming events. The webpage should also be more widely advertised. All agreed.

**ACTION: Kasia to add minutes to webpage once they have been approved by chair**

8. Date of next meeting

Agreed