

Date: 07/07/2021

Meeting: BUTEX EGM Minutes

Location: Zoom

Attendees

Committee: Rich Dunning (University of Liverpool), Rohan McCarthy-Gill (University of Sussex), Gemma Proudley (University of Arts, London), Andrew Walker (University of Manchester), Gemma Roberts (nee Barnes) (University of Southampton – minute taker)

Members: Fiona Ashmore (University of Leicester), Sophie Atton (London South Bank University), Donna Beckington (Queens University Belfast), Stewart Begley (Birmingham City University), Rachael Bird (University of Nottingham), Carol Feasby (University of York), Frankie Gall (UAL), Jo Hagerty (University of Stirling), Rowena Kidger (Cardiff Metropolitan University), Charlene Lade (University of Sussex), Guenievre Laurent (Oxford Brookes University), Sarah Leach (University of York), Lauren Mallon (University of Westminster), Laura McCarthy (University of Lincoln), Ciara Middleton (University of Leeds), Adam Parkin (University of Sheffield), Alessandra Poti (University of Salford), Gina Ralph (University of Roehampton), Michael Rosier (University of Hertfordshire), Carlos Santos e Sousa (University of Bradford), Abbie Skinner (University of Southampton), Lisa Stoker (University of Manchester), Alejandra Vicencio (Northumbria University), Gemma York (University of Exeter)

Agenda

- 1) Meet Committee members/Committee updates (Andy and Rohan)
- 2) Proposed Changes to Constitution (Gemma P)
- 3) Committee Finance Update (Rich)
- 4) Future Plans for BUTEX (Rich)

Brief introduction and welcome from GP.

1) Meet Committee members/Committee Updates (Andy and Rohan)

Announcement and introduction of new committee members (present at meeting):

Rohan McCarthy-Gill – new treasurer from University of Sussex (Head of Global Mobility)

-Engaged with BUTEX for several year with job. Thrilled to join team.

Announcement of new committee members who are absent:

- **Paulina Swan** – new Vice-Chair, Nottingham Trent University
- **Collete McGowan** – co-opted member, University of Glasgow – incoming mobility forum
- New conference officer from University of York TBC following Alice McLuckie's departure to new role at University of Hull. Alice co-opted in her new role at Hull.

Proposed larger committee is designed to allow greater engagement and opportunity for proactivity from BUTEX moving forwards.

Confirmation and announcement of Julie Leverett's retirement. Recruiting for new administrator. Currently shortlisting amongst 150 applicants. Announcement will be made at follow-up once new appointment made.

2) Changes to constitution (Gemma Proudley)

Explanation that proposed changes to constitution are to ensure relevance of constitution for future BUTEX activities.

- **Section 5** is a new section concerning finances (what BUTEX can and can't utilise funds for). This is to ensure continued financial transparency moving forwards.

(Rich Dunning began voting poll on new constitution for all attendees)

- **Section 3** has been adapted to give a more global outlook and a broader definition of what BUTEX is.
- **Section 4** – changed to give ability to co-opt 5 committee members as opposed to previous 3. (this is to reflect above previous made point about increasing committee capacity).
- **Section 9** – new section to provide for transparency around dissolution procedures should the members decide to dissolve BUTEX.

(Actual constitutional statements found below)

Website and constitution will be updated once voting has happened – changes designed to keep the committee current.

(Rich Dunning left poll running to ensure all votes counted).

3) Committee Finance Update (Rich Dunning)

Rich Dunning began sharing his screen.

Financial statement shown on screen by Rich Dunning.

Explanation that 2019 – 2020 was included on statement as a comparison.

Key points raised around 2021 financial statement:

- Similar to annual report released in 2020
- Income and expenditure lower than normal (this due to lack of NAFSA costs/expenditure, lack of conference expenses and income)
- Most robust financial position for years.
- Surplus open to discussion from members as to how this could be utilised
- Expectation that costs will be normalized moving forwards as COVID restrictions lift.

Rich Dunning presented 2 options for spending surplus discussed in previous commit meeting:

Option 1 – offer more scholarships to students for 2021 – 2022 mobility

Option 2 – roll over surplus and offer additional scholarships for 2022 – 2023

Discussion point: should this increase in scholarships be for outbound or inbound students considering lack of reciprocity from future Turing funding.

(Rich Dunning close constitution poll)

(Rich Dunning Open surplus utilisation poll)

RD continued to clarify that actual amount of surplus not known at this stage however, committee has decided how this is utilised should be dictated by members.

Comment from meeting chat: can this surplus be used to support a reduction in membership fee?
RD – agreed this is a possibility that should be considered.

Comment from meeting chat: When will exact surplus amount be known? RD – hoping to know later this year once NAFSA costs for 2022 are confirmed. No fixed date yet.

(Rich Dunning close finance poll).

4) Future plans for BUTEX (Rich Dunning)

Commented on success of new webinars. 80% attendance and high registration. Largest and most popular webinar was the mental health for students with Solent Minds Southampton.

Reminder – Butex Committee welcomes proposals for next webinars/topics for webinars to be submitted via email. Open to suggestions about mobility and CPD.

Following positive feedback: these webinars will continue.

RD introduced Committee exploration of making BUTEX a Charitable Incorporated Cooperation – this is not a charity or a company but officially recognises BUTEX as a legal entity. This would bring benefits to committee members and separate BUTEX from other sectors areas. It requires additional financial reporting (auditing by external companies). Currently exploration – further details to be given later date. No commitment prior to new Chair (to be decided end of December 2021)

RD reminder – GP and RD and AW will all be ending their term end of 2021. This means Chair and Event Officer roles will be open for nominations. Contact committee for further info.

GP noted question from chat– will vote on surplus spend be an indication or will there be a future decision to be made. Question about membership fee will be put forwards in future – this is non binding so in future vote can utilise the reduced membership fee.

GP – any other ways to spend the surplus we are open to suggestion. Utilise chat or email to put these forwards for future consideration.

Final reminder – extended the deadline for session proposals for next conference. New deadline is now 16th July. RD confirmed that Department of Education and British Council will be in attendance to provide Turing Scheme updates and opportunity for feedback from members.

GP noted early indication that constitution has been approved on all points.

ACTION: minutes to be distributed after meeting.

GP wrap up

MEETING END

Poll Outcomes

Poll 1: Constitution Changes

Quorum reached. All constitution changes passed.

Poll 2: Finance (note, voting is simply indicative and, following new suggestion raised in EGM about reduction in membership fee, new vote will be passed at future meeting to confirm how surplus will be utilised).

Majority currently support more scholarships for AY 2022 – 2023. No majority reached for whether this should be more inbound or outbound.
