

Alumni Advisory Board Meeting Minutes

Date: 12/12/2019

Time: 17:30-19:30

Location: US.4.15 University Square Stratford Campus

Facilitators

Joan Saunders-Reece, Chair of AAB, Jacqueline Malcom, Vice-Chair of AAB and Charlie Werren, Alumni Engagement Manager, Kamile Hudson, Senior Alumni Engagement Officer.

In Attendance

Rebecca Moodie, Student Enterprise Manager, Vanessa Varvas, Chief Marketing Officer, Professor Charles Egbu, Pro Vice Chancellor, Scott Williams, Director of External Relations, Dr Paul Marshall, Pro Vice Chancellor, Kelly Atkins, Head of Events.

Item one: Introduction and Overview from Dr Paul Marshall, Pro Vice-Chancellor Careers and Enterprise

Dr Marshall provided members with an overview of his responsibilities, focusing heavily on Delivering the careers and enterprise Vision 2028, strategic goal. Dr Marshall explained the universities plans and ambitions and touched on the involvement of the board and other alumni.

Actions:

- Alumni team to circulate cluster information
- Alumni team to organise a meeting between Dr Marshall and the Chair and Vice Chair of the board
- Dr Marshall to return to an AAB meeting in the new year to give an update.

Item two: Introduction and Overview from Scott Williams, Director of External Relations

Scott gave a very quick introduction into his role and remit, due to time. He will return to the board in the new year to give a more in-depth overview.

Actions:

- Scott to return to an AAB meeting in the new year to give an in-depth overview of roles and responsibilities.

Item three: Introduction and Overview from Professor Charles Egbu, Pro-Vice Chancellor, Education and Experience

Professor Egbu, gave a short introduction into his roles and responsibilities. Focusing on improving student satisfaction, with very clear and ambitious goals to reach as part of Vision 2028. He also discussed the area of retention, and how the university was going to set out to improve it.

Actions:

- No actions.

Item Four: Sub-Committee updates

Communications: Jaasir provided a short update on what has taken place since the last meeting, focusing on the App work and business contacts for discounts.

Actions:

- Alumni team to recirculate the AAB WhatsApp group
- Alumni team to meet with Jaasir in the new year to progress project.

Give back: Jacqui provided a short update on what has taken place since the last meeting, focusing on the up and coming plans to launch the mentoring circle in February of next year.

Actions:

- Alumni team to circulate information on mentoring session for 4th Feb with board members.

Alumni Success: Vadi was unable to make the meeting, Jacqueline Malcom provided a short update on what has taken place since the last meeting on his behalf, focusing on the plans to put together a set of recognitions, for alumni and how they will be showcased.

Actions:

- Vadi to update the existing plan based on the feedback from the alumni team.

Item Five: Industry Survey, Vanessa Varvas, Chief Marketing Officer

Vanessa provided brief context to the survey, and that the information from it would be used to help shape an internal meeting taking place next week.

Actions:

- Alumni to complete and return survey if they did not complete it on the night.

Item Six: Introduction and Overview from Bekki Moodie, Student Enterprise Manager

Bekki gave a quick introduction to the Enterprise team and what it offers, she also asked two questions of the alumni in attendance, 1) How long should services be provided to graduates, and 2) How long into the business cycle should support still be offered. Bekki is very interested in speaking more to members of the board.

- Alumni team to circulate Bekki's email address
- Alumni who are interested in being involved with Enterprise to contact Bekki directly.

Item Seven: Alumni Engagement Office Update, Charlie Werren, Alumni Engagement Manager

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Charlie Werren presented an update on what the alumni team has been up to since the last meeting and gave an overview of the up coming projects and dates for diaries.

Actions:

- Alumni team to circulate event listing for 2020.

Next meeting: Monday 30th March, University Square Stratford Campus, 5.30 – 8 pm