

Suss-Ex Club

12th Steering Group Meeting Friday 3 July 2009

The meeting will be at 5.15 p.m. in the DARO meeting room.

Agenda

1. Writing the minutes: volunteer needed
2. Apologies for absence: Charles Goldie,
3. Minutes of the 11th meeting held on 30 Jan. 2009
4. Matters arising from the minutes n.e.c.
5. DARO agreement [see document below]
6. DARO assistance: Celia Alexander [not Gillian Blake, as stated in the last minutes] is now the person responsible for helping us.
7. Recruitment of new Steering Group members: progress?
8. Activities: reports and plans Talks
Theatre visits
Geoff Mead walk
Greyhounds
9. Potential activities for autumn term
10. Finances
11. UCU liaison
12. Pre-retirement course report
13. Archives
14. Producing the next newsletter: volunteer needed
15. Any other business

Minutes taken by:

June 2008 Willie Lamont
Oct 2008 David Smith
Jan 2009 Arnold Goldman

Newsletter edited by:

June 2008 Jennifer Platt
Sept 2008 Jennifer Platt
Nov 2008 Adrian Peasgood
Feb 2009 Adrian Peasgood

DARO agreement – re item 5.

Dear all

You may be aware that the initial agreement setting out the roles the University, our office (DARO) and the Suss-Ex Club would each have in supporting the club ran until the end of February 2009.

[continued below]

Moving forward, the University Registrar, Phil Harvey, has reviewed the agreement and has confirmed that he is happy for the University and DARO to continue this support for a further year, with the roles and responsibilities as outlined below. This seems to be much in line with how things are managed at the moment, and we hope you agree this seems to be working well.

The annual cost to the University of supporting the Club is approximately £1000 and the Registrar has indicated the University will continue to support to this sort of level in the forthcoming year.

Perhaps this could be discussed at the next Steering Group Meeting?

Suss-Ex Club Support and Administration

*Suss-Ex Steering Group

- Call for and compile Agenda
- Compile Minutes
- Compile Newsletter
- Manage events

*DARO Office

- Circulate agenda and minutes for Steering Group
- E-mail, print, photocopy and distribute mailings
- Manage income and expenditure codes, liaise with cashier
- Book rooms and catering for steering group meetings
- Update database

*University

- Will cover costs for
- Room hire for up to four events per year
- Catering for Steering Group Meetings
- Postage (c. 180 per mailing)
- Paper, envelopes, photocopying for mailings

Thanks and regards

Celia