

## Suss-Ex Club

### 13<sup>th</sup> Steering Group Meeting

Friday 9 October 2009

1715 in the DARO meeting room

#### AGENDA

1. Writing the minutes: volunteer needed (also for next Agenda)
2. Apologies for absence
3. Minutes of the meeting of 3 July
4. Matters arising
5. DARO agreement: Jennifer Platt to report (see overleaf)
6. Office accommodation for retired staff: University policy needed?
7. Suss-Ex website: Arnold Goldman's email of 13 July, and Charles Goldie's of 14 July, refer
8. Finances: Jackie Fuller to report
9. Recent events: 'Absurd person singular' at the Theatre Royal, John Murrell's history of MOLS, 1965-1995, now available
10. Future programme (see list below for present plans):
  - a. talks.
  - b. theatre visits.
  - c. concerts.
  - d. walks.
  - e. other.
11. Talks programme: new convener needed
12. Christmas party: new convener needed, and date to be set
13. Newsletter: editor of next issue needed, also target publication date
14. Date of next meeting
15. AOB

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#### *Future programme at present*

- 19 October. Margaret McGowan talk (and optional meal)  
(November. 'The entertainer' at New Venture Theatre now cancelled)  
6 November. Bremf concert (Jennifer Platt)  
xx December. Christmas party  
Spring 2010 Gordon Conway on low carbon economies  
Tba. Geoffrey Mead walk 'Brighton boozers' (Adrian Peasgood)
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Minute takers: June 2008, Willie Lamont; October, David Smith; January 2009, Arnold Goldman; July, Adrian Peasgood

Newsletter editors: June 2008 and September, Jennifer Platt; November and February 2009, Adrian Peasgood; July, David Smith

## **For Suss Ex Steering Group meeting, Oct. 9**

### **DARO agreement and the organisation of our business**

There are two issues to be discussed here: how to ensure that matters agreed in principle by the [former] Registrar on behalf of the university are known to other parts of the administration and so acted on routinely without a recurring need for explanations, and how to maintain the continuity of our practical activities under the slightly changed arrangements.

- The first of those includes such things as our entitlement to the use of rooms without charge, the existence of an account for our use which is distinct from general DARO funds, and the plan for retiring staff to be informed automatically of Suss Ex's existence, with the default option as joining the mailing list. Steve Pavey has been following that up with admin colleagues and will report on this.

The second is internal to the Steering Group. When we first started we had administrative support from whoever was the Legacies Officer at the time, and although they varied in their style and interest in us each took some responsibility for the implementation of our policy and maintained active contact. Under the new agreement we now have help from Celia Alexander, who does a good and helpful job but whose role for us is now defined primarily as the clerical/administrative one of taking responsibility for our mailings and alterations to the mailing list, and receiving payments for events.

- There is a lack of established provision for creating and circulating the next agenda and getting reports to be circulated with it, and of agreed arrangements for the generation of newsletter material. Might there be a place for an agenda secretary, or a continuing newsletter editor? We also have no provision for approving decisions between meetings when issues arise, or for reminding colleagues of what needs to be done by when. Some such gaps have in practice been filled by individuals taking initiatives or using informal consultation, but as a system this relies on them doing so at appropriate times and not making decisions that are unsatisfactory or neglecting the interests and possible contributions of those members not consulted.
- We have a working system of individuals taking responsibility for the organisation of particular events, but when those are ad hoc ones held inside the university there seems now to be no central point where familiarity with the organisational practicalities is located; for non-ad hoc ones such as the programme of talks which Bob and Steve have run they have obviously learned whatever they did not initially know about good ways to do it. Would it be efficient to have one person responsible for such internal matters, while others took responsibility for the intellectual and/or social content of particular campus events?

If it were decided to establish any longer-term roles additional to that of Chair, there would probably need to be some agreement about length of tenure – perhaps one year in the first instance, with succession arranged in good time?

Jennifer Platt.