

SUSS-EX CLUB

Agenda for Steering Group meeting 7

Friday 18 January 2008 at 4.30pm

DARO Meeting Room, 1st floor, Bramber House

1. Apologies for absence

2. Approval of minutes of 28 September 2007 meeting

Matters arising not covered elsewhere

3. Club structure and administration:

Discussion on the Report from the sub-committee (attached)
Dominic Tickell (Head of Development and Alumni Office) will attend

4. Events & Activities:

- Christmas party: report (Jennifer Platt – attached)
- Talks programme report: Jan Thole talk and supper; any other ideas in pipeline (Bob Benewick)
- Walks (Ken Wheeler)
- Theatre visits: progress (Jennifer Platt)
- Guided tour of Farley Farm House, Chiddingly (Gill Blake)
- Any other proposals?

5. Steering Group Membership

Proposals?

6. Items for next Newsletter:

Any suggestions? what might people like to see in it?

7. AOB

Date of next meeting

(Drink, supper and talk by Jan Thole will follow from 6.15 pm in IDS, for those staying on, bar opens 5.30pm)

SUSS-EX: NEXT STEPS (CONTINUED)

Discussion paper (2) from Jackie Fuller, Steve Pavey, Adrian Peasgood

On Monday 17 December 2007 we met Phil Harvey, the Registrar, to discuss some of the points raised in our first paper. Gill Blake was also present. The discussion is summarised below.

1 There is support in principle from the University for a group which brings together former staff (of any grade, and whether retired or not). Recruitment to such a group would be by default for all departing staff, though with an opt-out option. No subscription would be payable. The runup to the 50th anniversary in 2011 is seen as a propitious time for such support to be provided.

2 Support would probably be much as hitherto – mailing list and mailings, meeting administration, and regularised cash handling and book-keeping – but with staff time (and any other services) to be more closely specified. Possible other support mentioned included: concessionary room rates, VC or other senior participation in selected events. On the other side, Suss-Ex would arrange events, also much as hitherto. Detailed discussions would be held on institutional support once Suss-Ex confirmed it wished to operate on the basis indicated above.

3 Deficiencies in the existing mailing list were discussed. The University's HR database is inadequate, and to be replaced (perhaps within 18-24 months) – some improvement, but not much, in retrospective coverage of those eligible for Suss-Ex may follow; design of the replacement system could take account of Suss-Ex requirements if these can be agreed in good time, so coverage of future leavers would then be comprehensive. Responsibility for maintaining details of 'members' would thus be the University's, not Suss-Ex's. Some changes to the University's registration under the Data Protection Act might be prompted at the same time.

4 Fundraising initiatives are controlled by DARO; independent or semi-independent efforts by Suss-Ex unlikely to be welcome. (We didn't mean to convey that we saw such efforts as part of the Suss-Ex programme!)

5 If the steering group wishes to proceed with the model implied by this report there should be contact with similar groups in other universities to ascertain practice elsewhere, to facilitate the detailed discussions of matters mentioned in (2) and (3).

We found the Registrar's views encouraging, but must note that until he has conferred with colleagues they do not represent the formal position of the University.

anp
11jan08

2007 Christmas Party report

This year's Christmas party seems to have been a success. Holding it at lunch time does seem to be more popular; it is not clear exactly how many actually came, but 120 booked and the Meeting House Quiet Room was comfortably full. Of those who booked, 74 were from USPAS and 46 from Suss-Ex; that seemed a satisfactory mix, with enough in total for everyone to find someone they knew. The food, largely from Waitrose, was very favourably received, and seemed to be enough; the drink too was fine, but it turned out that we had bought far more than was needed. (What we provided was red and white wine, a non-alcoholic fruit punch, and miscellaneous soft drinks.) A coffee urn was borrowed from elsewhere, and tea and instant coffee were available.

The detailed plans were made by Jennifer Platt and Tracey Llewellyn in close cooperation, and the general principle reflected in that, that this should be a joint USPAS/Suss-Ex effort, was carried through. Several USPAS trustees helped on the day, in particular taking main responsibility for the drinks table, while several Suss-Ex volunteers (Yvette Ashby, Sue Bullock, Chris Glasson and Rita Goldman) did sterling work in the kitchenette – especially appreciated when it turned out that some items in the Waitrose order unexpectedly needed to be cooked! Others also gave very welcome help with setting up and tidying away.

The provision made was planned on the basis of how much money was available in total, and we devoted considerable effort to getting special offers etc. so that we were very economical there, though the Waitrose food order was not cheap. (Another year, supermarket discounts on wine might not be quite so good.) It was pure luck that the amounts charged to Suss Ex people came so close to their proportionate share of the total costs. One main reason for the relatively modest eventual costs per head this year, as compared with last, was that holding the party at lunchtime meant that we did not have to pay the porter overtime. Another was simply that people did not drink very much. The surplus provision of drink of all kinds was because we had no idea how people would divide themselves between wine and the non-alcoholic provision. The unused wine has been sold at cost to the maths department, and any other leftovers which would keep (almost entirely fruit juices) have gone to the Goldie household stock and will not be claimed for.

The numbers who booked were 62% from USPAS and 38% from Suss-Ex. If the total costs are allocated proportionately, that makes £348.36 for USPAS and £216.55 for Suss-Ex. The Suss-Ex attenders had paid a total of £207; I propose that the additional £9.55 be charged to the amount allocated by Staff Welfare, perhaps regarded as compensation for the slightly greater input of preparatory effort by SussEx members, so that the total amount charged to that head should be £357.91.

Jennifer Platt.

Suss Ex / USPAS Christmas party, 2007: expenses

Expenditure		£	totals
Room hire		75.00	75.00
Equipment	Plastic plates, 100	5.00	
	2 TABLECLOTHS	3.48	
	napkins	1.49	
	CUPS	1.77	11.74
Drink	Tea bags	.69	
	Nescafe	4.74	
	Milk 3 pints	1.35	
	FRUIT JUICE	10.65	
	LEMONADE	4.21	
	GINGERBEER	.41	
	WINE	57.82	
	MINERAL WATER	.63	80.05
Food	BAHLSN CAKES, 2	8.00	
	MINCE PIES	10.60	
	TWIGLETS, TORTILLAS	3.79	
	STOLLEN	5.78	
	SAUS. ROLLS, FROZEN	10.00	38.17
	WAITROSE ORDER	359.95	359.95
	GRAND TOTAL		564.91

Small amounts of equipment left from last year were reused. This year glasses were supplied by Waitrose free of charge, and disposable cups were used for coffee.

Wine drunk at party

Quantity			Price £	Total £
6	Marquis de Mascarel 2006 Merlot, Bordeaux	Sainsbury	3.75	22.50
3	Marquis de Mascarel 2006 Sauvignon Blanc, Bordeaux	Sainsbury	3.79	11.37
	Banrock Station, SE Australia, 2007 Chardonnay-Verdelho	Sainsbury	3.99	
2	Deakin Estate, Victoria, 2004 Merlot	Waitrose	4.49	8.98
3	Lindeman Bin65 Chardonnay	Waitrose	4.99	14.97
14				57.82

Charles Goldie and Jennifer Platt are owed £194.96 for purchases that they made; the remainder was paid for by Tracey Llewellyn, and has been claimed by her.