

UNIVERSITY OF KEELE
Staff Common Room
AGM
MINUTES

FRIDAY 26th May 2017, 5.30pm
The Common Room, Keele Hall

01/17 Apologies for Absence: Ted Evans, Rick Marshall, Beverley Newton, Ella Tennant, Chris Wain, Peter Lawrence, Phil Kivell, Anna Truman, Terry O'Neill, Jackie Tickle, David Cohen

02/17 The **Minutes** of the Annual General Meeting of 27th May 2016 were **agreed** as a correct record.

03/17 Matters Arising on the Minutes.

None other than those appearing elsewhere on the agenda.

04/17 Chairman's Reports

The Chairman, of the SCR Committee, Adam Stanton, spoke to a written report as follows:

“Welcome everyone to the 2017 Annual General Meeting of the Keele Staff Common Room.

This year has seen the continued success and growth of the Staff Common Room as a staff organisation existing independently of the formal corporate structure of the University. I must first thank the SCR committee for its valuable work over the last year. The efforts of those members who generously give their time to further the SCR's mission have continued the upward trajectory of our activity, and I am glad to see the involvement of many new staff, research students, and their friends and families in the events and meetings that have taken place throughout the year. The continued forging of links between all corners of the Keele community has been an ongoing source of distinction and pride for the SCR membership over the past twelve months.

The SCR's main programme of social activity has been a great success. October's New Staff Buffet attracted many fresh faces, a number of whom are now regulars at our social events. Thanks are due to Margaret Bird and Stephen Clifford for once again organising a lovely welcoming event. Many thanks are due also to Margaret for again organizing a very successful Burns Night Supper. The rest of the social programme comprised several wine tastings, one with Pierre Hourlier and one with Ben Robson of Bat and Bottle Wines, a whisky tasting with Jim Gillespie of Touchstone Wines, the chess tournament ably organised by Chris Wain, several lectures and a coach trip in association with the North Staffs Classical Association (with thanks to Stephen Clifford for maintaining this relationship), and a repeat of the ever-popular tour of Joules Brewery. We have two events to come this year: another wine tasting with Jim Gillespie and a visit to David Austin Roses with afternoon tea included. Tickets are still available for these activities.

The busy Friday night bar openings have continued to provide members with an opportunity to socialise and network with other colleagues, and this year we have had four special events as well: a cheese and wine night and Christmas party in semester one, and a St. Patrick's Day celebration and a quiz night in semester two. Many thanks to all the volunteers who have helped to staff the SCR Bar on these evenings. Throughout all of these activities, the lynchpin of organisation has been our Social Secretary, John Butcher. Special thanks are due to him for his efforts over the past year.

The year saw the depletion of the last of the Chateau D'Argadens 2007 SCR claret and the completion of the purchase of 25 cases of Chateau Anniche 2014 as replacement stock. As always, this wine is available at near-cost price to members and, whilst still young, is very drinkable now. The wine will also provide an interesting journey as it matures. Either way, it represents excellent value. Thank you to the Wine Stewards David and Stephen for organising this process on behalf of Members, and to the committee for nobly setting aside time to taste a variety of wines and select the next stock for the SCR label.

This year has also seen the conclusion of the long-running negotiations with the University, mainly concerning the use and management of the room in which we meet today. In summary, the final agreement relieves the SCR of

management responsibility for the room and means that we will no longer receive the income from hiring it to the University. It also provides a much firmer foundation for the SCR, allowing us to continue to play a valuable role in Keele culture and securing our position as a cornerstone of life in the University. The specifics of this proposal will be presented later in this meeting.

I look forward to the year ahead with excitement. The SCR committee will look to build on our successes over the last few years by expanding the social programme and increasing the visibility of SCR activities through better communications. We aim to increase membership significantly, widen the participation by University staff in SCR activities, and cement the SCR's position at the heart of University life. With the uncertainties surrounding space in Keele Hall behind us, we can concentrate with vigour and enthusiasm on delivering on these objectives.

Finally, thank you to all members for your support over the last twelve months, and for your continued support in the future."

05/17 University Agreement - Final

After three years of negotiation, Adam presented a final agreement with the University, signed by the Vice Chancellor. He asked for the formal endorsement of the membership, and invited questions. The below agreement was unanimously approved by members.

THE SENIOR COMMON ROOM FROM AUGUST 2017

Glossary: Senior Common Room = the physical space
SCR = Staff Common Room Committee/Organisation.

Background

The University is keen to ensure that Keele Hall is refreshed as a vibrant centre for University activity. This has involved, for example, the development of a new bar area which has liberated the Old Library for an increased number of academically related events. Following a series of meetings between members of the SCR committee and the Vice Chancellor over two years in which the previous arrangements for the SCR, the current activities and the ambitions of the SCR have been considered alongside the aims and ambitions of the University more broadly, this document sets out the facets of the way in which the SCR will have access to facilities within Keele Hall.

The SCR has a long history in the University and both the University and the SCR recognise that it is an organisation that has been, and continues to be an important asset for current and former staff of the University. The SCR is also broadly congruent with the development of the Institute of Liberal Arts and Sciences in Keele Hall as a focus for more academic activity and debate. It is recognised by both the SCR and the University that the SCR has limited resources with which to maintain the Common Room and bar to the standard that is required for it to be an attractive space that maintains the splendour of Keele Hall. In order to justify expenditure and broaden the use of the Common Room in particular, the following arrangements, which aim to allow the SCR to thrive, will be put in place on the 1st August 2017.

The following proposals are aimed at:

- Giving the SCR access to space in Keele Hall for events that go beyond the current usage.
- Giving SCR members access to space for private events at a reduced rate while complying with University requirements on health and safety.
- Ensuring that the Senior Common Room and SCR bar fulfil University requirements for health and safety.
- Improving the quality of the furnishing in the SCR, thus enabling wider use for the lunchtime provision and other events.
- Improving the use of the space which is important as we further develop Keele Hall in the context of ILAS and for example, CPD more broadly.

Specific proposals:

1. The SCR will retain its Organisation and Committee Structure, and will have exclusive control and responsibility for the SCR Bar and Wine Cellar.

2. The use of the Senior Common Room will come in line with other space in Keele Hall so that bookings are handled through the Keele Hall booking system. The University will then look to refurbish the room and maintain it.
3. The SCR Bar will continue to operate under a Club Premises licence. In order to give clarity to everyone, there will be a formal written agreement between the university and the SCR that lays out the rights and responsibilities of both the University and the SCR in relation to the SCR bar, in particular in relation to the terms of the licence and University health and safety regulations.
4. The current arrangements for food from the SCR Bar will be maintained alongside the current staffing arrangements. The SCR will cover half the cost of one member of staff during the lunch time service, 12.00 to 14.00, Monday to Friday. A low-cost, light bites menu option will be provided in addition to the existing menu.
5. Minimum standard opening hours for the SCR Bar lunch time service will be 12.00 to 14.00 Monday to Friday. The SCR members' discount will continue for food purchased in the SCR Bar.
6. The SCR will retain ownership of their decorative tables. The piano will remain in the Breakfast Room under the ownership of the SCR and they will be responsible for all maintenance of it. Booking requests from external bodies will be handled by the University with the proceeds going to the SCR.
7. The Senior Common Room will be open to staff and postgraduate research students and Science Park Tenants when not booked for a specific activity. A timetable of bookings of the Senior Common Room for the following week will be posted in the SCR every Friday, recognising that late changes will occur.
8. The SCR will have free use of a suitable and appropriately sized room in Keele Hall (dependent upon the purpose and the space availability) for SCR organised events. It is agreed that catering and refreshment services required for functions outside of the SCR Bar space will only be provided from pre-agreed, reduced rate menus by the Keele Hall Catering Team
9. SCR members will be able to choose from a variety of pre-agreed menus as well as benefitting from an agreed £40 room hire charge for events related to SCR Members employment at Keele, this would include the following types of event activity:
 - a. Private Retirement Functions
 - b. Staff Promotions
 - c. Private Staff Leaving Functions
 - d. SCR Members' Funerals

A list of SCR members will be provided by the Membership Secretary each year to enable the Keele Conference booking coordinators to check that they are entitled to reduced rates for one of the three activities listed above. The charge will be reviewed every 3 years by the University. Such events and other space/event/activity will be booked within the standard University Events Booking Framework via the Keele Conference and Events Team. For these purposes, the facilities will be used in line with conditions set for other members of the University.
10. The SCR will be allocated an office space suitable in Keele Hall for at least 2 people for administrative purposes.
11. The SCR will retain its current storage facilities within Keele Hall to accommodate their wine supplies and SCR treasures. The SCR will be able to use this wine for their own events, but for the purpose of private events detailed in point 10 above members will need to purchase wine from Keele University or the SCR and, in the later case, pay a corkage charge for use of their own wines if Keele Hall resources (glasses or staff time for washing, setup or service) are used for the event.
12. A Keele Hall Operations Group will be established with members from the Conference & Catering Team, Health & Safety representation, ILAS and the SCR. The additional member will be the Chair who will be nominated by the University Executive Committee.
13. Whilst this proposal is agreed in good faith by the University and the SCR, it is not a legally binding contract. The University needs to ensure that it is able to effectively manage space usage in Keele Hall (as

well as retain oversight of those groups who use the facility) and therefore it reserves the right to review or change the terms of this proposal at any time in discussion with the SCR Committee.

06/17 Treasurer's Report

Accounts for 2015-2016. For a statement of the account see the minute book. Stephen Clifford reported that there was a healthy surplus this year, after ceasing newspaper subscriptions and thanks to the Friday night bar sales, as there are no overheads. There is one accounting difference from previous years, with the wine tasting fees now being put in a separate category from bar sales. This should provide a more accurate portrayal of how bar sales are, and the true gross profit. The proposal that the accounts be accepted was **carried** unanimously.

07/17 Election of Committee for 2017/2018

The motion that the Committee's nominations for the SCR Committee be accepted *en bloc* was **carried** unanimously:

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| President | No nomination this year |
| Chairman | Mr Adam Stanton (Computing and Mathematics) |
| Secretary | Dr Rachel Bright (History) |
| Treasurer | Mr Stephen Clifford (Retired Member, c/o SCR) |
| Honourable Keeper of the Bar | Dr John Butcher (Life Sciences) |
| Social | Dr Chris Adams (Life Sciences) |
| Membership | Miss Margaret Bird (Retired Member, c/o SCR) |
| Communications | Professor Marilyn Andrews (Past President) Miss Sarah Roberts (PAA Quality Assurance) Dr Jacqueline Tickle (Science & Technology in Medicine) |
| Treasures | Dr Philip Kivell (Retired Member, c/o SCR) |
| Games | Mr Chris Wain (Planning & Academic Administration) |
| Rambles | Dr Terry O'Neill (Associate Member) |
| Wine Stewards | Dr David Cohen (Retired Member) Mr Stephen Clifford (Retired Member, c/o SCR) Mr Adam Stanton (Computing and Mathematics) |
| Members | Ms Ella Tennant (Language Centre) Dr Cora Xu (Social Science and Public Policy) |

The following members retired from the Committee: Mrs Anna Truman (Past Chairman); Professor James Elder (Past President)

08/17 Membership Subscriptions

The Committee proposed to increase the annual subscription for ordinary members from £10 a year to £20 a year, to ensure the continued success of the SCR in the coming years and provide for a stable transition to the new arrangement with the University, was agreed. Research Students will only be charged a reduced rate of £10. This was unanimously adopted, with effect on 1st October 2017.

08/17 Any Other Business

The proposal that we show our appreciation for all Adam had done as Chair was greeted with acclaim.

09/17 The Date & Time of the Next Annual General Meeting were agreed as: Friday, 25 May 2017, 5.30 p.m.

Rachel Bright, Minute Secretary to the AGM, 1.6.17

<http://www.keelescr.org/agm16min.pdf>