



# UKSEDS ANNUAL GENERAL MEETING

**16:30 Sunday 6th March 2022**

The meeting was held in person at KCL and online.

## **Attendance**

### **Candidates:**

Zaria Serfontein  
Melissa Azombo  
Joshua Bernard-Cooper  
Susana Domene  
Joaquin Perez-Grande  
David Sulley  
Hannah Dawe  
Anna Veldman

### **Trustees:**

Antonio Duduianu (He/Him)  
Zaria Serfontein (She/Her)  
Craig Orrock (He/Him)  
Em Truman (They/Them)  
Hannah Rosenbaum (She/Her)  
Jessica Goldie (She/Her)  
Matjaz Vidmar  
Portia Bowman

### **Attendees:**

### **Returning Officer:**

Jacob Smith (He/Him)

### **Votes:**

## Agenda:

- Approval of the minutes of the 2021 AGM held online, in addition to the minutes of the August EGM
- Reports from the Committee
- Approval of the accounts
- Rule Changes
- Elections
- AOB

## Minutes:

1. Approval of the 2021 AGM and EGM minutes
  - a. Unanimous decision to approve the AGM and EGM minutes from 2021
2. Reports from the committee
  - a. NSSC 2021- Fully online, Nebula platform, 1600+ attendees
  - b. SpaceCareers.uk reached over 3 million views
  - c. Aspiring Astronaut Grant
  - d. SpaceBar partnership with AstroAgency
  - e. More Competitions than ever
  - f. First year of SpaceProjects.uk
  - g. Student Space Symposium
  - h. Terra Nova Hackathon
  - i. COP26 & Space4Climate
  - j. Planning DISC
  - k. Sir Arthur Clarke Award Finalists were all UKSEDS/Alumni
  - l. Record number of UKSEDS Branches - 40
  - m. Record number of UKSEDS Volunteers - 140
  - n. Record number of UKSEDS Members - 1250+
  - o. Established the Board of Advisors
  - p. Over 1M impressions on twitter
3. Review of the accounts
  - a. Still waiting for some sponsorship money to come in
  - b. Biggest expenses were the aspiring astronaut grant and the national rocketry competition trophy
  - c. Closing balance of £59606.76
  - d. We have also funded many branches to attend NSSC
  - e. We are always looking for good ways to reinvest to money into the society
4. Rule changes
  - a. The Executive Committee
    - i. Members of the Committee shall serve until the next Annual General Meeting.
      1. A Member of the Executive Committee must be eligible for Membership for the full term.
    - ii. Unanimous approval of the new rule
  - b. The Advisors
    - i. No Member of staff shall be appointed to the Board of Advisors, but Alumni and Friends may be.

- ii. Unanimous approval of the new rule
5. New policies
  - a. Anti-harassment and anti-bullying policy
  - b. Disciplinary policy
6. Executive Committee Elections

## Chair

Melissa:

1. Degrees in observational astronomy, astrophysics, science and communication
2. Wants to bring in some changes including the smooth running of UKSEDS
3. Wants every member to feel valued and to have opportunities to contribute to UKSEDS
4. Want to maintain a healthy work-life balance
5. Want volunteer work to be recognised
6. Building connections with further partners and diverse sectors
7. Expanding our social media presence
8. Get more mature students
9. More policies so that volunteers know exactly what to do and where to go
10. Meeting at set intervals where everyone gets to have a say
11. Compulsory minimum time off period for each team to be divided up throughout the year

Zaria:

1. PhD in Space debris mitigation, co-founder of Frontier, analog astronaut
2. UKSEDS vice chair and comps lead
3. Focus on volunteer development
  - a. Providing more support to our volunteers in leadership positions
  - b. Holding back on taking on more, learning to say no to opportunities sometimes
4. Also focus on building back our foundations
  - a. Working on operations and communications
  - b. Ensuring we are documenting everything
  - c. Using tools to manage our work
  - d. Clear procedures of how to do this
  - e. Focusing on volunteers and long term sustainability
  - f. Getting external support where needed.

Questions:

What is the number one most important issue we will face this year and how are you going to tackle it?

1. Melissa
  - a. Lack of documentation. Leads to issues with could have easily been avoided

- b. Will fix it by gathering volunteer feedback and member feedback to get ideas of proposed changes and then implement this
  - c. Also important to ask our partners and sponsors how they found our events and work on this for the future
  - d. Question: what are the major changes that you would like to make from where we are now to where your vision is?
    - i. Implement meetings to approve on specific skill sets
    - ii. Teaching teams how to communications externally
2. Zaria
- a. UKSEDS is growing too fast
  - b. Will fix things by taking a pause, we have grown so much but still communicate like we are a small group when we are in fact quite large
  - c. We will implement training sessions, and improve communications between everyone rather than just small conversations
  - d. Question: how will we scale back activities?
    - i. There are core events that we run every year, and there were also loads of additional opportunities that were taken this year like COP, aspiring astronaut grant etc
    - ii. Our volunteers can handle the usual events, but the additional opportunities put strain on our volunteers and it is important to make sure we have the resources to carry them out before accepting, and if we don't then just say no

Unanimous vote for Zaria

Vice Chair

Josh:

1. Events and projects TL, NSSC 2021 and 2022 - leading speakers this year, membership team, hackathon
2. Started a branch at St Andrews, also Vice President of CranSEDS
3. Passing down opportunities to all and newer volunteers is very important
4. Clarifying all processes to ensure people have a clear idea of their expectations
5. Improving volunteer experience
6. Continued development of closer relationships with branches

Questions:

How are you going to improve the volunteer experience without taking on more opportunities

A: volunteer experience can be improved by running events in a very robust way, with clearly set expectations. It doesn't necessarily mean taking more events on. It is also important to take some opportunities but just to think carefully before we take them.

Treasurer:

Anna:

1. Maths student, currently on a year abroad at UCLA
2. Student ambassador, lots of outreach experience and of creating media content, talking to a variety of audiences
3. UKSEDS for two years, diversity, NSSC sponsors lead, project lead of the aspiring astronaut grant
4. Has connections in the US which could come in handy also
5. Wants to expand opportunities for volunteers, and more opportunities for meeting each other and making things more accessible
6. Wants to create a crash course on how the uk space industry is set up and the sponsors that we work with
7. Currently working on the hardship fund to create opportunities for people who might not otherwise be able to go for them

Questions:

Q: You have to be financially responsible, how do you differentiate between something that is worth the money and something that isn't?

A: I am quite a direct person so this will help when communicating with the other committee members, would be comfortable sharing own opinion

Q: We need someone that will spend some of the UKSEDS money, how to you plan to become more comfortable with spending money?

A: very aware of this, there are some plans with space careers that will be quite costly. There are always ways to spend more for supporting people. As long as the decision is supported by exec and other members of UKSEDS then it is important to spend money on things.

Unanimous vote for Anna.

Secretary

Susana:

1. Aerospace, brooke owens fellowship 2022
2. Marketing volunteer joined around a year ago, marketing co lead for NSSC
3. So important to take care of how ukseds is represented to the public
4. Secretary for bristol SEDS, leadership and organisation skills, documentation of the runnings for the society, and an understanding of the processes within the society
5. President of bristol SEDS
6. Wants to have a bigger impact of their work in UKSEDS
7. There need to be better systems implemented for communications between teams shown through taking requests from other teams in marketing.

8. Need to continue to put ourselves out there and develop our brand
9. Need to put more value on the onboarding process and advertise what you get out of volunteering
10. Setting clear expectations of volunteers, would be great to see ukseds grow

Hannah

1. Aerospace, qualified in leadership and management
2. Intern in Ambasad, this aligns with ukseds goals for educating students on space and getting them
3. Lots of experience writing minutes, and have implemented these across many different projects
4. Building and protecting external and internal relationships
5. Motivation to help volunteers and have sustainable growth of the organisation
6. Improving volunteer retention is key, has been working on this within the careers team, to ensure that all members of the team understand what is required and expected for different roles
7. Wants to improve the confidence and experience of volunteers
8. Want to implement better home/working boundaries, and improve volunteer burn-out by using the management team more, and to put in place a process to help this

Q: what strategies do you have to continue relationships with external stakeholders

Susana: need to amplify the way that we celebrate our sponsors and our collaborators, and need to show the value of our work when advertising roles for volunteering with us.

Hannah: improve the skill set and knowledge of the volunteers and show this more to the external stakeholders, and to get more of the volunteers involved to give them the confidence to improve ukseds further and show this to our sponsors and the public

Q: what do you mean by constrained resources

Hannah: our volunteers are our main resources, unless we are looking after them, we can't complete our tasks and looking after them is so important

Vote:

Susana: 18

Hannah: 24

Ron: 0

At Large

Melissa

1. Re-introduced herself from before
2. Importance of collaboration among teams
3. Lots of changes to bring on, wants to create an inclusive space

David

1. Aerospace systems and space exploration systems degrees
2. Leading satellite comp at UKSEDS then became comps TL
3. Experience communicating both internally and externally at ukseds and defining the needs of each stakeholder, but there still needs to be more itner team communications
4. UKSEDS has grown so much and we need to consolidate what we are doing
5. Want to deliver quality experiences and opportunities
6. Procedures are so important, volunteers need to know what to do and where to go when turnovers happen
7. Work out what we have and how to use it best
8. Need to support the TLs to also work the best way they can and give them the support they need when they need it

Joaquin:

1. Astrobiologist
2. Membership TL, have grown branches to 40, NSSC 2022, president of astrobiology society UoM
3. Want to ensure that we are managing sustainable growth through innovation, collaboration and optimisation
4. Training programme for developing volunteer potential
5. Continue to collaborate with branches, explore the possibility of collaborating with international SEDS
6. We need to improve our processes and training

Susana:

1. We have very different teams and we need to improve communications between them by implementing systems and processes to avoid errors
2. We need to improve accessibility for mature students and other disciplines
3. Continue to communicate with branches to ensure that UKSEDS becomes a standardised resource that students are aware of

Questions

Volunteers and the rest of the team aren't always aware of what exec are thinking, how will you improve communications between the rest of the volunteers

David: experience in knowing what is going on in UKSEDS, need to have a greater vision of what the exec do and to represent exec at team meetings and to work out how each team fits into the plans of exec

Joaquin: reporting to at least TLs, but preferably to all volunteers what the different goals and achievements are

Susana: evident that exec seemed quite far away from the rest of us, and it would make sense to emphasise that this is not the case and that exec are there for all volunteers not just TLs, and at large can have more meetings with general volunteers and build that community environment

Melissa: there is currently a separation, we should have regular emails to volunteers after meetings, include our achievements in ecliptic

Vote:

Melissa: 0

Susana: 22, 24

David: 14, 16

Joaquin: 4

RON: 0

1st At- Large: Susana

Vote:

Melissa: 0

David: 30

Joaquin: 10

2nd At-Large: David

Trustees:

1. Portia has been here for 5 years as a trustee, and will become an advisor
2. Will be introducing Jeremy Ambrose
3. Matjaz will be returning as a trustee
4. Unanimous vote to approve these decisions



