



# AGM 2023 Agenda & Minutes

**16:30 Sunday 1st March 2023**

The meeting was held in person at the University of Manchester.

## **Attendance**

### **Trustees Present**

Hannah Dawe (HD) (she/her)  
Susana Domene Marin (SDM) (she/her)  
Zaria Serfontein (ZS) (she/her)  
Anna Veldman (AV) (she/her)  
Joshua Bernard-Cooper (JBC) (he/him)  
David Sulley (DS) (He/Him)  
Matjaz Vidmar (MV) (he/him)

### **Running for Trustee**

Ahlam Abdi (AA) (/)  
Isaac Caletrío Berridge (ICB) (he/him)  
Divyanshi Gupta (DG) (she/her)  
Raniah Ahmed (RA) (/)  
Yash Kumar (YK) (he/him)  
Holly Whitehouse (HW) (she/her)  
Jacob Geer (JG) (he/him)  
Katherine Courtney (KC) (she/her)

### **Membership Present**

Quorum in audience

## **Agenda:**

1. Approval of the minutes of the 2022 AGM held at KCL
2. Trustee Confirmations
3. Reports from the Committee
4. Approval of the accounts
5. Rule changes
6. Review of new policies
7. Exec Elections
8. AOB

## Minutes:

1. **Quorum for both UKSEDS members and trustees are confirmed.**
  2. Presentation:  
[https://docs.google.com/presentation/d/10Ak0gXr1hfclzS2IM-tHCTcUphK9cpl7kBTRUNRG\\_Tk/edit?usp=share\\_link](https://docs.google.com/presentation/d/10Ak0gXr1hfclzS2IM-tHCTcUphK9cpl7kBTRUNRG_Tk/edit?usp=share_link)
  3. **Approval of the minutes of the 2022 AGM held at KCL**
    - a. **Majority approval**
  4. **Trustee Confirmations**
    - a. **Katherine Courtney**
      - i. Stem outreach, connect society to other student societies and across other disciplines, advise around sustainability strategies.
      - ii. **Unanimous approval**
    - b. **Jake Geer**
      - i. Chief of staff UKSA, government strategy and relations 'grants and competitions, helping with his links across sector.
        1. Q&A
          - a. What do you do
            - i. HR, sustainability
      - ii. **Unanimous approval**
    - c. Sheila and Julia stepping down
5. **Reports from the Committee**
  - a. Record breaking NSSC attendees
  - b. Spacecareers relaunch
  - c. Raklet
  - d. 5 competitions '700 participating teams
  - e. Regional cluster events
  - f. UKSEDS roadshow
  - g. Increase in marketing
  - h. Nearly 100 volunteers
  - i. Podcast
6. **Approval of the accounts**
  - a. Change of the financial year to align with exec term
  - b. Q&A
    - i. 31 march to 30 march in annual report there is a typo
  - c. **Majority Approval**
7. **Rule changes**
  - a. **Disciplinary Procedures**
    - i. Upon joining or commencement of association with the UKSEDS, all members of UKSEDS, its Trustees, Staff, members of the Board of Advisors, our Alumni / Friends, as well as any non-member contractors, volunteers or associates working with/for UKSEDS, must confirm they understand and agree to comply with UKSEDS written Constitution, Rules and all Policies. This also applies to all attending UKSEDS events, both online and in-person.
    - ii. In case of any breaches of the Constitution, the Rules or any of the Policies, disciplinary procedure can be instigated as per the Disciplinary Policy.
    - iii. Q&A - no questions
    - iv. **Unanimous approval**
8. **Review of new policies**
  - a. Anti bullying and anti harassment and disciplinary procedures

- i. Follows the format and protocols from the charity commission with some tweaks. Defines what is bullying and harassment and the processes that follow if these are to take place. First is a discussion and then there is a formal procedure and investigation to whether or not the event is correct, then presented to the trustees and therefore the trustees will come up with what happens then, if that is they get removed from UKSEDS etc. safeguarding and formal procedure. Any small breaches should be dealt with informally. There is an email [welfare@ukseds.org](mailto:welfare@ukseds.org) and an appointed officer that is on that email will investigate and present it to trustees.
- ii. The society is growing and needs a safe environment and mechanisms in place for what to do when this happens.
- iii. Q&A
  - 1. Are they on the website
    - a. Will be once they are approved.
    - b. Part of the standard terms and conditions of being a member
  - 2. Will it be a part of briefing new volunteers and people we work with
    - a. Next exec needs to look into developing training and support as well as this policy being implemented
  - 3. How do we ensure no bias, independent party
    - a. Conflicts of interests are excluded from the process
    - b. Trustees if need more support can call in more support
  - 4.
    - a. Look into how to make sure the policy is properly implemented, and more structured team onboarding - re-onboard all teams each year
  - 5. Update the policy document

**iv. Unanimous approval**

9. Exec Elections

a. Chair

i. Holly (HW)

- 1. 2 years volunteer
- 2. Graduated 2 years ago from durham
- 3. Aerospace engineer
- 4. Competitions team lead
  - a. Record breaking year of teams joining
- 5. Organising events, long terms and short term strategies, manage large teams
- 6. Collaborating with other teams and events
- 7. Agenda for next year
  - a. Increased collaboration and communication
    - i. Volunteers voices heard
    - ii. Survey to get feedback
      - 1. Feed into activities and membership
    - iii. Organisation and strategy and align with ukseds goals

- iv. Talking to each of the teams to see how they can be better run and the onboarding process improved
  - b. Volunteer development and mental health training, dedicated representative for welfare
  - c. Achievement for membership to be highlighted so can implement new initiatives for
  - d. Increase accessibility to ukseds members
8. Q&A
- a. How do you see volunteers working in the future
    - i. Increased collaboration for all the teams, exec oversee but there is still autonomy for the teams
    - ii. Individuals - proper onboarding documents and calls so are up to date with processes and transfer of knowledge

**9. Holly Whitehouse has majority approval and is now Chair**

- b. Vice chair
    - i. Isaac Caletrio
      - 1. Podcast
      - 2. Passionate about ukseds and how well the conference has gone
      - 3. Making the comps team more sustainable and the ukseds money
      - 4. Managing the relationship with spacecareers
      - 5. Volunteers get more of an influence on where the organisation is going
        - a. Clear communication channels and more transparency
6. Q&A
- a. Working closely with chair, how would you approach being opposed to the chairs opinion
    - i. Trust each other, bring into play the other trustees and being honest and getting feedback on decisions
  - b. Do you have a strategy for volunteers becoming more skills in the area they are working in
    - i. Improve onboarding, proper debriefing process so then teams dont have to start again with knowledge
  - c. How will you ensure volunteer queries wont get lost, setting timelines?
    - i. Get exec together and implement processes like ask exec channel, formalise that a bit more by using a document and set timelines for replying - managing expectations
  - d. Increasing the role of volunteers within ukseds, how are you going to ensure you dont get muddled with decisions and share things you cant

- i. Deciding which level is important or not, reading the policy and constitution, make sure comfortable with making decisions without further input from volunteers

**7. Isaac Caletrio has majority approval and is now vice chair**

c. Treasurer

i. Ahlam

1. Physics student
2. Ukseds regional coordinator for london and south
3. KCL space chair, hosted NSSC 2022
4. Most improved branch of the year
5. Bettings and finance administrator
6. Ukseds is an invaluable experience
7. Optimise and automate some processes and find other streams of income and be a resource for young people

ii. Yash

1. Aerospace engineer grad, project manager at an IT firm
2. Management team working with comps and outreach
3. Experience working with current treasurer with grant funding for roadshow
4. Worked with sponsorship team in competitions
5. Aim to have more income than expenditure, set budgets
6. Get the best out of the resources we have
7. Wants the responsibility of being in exec and thinks itll be similar to what hes been doing in management

iii. Q&A

1. Increasing budget, how
  - a. Yash - grants at ukxa and other funding opportunities, having a dedicated team to look at this
    - i. Focus more on grant and sponsorship agreements so then can develop professional relationships instead of just trying to get sponsorship
  - b. Ahlam - got KCL to have a 2k surplus after getting the accounts in debt. Making sure profit was more than loss for events. Seen that ukseds has the same sponsorship models to KCL. maybe can add logos on volunteer shirts to get more money
2. streamline/automating, what plans for this. Pushing back against expenditure and projects, are you comfortable with going against majority of exec
  - a. Ahlam - good for pushing back if needed. Software for reimbursements, trained on it.
  - b. Yash - give perspective on projects and getting Q&A and see if what is worth the money and the price. Streamlining by saying what can and cant be spent money on. Ensure volunteers know about this. Get money back within a set amount of time.

3. Bringing in more money - how to keep the charitable goals
    - a. Ahlam - organisations that associate with will align the goals and constitutions
    - b. Yash - same as ahlam, its for the benefit of the members
  4. Ahlam - logos on shirts, offering more for the same price or increasing sponsorship price
    - a. Wouldnt be increasing the price, if offer more then would get more onboard
  5. Ahlam - revenue and expenditure strategy for ukseds and how to allocate funds?
    - a. Already answered
  6. What should we spend money on
- iv. Yash Kumar has majority approval and is now Treasurer**
- d. Secretary
- i. Raniah
    1. Aerospace engineering, bristol,
    2. Marketing team for a year
    3. Bristol seds committee
    4. Managing communications and events
    5. Good organisation and not spreading yourself too thin
    6. Strengthening partnerships with industry
    7. Diversity
  - ii. Q&A
    1. How to minute and speak in meetings
      - a. Structure minutes and agenda and bring things back on track, voice opinion by knowing what to speak about before meeting
  - iii. **Raniah has majority approval and is now secretary**
- e. At-large
- i. Divyanshi
    1. Astrophysist
    2. India SEDS, spacecareers, marketing, speaker colead
    3. Come from a country where dont get the opportunity to contribute as well, want to be able to do this
    4. Need managed growth, business management approaches to our managements
    5. Increase communication
    6. Volunteers are the core of our community, want to see ukseds grow and be the future of the industry, include more training courses for the volunteers
  - ii. **Divyanshi has majority approval and is now at large**
  - iii. RON
    1. Ahlam
      - a. Scheduling events and dealing with conflicts
    2. Q&A
      - a. What would you want to change for exec and ukseds

- i. Opportunities for the members to get to together and bond
  - b. What qualities do you think at large needs to deal with not having a defined role and being with the rest of exec
    - i. Calm head, on track, civil, relationship management
  - c. How do you feel about volunteers working more autonomously
    - i. opportunity to have aid than micromanage
- 3. Ahlam has majority approval and is now at large**

10. AOB