****

**Annual General Meeting**

**2nd May 2021**

Present: Simon Barnes (SB), Jonathan Doran (JD), Charlotte-Elizabeth (CE), Michael Harris (MH), Gareth Jones (GJ), Laurie-Elizabeth Ketley (LEK) [Chair], Ben Landy (BL), Kirsty Lewington (KL), Chloe Lydell (CL), Johnny Martin (JM), Zoe Martin (ZM), Tom Morris (TM), Brian Playfair (BP), Victoria-Jayne Scholes (VJS), Tracey

Apologies: Christian Pitt, Elizabeth Walker

Meeting opened at 1916 by Laurie

1. Welcome / Apologies

LEK welcomed all new committee members and returning committee members and wished them well for the future year.

Apologies were noted.

1. Matters arising from the outgoing committee

Next week the new edition of the newsletter will be going out. CL has articles she has written up and will pass these to VJS. VJS plans to have a mix of the old committee and new committee materials in the next edition (more detail to follow).

This year the committee use the Helios election system for the elections. LEK confirms that it took a bit of time to learn but otherwise worked well, the only consideration for future use is to be aware that the system works on UTC and needs to be considered when using.

1. Reports from the outgoing committee:
   1. Chair

LEK confirmed that there is at present £7783.59 in the PayPal account. The chair is currently storing a folder of treasurer emails due to the lack of treasurer last year, which she will pass to GJ. Not much has been expended this year for the members, and for transparency, this is due to Covid. There is a Zoom account and website costs, but otherwise, expenditure has been suppressed this year. A reminder to the committee that if they need to undertake necessary travel, this can be done on expense with three quotes for travel/accommodation costs for approval from the chair and vice-chair.

LEK has been acting as the primary POC with the Open University Student Association. However, she would recommend the new Chair and Vice-Chair that this function is delegated to another committee member as the Chair role can be very busy. JD asked how often Association meetings are held, GJ notes that they can be biannual with further meetings as needed. LEK noted additional communications between meetings that the POC would need to be on top of as well.

OU Careers Day did not really happen this year due to the COVID, but new committees should be hopeful of holding this in the future year and considering what stalls and the like to put out next time.

The legal walk could not happen this year due to Covid restrictions. The focus of this year’s committee has been on remote events for students due during the pandemic to keep the momentum going and keeping in touch with everyone during this difficult time.

* 1. News Editor

VJS first wished to note that the newsletters are targeted for release the first day of a month unless this falls on a weekend, then it will be released the Monday after. VJS put a call out to old committee members if they wish to leave messages before the new newsletter and called out to the new chair to consider submitting a welcome for the newsletter. New committee members to submit can also submit a single paragraph if they wish to introduce themselves. The deadline for all information is **Tuesday 6 PM** at the very latest.

The new committee will need to submit a photo when possible and a biography for the website, preferably by Wednesday evening via the new team email address, unless they wish to have a blank profile on the OULS website.

VJS notes that she has been working to access the OULS emails via WordPress, the original holders of our website, but this has proven difficult, and NJS has not been able to access these via email domains searching sites either. MH will chat with VJS at the next available opportunity to take this forward.

* 1. News Reporters

CL gave advice to future reporters to keep an eye on legal twitters and newsletter, and if ever they have a moment, they can not think of something to write and speak to VJS, who always appears to have a list of stories need to be worked on.

BL recommends enjoying the role and exploring options on new areas to write about and always keep talking to the editor who will help you.

* 1. Secretary

TM notes that the role is relatively simplistic. Taking the minutes of meetings and giving general admin support to the other committee members is the main tasks of the role. He has passed SB a fuller briefing outside of this meeting.

* 1. StreetLaw Co-Ordinator

LEK confirms that Elizabeth will be submitting a write-up to the new Street law Co-Ordinator, and VJS also confirmed that she would offer some support. KL confirms that she has just completed a Street law project and will aim to bring this experience to the committee.

* 1. Careers Co-Ordinator

ZM has been organising many events, working on getting opportunities for OULS members, and linking with the editor to get messages out. She hopes that MH will continue this trend and is available for advice as he needs it.

* 1. Master/Mistress Moots

CE notes for the new Master and Mistress to start looking to set up in the new academic year are the mooting workshops, looking at London, Manchester and Bristol. CE noted that last time it was considered running one in Edinburgh, but there was little take-up. They should be looking at July/August as the best times to start the workshops.

The workshop will finish with the competition, which leads to the external consideration for events.

Regarding the Gary Slapper Memorial Mooting final, it is worth getting an application into the Supreme Court as early as possible as we were unsuccessful last year. The current competition is due to finish in June and run by the current outgoing Mistress for ease.

1. Matters arising from these reports

BP notes to KL regarding a mental health Street law event that he has a background in mental health and would be keen to share thoughts on this.

No other matters raised.

1. Handover to incoming Committee Chair

LK formally pass the chair role to BP and pass the email address immediately after this meeting. VJS notes that society has grown by 805% in the last year, and should there be anything we need in the future, she is open to be contacted and will pass her details to BP and JD. GJ wished to personal records his best wishes for all the work that she has done in the role of chair.

BP will be seeking to get communication up and running as soon as possible so that the committee can get to know each other in more detail. BP opens to meeting to questions.

JD suggest that a new meeting date the agreed-upon while everyone here. TM suggests setting up a WhatsApp group as this worked well for the last committee. LEK said that they had used for Ferendum to poll committee members to identify dates for meetings.

BP asked how often the meetings were held previously by the committee, LEK confirmed it was roughly every month, but WhatsApp had been the primary lines of communication. GJ confirmed that the need to be a minimum of six meetings between now and the next AGM.

1. Any other matters

All present thanked the outgoing chair for all the work she had done.

Meeting closed at 1957