**UNIVERSITY COLLEGE CORK**

**LGBT+ STAFF NETWORK**

Minutes of 2021 Annual General Meeting

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| --- | --- |
| **Date** | 9th December 2021 |
| **Time** | 12.30 pm |
| **Venue** | Microsoft Teams |

Attendance: Silvia Brandi, Laurence Davis, Ciara Murphy, Barra O'Donnabhain, Fiachra Ó Súilleabháin, Kasia Pyrz, Diarmuid Scully

Apologies: Mary Byrne, Mary O’Rourke

Secretary: Kasia Pyrz

1. **Co-Chairs’ Report**
   1. **AGM 2021 – background**

The last AGM of the UCC LGBT+ Staff Network was held in May 2021. Minutes from that AGM (and all AGMs, back to 2007) can be read on our webpage here: <https://www.ucc.ie/en/lgbtstaff/events/agms/>. Owing to the pandemic, the Network’s committee decided in late 2020 (when society was ‘opening-up’/pre-lockdown) to postpone the 2020 AGM until early 2021 in anticipation that it might be possible to hold the AGM in-person in early 2021.  Owing to a subsequent Level-5 lockdown and continuation of remote-working/social distancing, that was not possible, and the committee decided to hold the 2020 AGM in May 2021, online.  At that 2020 AGM, the incoming committee adopted the outgoing committee’s recommendation that the 2021 AGM would be held in December 2021 as per the timing of previous AGMs.  It was decided that the 2021 AGM would be held on 9 December 2021.

Minutes got approved.

* 1. **LGBT+ Staff Network – background**

UCC’s LGBT+ Staff Network was set up by HR following expressions of interest by staff in 2007. The **aim** of the Network is to work in partnership with management and staff of University College Cork to create a safe, inclusive and diverse working environment that encourages a culture of respect and equality for everyone regardless of their sexual orientation, in order that every individual can reach their full potential without fear of discrimination. The Network’s **objectives** are to:

* + 1. Act as a consultation forum on LGBT employment and welfare related issues for the Department of Human Resources, UCC;
    2. Provide a forum for networking, information sharing and peer support;
    3. Increase the visibility of the LGBT staff Network in UCC and engage in outreach activities and;
    4. Liaise with other groups, e.g., staff and student societies in other third level institutions in Ireland and abroad to share information and best practice.

Co-Chairs’ recommendations:

* that the incoming committee re-visit the Terms of Reference (ToR) with a view to presenting Network members at the 2022 AGM with a decision to either (a) re-endorse the current ToR or (b) ratify revised ToR.
* that the incoming committee devise a committee handbook/constitution/equivalent guide for future committee members such that committee roles and responsibilities (collectively and individually) are clearly described.

The above recommendations were carried forward from the 2020 AGM Co-Chairs’ Report.

Owing to the on-going pandemic situation in 2020-2021, it was not possible for the committee to meet in-person, and the nature of the above task is such that the Co-Chairs deemed it would be better discussed in-person than online.

* 1. **The Committee of the LGBT+ Staff Network – background**

There are currently less than 51 members in the Network, and committee members are sourced from within the Network membership. At each AGM, a committee is elected. The role of committee member is voluntary, and in addition to normal workload.

The 2021 committee members were:

* Co-Chairs: Barra O'Donnabhain & Mary O’Rourke
* LGBT+ Staff Liaison Officer: Laurence Davis
* Secretary: Mary Byrne (until career break)
* Treasurer: Fiachra Ó Súilleabháin
* Events Officer: Diarmuid Scully
* Tyndall Representatives: Tim Fass & Han Shao
* Web Officer: Vacant\*

*\*The committee would like to thank Maurice Ryder for occasional technical support assistance voluntarily provided throughout the year, and Amanullah de Sondy for assistance with the Network’s Twitter account.  Network member Julie Butters has indicated that she would be willing to have her name put forward for election for the role of PRO (ex-Twitter account management).*

Co-Chairs’ recommendation:

* that the incoming committee would actively encourage Network members to volunteer for committee membership. The Co-Chairs in 2021 informally approached a number of people to ascertain interest and also issued a call by email (twice – on 04.10.21 and on 18.11.21) to all Network members for interested volunteers to approach either or both of the Co-Chairs with any queries or expressions of interest.  The Co-Chairs did not receive any queries or any expressions of interest.
* that the incoming committee consider establishing the role of “Ordinary Committee Member” which may encourage more volunteers.

**Motion: proposed by** **Fiachra Ó Súilleabháin, seconded by** **Barra O'Donnabhain. Motion passed**

* 1. **Review of 2021 Activities**

The committee organises a broad range of events throughout the year including seminars, symposia, coffee-mornings, information sessions on campus. In addition, the Committee are actively involved in other equality and welfare work at committee levels within the university and in Irish higher education networks. Committee members participate in civic engagement with local and national LGBT+ organisations including Gay Project, LINC, Cork LGBT Awareness week, Cork Pride, Sexual Health Centre Cork. The following are examples of just some of the initiatives undertaken by Committee members to promote equality, welfare and social connection since the date of the 2020 AGM (May 2021) and up to the date of the 2021 AGM:

|  |  |  |
| --- | --- | --- |
| **Events organised May-Dec 2021** | **Advocacy work May-Dec 2021** | **Collaborations May-Dec 2021** |
| **Educational**:  Participated in/led panel talks and workshops at UCC’s Admissions Office’s ‘Fáilte Fest’ for 1st Year students and 2nd Years’ Orientation Days:   * “Coming Out At College” * “Identifying as Trans”   (September 2021)    Organised two LGBT+ health-matters public webinars as part of UCC Community Week 2021:   * “Improving Services for LGBT+ People with Dementia” (with NUIG’s Dr Sinead Hynes and Dr Emer Begley, Manager of the National Dementia Office) * “The LGBT+ Cervical Screening Study: Cervical Screening Report for LGBTI+ people” (with Education Officer Ciara Mulcahy from LiNC)   (October 2021).    Participated in the ‘Coming Out at College’ webinar organised by the EDI unit as part of 11 October ‘National Coming Out Day’, along with representatives from the UCC SU and other LGBT+ groups such as NXF, TENI, LGBT Ireland.  (October 2021).    Organised a public webinar as part of the national and inaugural “Valuing Ireland’s Teaching & Learning Week”:   * ‘TRANSforming the Curriculum’ with guest speaker Vanessa Lacey of TENI   (November 2021)    Awarded Lifetime Honorary Membership to the Network’s founding members: Cathal Kerrigan & Joan McCarthy, formally presenting them with crystal trophies at a public (outdoors) event marking their contribution to LGBT+ rights in UCC and beyond.    (October 2021)    **Social:**  Cinema ticket (10) competition giveaways for Quay Co-op documentary, Cork IndieFest.  (October 2021)    Books (8) giveaway competition for UCC bookclub’s November meeting, joint event with UCC LGBT+ Staff Network.  LGBT+ themed debut novel by Cork-born author.  (October 2021)    Joint event with UCC bookclub – meeting to discuss book by Cork-born gay author Jamie O’Connell who attended the meeting to discuss his debut *novel Diving for Pearls.*  (November 2021)    Owing to the on-going pandemic, it was not possible to organise a social, in-person get-together during the relevant reporting period (May-Dec 2021) e.g. coffee morning, as social gatherings indoors on-campus were discouraged, and on-site catering could not be ordered. | **University committee work:**  Committee members sit on the following university-level committees:   * Equality Committee * Athena Swan Steering Group * Staff Sports and Social Club   **Other internal advocacy:**   * Committee members also regularly contribute to consultations from HR/EDI unit etc on policy development e.g. Co-Chair was part of the team that designed and launched the 2021 EDI survey of staff, the findings report of which is currently being finalised by the EDI unit. * Promotion/awareness raising such as organising flag-raising/lights displays/information emails on International Day Against Homophobia, Biphobia & Transphobia (May 21). * Purchased a Progress Pride flag which was flown by UCC on 11 October, national Coming Out Day. * Submitted formal written proposal to UCC’s Asset Naming Committee that the new Rainbow Walkway be re-named the ‘Cathal & Joan Walk’.  (October 2021)   **External advocacy:**  Open letter written to the Taoiseach and Minister for Education, objecting to the Catholic Bishops’ authored *Flourish* RSE programme introduced to primary schools.  Contacted counterpart Staff Networks seeking co-signatories; letter signed by the committees of the LGBT staff networks in UCD and NUIG, and a number of individual signatories from MTU and NCAD.   (July 2021) | **City-wide**  Hosted a visiting delegation of c.15 people from Cork City Council’s EDI unit who wanted to see/hear of LGBT+ themed developments at UCC.  (October 2021)    **Internal:**  Worked with the EDI unit to deliver the ‘Rainbow Walkway’ and Progress Pride sticker wrapper on the Boole Library, launched on national ‘Coming Out Day’   (11 October 2021).  Joint event with UCC bookclub – meeting to discuss book by Cork-born gay author Jamie O’Connell who attended the meeting to discuss his debut *novel Diving for Pearls.*  (November 2021)    Volunteer (traffic management) at UCC Staff Sports & Social Club’s annual Drive-Thru Santa for children of UCC staff   (December 2021).    **Other universities (national and international):**   * Currently working with UCD, Cambridge and University of Brighton to bring the 25th annual *Lesbian Lives* conference to UCC (March 2022). * Co-Chairs met with WIT colleagues currently establishing a Staff Network, who sought advice/guidance  (November 2021) |

* 1. **Commentary on 2021 financial situation**

The Network’s finances are currently healthy, with the three sources of income being:

* + 1. Discretionary contribution of €2.50 per month from Network members (17 of 51 members pay this subscription; many of the 17 are committee members and retired staff).  The Co-Chairs recommend that the 2021 Treasurer contact the retired members of the Network to ascertain that they are happy to continue paying the monthly Payroll €2.50 deduction.
    2. Discretionary allowance from the Staff Sports & Social Club, which for 2021 was €1,200.  This is an annual grant that is applied for, and not guaranteed.
    3. Discretionary allowance from the university’s Equality Committee, which for 2021 was €1,200.  As per 2 above.

1.5.1 and 1.5.2 above are deposited in the Network’s Bank of Ireland account and any unspent balance is carried forward.  1.5.3 above is an annual allowance and any unspent balance is lost.  In 2021 all of 3 above was spent.  Please refer to Treasurer’s report for full breakdown of all income and expenditure.

* 1. **Discussion**

UCC Race and Equality Forum meeting is clashing with the AGM, however the committee offered solidarity and support to its activities and topics discussed. The committee sees and stresses the need of developing intersectional policies in UCC.

**Motion: to publicly express solidarity with the forum, especially with the findings of the most recent ICOS’ report** [**https://www.internationalstudents.ie/policy/publications**](https://www.internationalstudents.ie/policy/publications)**. Proposed by Laurence Davis. Seconded by Silvia Brandi. Motion passed.**

1. **Votes/notes of Welcome/Thanks/Condolences/Congratulations**

**2.1 The committee sends sincere thanks to:**

* UCC’s EDI Unit Team for all their work and support for the past year.
* UCC’s Staff Sports and Social Club during the academic/financial year 2020-2021 for a €1200 grant.
* All Network members for subscriptions and membership.
* Laurence Davis and Mary O’Rourke for representing the Network in liaising with the Equality Committee etc.
* Fiachra Ó Súilleabháin and all supporters involved in the **Coming Out Day,** and panel discussion.
* President, President’s Office, and all involved in the [**#ProgressWithPride @UCC - Rainbow Walkway**](https://www.ucc.ie/en/edi/rainbowwalkway/)
* initiative.
* Barra O'Donnabhain, Diarmuid Scully, Mary Byrne and all involved in liaising with UCC Media, Film Departments and UCC Library in preparing the social evening movie series.

**2.2 Congratulations to:**

* **Cathal Kerrigan** and **Dr Joan McCarthy** who were given the Network’s lifetime membership in recognition for their [trailblazing work establishing the first LGBT+ Network in any university](https://www.ucc.ie/en/lgbtstaff/about-us/)
* **Laurence Davis** for winning **The Frank McGrath Perpetual Award for Equality & Welfare** at the President’s Staff and Teaching Awards 2021 ceremony.

**2.3 A minute of silence was kept for all those connected to the Network/in the Network who passed away recently.**

1. **Treasurer’s Report**

**3.1 Report Notes**

This report provides oversight of the financial transactions for the university’s financial year (1 October 2020

– 30 September 2021). This is a new reporting structure based on discussion and agreement at the 2020 AGM

(held in May 2021).

**3.2 Income Sources**

The LGBT+ Network is currently funded via three ways:

* + 1. The Network benefits from an annual (although not guaranteed) bursary from the Equality Committee. On behalf of the Network Committee, I wish to gratefully acknowledge this support. It is reasonable to be hopeful that the Network will receive some bursary in 2021-22.
    2. The Network also benefitted from a €1200 grant from UCC’s Staff Sports and Social Club during the academic/financial year 2020-2021. On behalf of the Network Committee, I wish to gratefully acknowledge this support.
    3. The final source of financial support comes from voluntary membership fees where staff members agree to contribute to the Network’s Bank of Ireland Current account via €2.50 per month salary deductions. Following a general call to Network members after the 2020 AGM, this source of income has increased since summer 2021 following nine (9) additional subscriptions. On behalf of the Network Committee, I wish to express gratitude to members for same.
  1. **Expenditure Notes**

The Network Committee does not have an ATM card for the Bank of Ireland Account. Some expenses require

a debit card for purchasing. The accounts below include three notes when I, as Treasurer, have made

purchases using my private account and subsequently transferred monies from the Network account. In all

three cases, receipts have been retained and these transactions have been discussed in advance with at least

one other Committee member (Co-chair(s) or Hon. Secretary).

On one occasion during this financial year, an issue arose with regard to purchase orders of BRÓD An Post

stamps for an awareness campaign run by the Network for Pride Month June 2021. An Post failed to notify

UCC that they would not fulfil the purchase order of ‘collectible’ stamps. Subsequently, funds from the BOI

account were used to purchase the stamps and pins, and the Finance Department released the committed

funds for the Network to subsequently use for other purchases (e.g. lanyards etc).

**Motions:**

* **Gordon Dalton, our former Hon. Treasurer, has left MAREI and is no longer an employee of the university. I would like the Network formally note with gratitude the voluntary treasurer work of Mr. Gordon Dalton. For the purposes of financial management and oversight, I would like the AGM to pass a motion that recognises that Mr. Dalton no longer has a role in the finances of UCC’s LGBT+ Staff Network. Should this motion be passed, The Network Committee can bring the minutes of this AGM to Bank of Ireland (UCC campus) to finalise changed signatories of the account.**

**Seconded by Laurence Davis and Silvia Brandi. Motion passed.**

* **The Network Committee to (a) decide to access a Visa Debit card or (b) opt for a pre-paid mastercard/visa debit card (e.g. Swirlcard) for purchases which require online purchases.**

**Seconded by Laurence Davis and Silvia Brandi. Motion passed – option (b).**

# **Accounts**

# 3.5.1 Bank of Ireland Account

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| LGBT Network Current Account (Subscription and Sports Committee Bursary) | | | | |
| Date | **Details** | **Debit** | **Credit** | **Balance** |
| 01/10/2020 | Balance B/f (reconciled with 2020 a/cs and Bank of Ireland Statements |  |  | €3,225.26 |
| 12/10/2020 | UCC0004 CTO |  | € 27.50 | € 3,197.76 |
| 23/11/2020 | UCC0006 CTO |  | € 27.50 | € 3,280.26 |
| 18/12/2020 | UCC0020 CTO |  | € 27.50 | € 3,307.76 |
| 31/12/2020 | NOTIFIED FEES | € 15.20 |  | € 3,292.56 |
| 25/01/2021 | UCC0010 CTO |  | € 27.50 | € 3,320.06 |
| 15/02/2021 | UCCOO23 CTO |  | € 27.50 | € 3,347.56 |
| 22/03/2021 | UCC0016 CTO |  | € 27.50 | € 3,375.06 |
| 26/03/2021 | NOTIFIED FEES | € 15.40 |  | € 3,359.66 |
| 19/04/2021 | UCC0013 CTO |  | € 27.50 | € 3,387.16 |
| 05/05/2021 | 365 Online 1O SUILLE | € 125.00 |  | € 3,262.16 |
| 21/05/2021 | UCC0030 CTO |  | € 27.50 | € 3,289.66 |
| 16/06/2021 | UCC0009 CTO |  | € 27.50 | € 3,317.16 |
| 25/06/2021 | NOTIFIED FEES | € 15.40 |  | € 3,301.76 |
| 16/07/2021 | UCC0014 CTO |  | € 40.00 | € 3,341.76 |
| 12/08/2021 | UCC0023 CTO |  | € 42.50 | € 3,384.26 |
| 13/09/2021 | UCC0031 CTO |  | € 42.50 | € 3,426.76 |
| 21/09/2021 | 365 Online 1O SUILLE | € 116.00 |  | € 3,310.76 |
| 22/09/2021 | 365 Online 1O SUILLE | € 75.00 |  | € 3,235.76 |
| 24/09/2021 | NOTIFIED FEES | € 15.30 |  | € 3,220.46 |
| 30/09/2021 | **End of Year Balance** |  |  | **€ 3,220.46** |

Additional Notes:

1. Monies owed to Treasurer for €125 paid to Triskel re Film Series 2021 – discussed in advance with Co-Chairs and Secretary of Network.

2. Monies owed to Treasurer for €116 paid to An Post re Bród Stamps & Pins - discussed in advance with a Co-Chair.

3. Monies owed to Treasurer for €75 paid to Gate Cinema for Quay Coop Indie Fest tickets discussed in advance with a Co-Chair.

3.5.2 Equality Committee Bursary

LGBT Staff Network Equality Committee Bursary Accounts 2020-2021

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Description of expense | Payable to whom | PO number | Date of PO | Date of Payment/ Cancellation if Known | Debit | Credit | Balance |
| Opening Balance (Equality Fund 2020/21 bursary) |  |  |  |  |  | €1,500.00 | €1,500.00 |
| Irish Film Institute (Film Series Tx.s) - Audio Visual Consumables | Irish Film Institute | 20399297 | 31/01/2021 | 31/03/2021 | € 373.32 |  | €1,126.68 |
| An Post Brod Stamps etc1 | An Post | 10373041 | 17/06/2021 | --- | € 241.08 |  | €885.60 |
| Lanyard Order via JP Quinn/Visitors' Centre | Visitors Centre | 20418374 | 14/09/2021 | 14/09/2021 | € 400.00 |  | €485.60 |
| Vibes & Scribes (4 x books for book Club: Jamie O Connell - Competition) unit price €15.99 | Vibes & Scribes | 20418506 | 14/09/2021 | 15/09/2021 | € 63.96 |  | €421.64 |
| Proud Ally Stickers (x 465) and UCC Rainbow Buttons (x 465) | Connect Pro Merchandise Ltd | 20418569 | 15/09/2021 | 30/09/2021 | € 393.80 |  | €27.84 |
| Cancellation of Committed Funds (PO 10373041) for Brod Stamps etc1 | Equality Bursary | 10373041 | 17/06/2021 | 21/09/2021 |  | €241.08 | €268.92 |
| 2 x Glass Plaques for Lifetime Award for CK & JMcC | Gerald McCarthy Awards and Gifts | 20419341 | 21/09/2021 |  | € 120.00 |  | €148.92 |
| Second order Vibes & Scribes (4 x books for book Club: Jamie O Connell - Competition) Unit Price €16.99 | Vibes & Scribes | 20419615 | 22/09/2021 | 23/09/2021 | € 67.96 |  | €80.96 |
| Cinema Tickets Purchase for Offers to UCC Campus and LGBT+ Network 16 x €5 tickets UCC Sports and Social | Visitors Centre | Journal Transfer | 27/09/2021 | 27/09/2021 | € 80.00 |  | €0.96 |
| **Transfer of Residual funds back to UCC Central Funds at end of academic year2** |  |  |  |  | **€0.96** |  | **€-** |

Notes:

1. An Post were not in a position to complete order through a PO, so order was cancelled and committed funds released.

2. All residual funds at the end of the university year are recouped by the Central Finance.

Treasurer’s report approved, no opposing votes.

1. **2022 Committee Members Elections**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Role** | **Outgoing** | **Nominee Name(s)** | **Proposed** | **Seconded** | **Election Outcome** |
| Co-Chairs | Mary O’ Rourke  Barra O'Donnabhain | Mary O’ Rourke Fiachra Ó Súilleabháin | FOS  FOS | DS  BOD | Elected  Elected |
| Secretary | Mary Byrne | Mary Byrne (in absentia) | LD | SB  FOS | Elected |
| Treasurer | Fiachra Ó Súilleabháin | Barra O'Donnabhain | FOS | LD | Elected |
| Events Officer | Diarmuid Scully | Diarmuid Scully | LD | BOD | Elected |
| LGBT+ Staff Liaison Officer | Laurence Davis | Laurence Davis | n/a | n/a | Not for election |
| Joint Tyndall Representatives | Tim H. Fass | Tim H. Fass | FOS | BOD | Elected |
| PRO | Julie Butters | Julie Butters | DS | LD | Elected |
| ‘Ordinary’ (no role) members  (new in 2021) | n/a | Silvia Brandi  Deborah Kerrisk  Ciara Murphy  Kasia Pyrz | FOS | BOD | Elected |

1. **AOB**

**5.1 Event Planning 2022**

* More visibility is needed for the many successes and initiatives organised by, or with the committee and the Network. The Co-chairs will liaise with UCC EDI Unit to include all events in the ***EDI Calendar 2022-2023.***
* Newsletters and more activity via social media etc. are necessary to raise the profile of the Network.
* Diarmuid Scully and Kasia Pyrz suggested using visual arts as media of communication and engagement (e.g., art workshops with LGBTQ+ and/or EDI themes open to all staff/students). Suggestion to liaise with the Glucksman team and come up with a focused initiative (similarly to ***Intersections*** collaboration and exhibition which took place in Summer 2021: <https://www.glucksman.org/projects/intersections>)
* UCC is hosting the ***Lesbian Lives*** conference in March 2022. There is a UCC-based Task Force and Mary O’Rourke is involved directly in the organisation. Interested parties are welcome to contact Mary.
* Online events outside working hours are welcome, e.g. LGBTQ+ and EDI – themed movie nights.

**5.2 Discussion**

* No census of LGBTQ+ staff in UCC. Laurence Davis and the committee’s co-chairs to liaise with the EDI Unit so any future data gathering/staff surveys could be disaggregated by categories and be considering of intersectional census data points.
* Laurence Davis offered that he would mentor a co-liaison officer for future inclusion in the UCC Equality Committee.
* Unconscious Bias, Trans Awareness training, or similar training that raises awareness about LGBTQ+ issues, discrimination and related topics is not mandatory for all staff at the moment. The committee suggested advocating with the UCC Athena SWAN team that such requirements are tied to the award and funding for all participating units.

**5.3 Setting date of 2022 AGM**

It was agreed that in future the AGM will be held on the 8th December 2022.