

Annual General Meeting Minutes

14th December 2017, The Den

1. Trustee Attendance

(SGR) Sebastian Graves-Read	Student Trustee (AGM Chair)
(LC) Lewis Cleminson	VP Education
(NF) Naomi Fry	VP Employability and Engagement
(HH) Hanna Head	VP Welfare and Community

2. Introduction

(SGR) opened the meeting at 5:30pm.

The AGM did not achieve quorum with only 13 members in attendance, but as this was the second attempt at achieving quorum the meeting will continue in accordance with Article 21.3 of the Memorandum and Articles of Association.

3. Order of Business

(SGR) explained that the meeting was split into eight distinct parts:

- Ratifying the minutes of the previous AGM in 2016.
- Reports from trustees.
- A run through of the financial accounts from 2016-2017.
- An update on the account auditors who were ratified at last year's AGM.
- Approve the Code of Practice.
- Society affiliations.
- Student Motions.
- Questions to the Union Trustees.

4. Minutes From Previous Meeting

Everyone had two minutes to read the minutes of the previous AGM held in 2016 and raise any queries.

No amendments were made.

VOTE TO RATIFY MINUTES: 13 Yes, 0 No, 0 Abstain

Minutes of previous meeting were ratified.

5. Impact Report

(SGR) explained that the impact report outlined what the Students' Union had been up to for the previous year and highlighted its key achievements.

Full impact report is available on the website: <http://SOLENTSU.CO.UK/ANNUALREPORT>

6. Report From Trustees

(SGR) gave each Sabbatical Officer 5 minutes to deliver their reports for their role since the last AGM in December 2016.

6.1. VP Education

(LC) explained that:

- His report was a single page to save paper.
- It was a much shorter report as from the 6th December 2016 to 4th July 2017 there was no VP Education so there was nothing he could report on.

(LC) gave everyone time to read through his report in in the AGM Info Pack.

6.2. VP Employability and Engagement

(NF) explained that:

- The first part of her report was written by (LC) from when he did her role in the previous academic year.
- She'd got Sonar Media a new office space where the old communications office used to be after they had been kicked out of their original office space.
- Sonar media seem happy with the new office but need to empty their bin more.
- Organised Puppy Room from which some of the proceeds are being used to sponsor a union puppy called Juno.
- Is working to promote societies and their events around campus.

(NF) encouraged everyone to read through her report in the Info Pack for more information.

6.3. VP Welfare and Community

(HH) explained that:

- She's organised a housing fair which over 600 students attended and was working with landlords.
- Is involved in the extenuating circumstances process review with the university and was aiming to make it more student friendly.
- Is the lead on a mental health research project.
- Successfully put through a motion to create the role of Trans Officer on Student Council.
- She had organised staff training to make academics more aware of support available for students.

7. Accounts

(SGR) briefly explained the Students' Union's financial breakdown:

- **TOTAL INCOME:** £1,014,377
- **TOTAL EXPENDITURE:** £906, 002
- **TOTAL SURPLUS:** £108,375

Further details are available in the full impact report is available on the website:

<http://SOLENTSU.CO.UK/ANNUALREPORT>

8. Appointment of Auditors

(SGR) explained that:

- Auditors scrutinise the Students' Union's finances to ensure that everything the Students' Union spends money on complies with both Company and Charity law.
- During the previous AGM Blue Spire was ratified as the Student Union's auditors.
- Blue Spire is a Chichester based company that works with a lot of Student Unions.

VOTE TO RATIFY AUDITORS: 13 Yes, 0 No, 0 Abstain

Blue Spire were ratified as the Students' Union's auditors.

9. Code of Practice

(SGR) directed everyone to the 'Code of Practice' in the Info Pack and explained that:

- The code of practice is a legal requirement under the Education Act 1994.
- The current version was approved by the University Board of Governors in February 2016.
- It outlines how the Union and University ensure that they are compliant with the law and details key responsibilities of the Union.

VOTE TO RATIFY CODE OF PRACTICE: 13 Yes, 0 No, 0 Abstain

The Code of Practise was ratified.

10. External Affiliations

(SGR) explained that:

- As a member-led organisation, the Students' Union has a duty to ensure that its membership are happy with its external affiliations.
- Information on who the Students' Union was affiliated to and how much it cost was available in the Info Pack.

(NF) added:

- Apart from the NUS these affiliations were societies affiliating to external organisation which could provide more tailored support or opportunities than the Students' Union.
- The NUS affiliation provides:
 - Support for Sabbatical Officers
 - Sabbatical Officer Networks
 - Conference Opportunities
 - NUS Extra Card

VOTE TO RATFY EXTERNAL AFFILIATION (EXCLUDING NUS): 13 Yes, 0 No, 0 Abstain

VOTE TO RATIFY NUS AFFILIATION: 11 Yes, 2 No, 0 Abstain

All external affiliations were ratified.

11. Bar Closure

(SGR) explained that:

- Trustee Board took the decision to close the SU Bar its financial loss was too great.
- The 2016/17 loss amounted to £57,488
- The money could be better spent on other things.

12. Questions to Trustees

(SGR) gave everyone 5 minutes to write down and submit any question they would like trustees to answer. The trustees were then given a further 5 minutes to prepare answers.

"Is there any developments of increasing the publicity of Sonar Film around the Spark area?"

(NF) explained that:

- She used to run Sonar Film.
- Is always willing to get promotion up on the screens in the Dock, etc.
- Makes promotional material for societies to go on the screens.
- The university prefers to stick advertisements for the Students' Union on the small screens rather than the big one in the Spark
- She just needs more content to put up on the screens.

"Where is the Pizza?"

(LC) explained that there was no pizza due to a lack of students attending the AGM, but that there was free mince pies and mulled wine.

"Can there be a water fountain in the SU Den?"

(LC) answered that:

- It was possible and that the Students' Union was trying to get more across campus.
- There was a new plan for the Den, so watch this space.

"Where is the unicorn?"

(HH) explained that it was currently deflated in the store cupboard.

"What do you want to be remembered by/for when you leave and how will you achieve this?"

(NF) answered:

- Societies feeling appreciated and recognised.
- Promotion and celebrating their work. (e.g. Union Awards)

(LC) answered:

- Continuing to keep growing the Students' Union.
- Updating key documents. (e.g. Bye Laws, Strategic Plan)
- Leaving good strong governing documents.

(HH) answered:

- Being approachable.
- Making people see welfare as important.
- Making sure changes to support services include student consultation.
- The funding axis agreement.
- Being nice and helpful.

"Why don't external trustees not turn up to impact events?"

(SGR) explained that:

- They all have full time jobs and are scattered across the surrounding Southampton area so getting to the AGM in time might not be possible.
- (SGR) said he would contact them to find out why none could make it.

"While the code of practice references the Data Protection Act 1998, have you been preparing for the new GDPR coming into effect?"

(HH) explained that:

- The new GDPR is a nightmare which will affect all student unions.
- The Students' Union is in consultation both nationally and with the university.
- They are waiting for further legal advice.
- The Chief Exec has been working on it all day from home.
- Students have nothing to worry about though as the Students' Union will be compliant.
- They will provide an update when more information is known.

“How would you respond to the view that the financial loss suffered by the Student Union bar is a result of the bar prices being substantially higher than those of other Student Union Bars, thereby making it less financially accessible for students?”

(SGR) answered that:

- The bar was making a bigger loss each year
- The prices were set to achieve a key income each year.
- It's difficult to compare the bar to other student union bars as their strategic situation is not known in terms of block grant size, finances and whether they can absorb the cost of subsidising a bar.
- Solent Students' Union is also a small student union so it cannot benefit from the economies of scale, and as such cannot bulk buy in supplies at cheaper rates.

“Will an interim replacement for Megan be found?”

(HH) explained that:

- There would be a gap in workload.
- This issue had been discussed in Officer Committee and a recommendation had been made to Trustee Board.
- They were not looking for an interim president
- All of the work would be covered.

“Any opportunities to switch coffee cups from on campus outlets to not having plastic lining? Is Plastic free fresh food packaging possible?”

(HH) explained that:

- She was the Students' Union sustainability lead.
- All the food outlets are run by a company called Sodexo who say they've had no student feedback to say that is what they want.
- Have been in an argument for two years before about getting good vegan food options.
- She suggested tweeting them about it to complain.

(NF) added that there was now a Reductarian Society which Sodexo know exists and that it might be worth getting involved with them to push the issue with Sodexo.

13. Student Motions

There were no Student Motions.

14. Final Remarks

(SGR) handed out the AGM raffle prizes and thanked everyone for attending.

MEETING END