

Meeting Minutes

Meeting title:	Trustee Board		
Date:	11/07/2017		
Time:	10:00 - 13:00		
Location:	SM 219		
Chair:	Bonnie Amato Southcott		
Note taker:	Judith Strike		
Trustee Members:	Megan Maddex	MM	Sabbatical Officer Trustee & Chair of the Board
	Hanna Head	HH	Sabbatical Officer Trustee
	Lewis Clemison	LC	Sabbatical Officer Trustee
	Naomi Fry	NF	Sabbatical Officer Trustee
	Andrew Gameson	AG	External Trustee
	Mike Platten	MP	External Trustee
	Bonnie Amato Southcott	BAS	External Trustee
	Lorna Reavley	LR	Chief Executive
	Judith Strike	JS	Finance Manager
	Sebastian Graves-Read	SGR	Student Trustee Nominee

Minutes		
Item	Topic	Action/W ho
1		
2	<p>Apologies for absence:</p> <p>SP</p> <p>MM will be joining the meeting after graduations</p>	
3	<p>Conflict of interest expressions:</p> <ul style="list-style-type: none"> MM Noted conflict of interest for Agenda item 8 – Draft Budgets 2017-2018 due to pay scales for all paid SOSU staff at meeting. 	
4	<p>Minutes of the last meeting:</p> <p>Committee agreed minutes from last meeting – 10/05/2017</p>	
5	<p>Matters arising:</p> <p>Committee went through the matters arising and the outstanding matters are:</p> <ul style="list-style-type: none"> KC to give MM agreed minutes from last meeting 12-01-17 to sign off MM, HH, LC to agree External trustee mentors. LR to investigate procedures and policies regarding students bringing their own alcohol onsite. LC to update Student Council on the open policy change at next meeting. LC to add an 'or' to Byelaw 10.8. LR to update previous. LR had not completed this and felt it had been too long. TB agreed and discussed the need to set expectations on when this would happen in the future. 	<p>LR to check if this is complete</p> <p>MM,HH,LC</p> <p>LR</p> <p>LC</p> <p>LC</p> <p>LR</p>

6	<p>Reports from : Finance Committee – MP All items are on the agenda</p> <p>Risk and Control Committee – no meeting.</p> <p>HR Committee – LR noted some changes to the TOR – meetings will be twice a year.</p> <p>AG noted they had had discussions around pay increases and living wage.</p> <p>MP noted that the HR committee’s focus on issues has meant the Trustee Board could function more appropriately.</p> <p>Officer Committee – No Meeting</p> <p>Student Council – No Meeting</p> <p>Societies Council – No Meeting</p> <p>Sabb Reports – HH,LC gave verbal updates</p> <p>BAS noted that it was good to focus on achievements, reflect on challenges and also to note what had not achieved in the year as this provided a learning opportunity which was useful in planning for the continuing year.</p> <p>MP asked that the officers outline their objective for the year to the Board in the October meeting</p> <p>HH noted the officers had developed an objectives template which they could bring to the meetings.</p> <p>Action: It was agreed this would become a standing item for the Board Agenda.</p> <p>CEO Report – LR gave an over view of the report and the below was noted:</p> <ul style="list-style-type: none"> • LR updated on Café Bar area proposal for the area with an aim to be open by September 2017. The installation could be completed by September and the design was more favourable than the other presented by the University contractors. Student consultation had been with the officers only and the main pressure was the timescales to transform the space before students returned. • TB agreed to go forward with the proposal and installation by September 2017 and accepted the financial risk. LR will also investigate if the University are willing to take on this risk. • LR to check if there is a break clause if the company goes out of business. <p>Advice Service Report – included in paper for reference.</p>	<p>Officers to email the board their reports</p> <p>LR to keep TB updated on contract negotiations.</p> <p>Officers to present objectives for the year to the Board.</p> <p>KC to add to the standing items on the agenda in item 6</p> <p>LR to discuss financial risk with University and check break clause in contract.</p>
7	<p>Management Accounts</p> <p>JS presented the June Management accounts tabled on the day and the</p>	

	<p>below was noted:</p> <ul style="list-style-type: none"> • JS noted that the June accounts were forecasting a surplus • LR noted that we are predicting a surplus the savings have come from staff vacancies and the lack of projects run this year as a result of the staff vacancies. • MP well done for coming in under budget, this could potentially be used for investment and funding income generation ideas. BAS suggested officers put forward their top 3 ideas. • MP noted that as our commercial income has reduced we are more reliant on the University block grant so it is important to find other ways to increase income. <p>Action: Surplus money expenditure' to be added to Agenda for next meeting.</p>	<p>Officers to agree the top 3 ideas to invest surplus.</p> <p>KC to add 'Surplus money expenditure' to Agenda for next meeting.</p>
8	<p>Draft 2017/18 Budget for approval</p> <p>LR gave an overview of the amendments to the draft budget and the below was noted:</p> <ul style="list-style-type: none"> • LR noted that there is now a surplus due to securing an increase on the block grant. • FC recommended putting the money into the contingency line and deciding what to spend it on in October. • AG noted that HR Committee had discussed pay. <p>LR to include a surplus in contingency line of the budget.</p> <p>TB approved the budget.</p>	<p>LR to include a surplus in contingency line of the budget.</p>
9	<p>Café Bar Closure update</p> <p>LR updated the board on details of the Café Bar closure and noted:</p> <ul style="list-style-type: none"> • The stock write off figure for the Café Bar. • The possibility of selling on stock and equipment to stakeholders. • TB suggested donating leftover food stock to charity. 	<p>LR to contact Enactus with regards to stock/equipment donation.</p>
10	<p>Financial Procedures</p> <p>JS gave an overview of amendments requested by Finance Committee:</p> <ul style="list-style-type: none"> • MP noted Financial Procedures were very comprehensive and requested that staff give signed confirmation once they have received training. • LC suggested the following amendments: <ul style="list-style-type: none"> ○ 56.2 'There' should be 'Their'. ○ 61.13 should include accompanied by two people at all times. ○ 22.10 To include the cost of hiring the Union vehicles through additional funding to be charged at 12p a mile. 	<p>JS to make approved amendments to Financial Procedures.</p>

	TB approved with the above amendments.	
11	<p>Bye Law Update</p> <p>HH informed the board that the bye laws had been updated to include the Trans Officer role.</p> <p>TB approved the Bye Law update.</p>	LR to update the Bye Laws with the amendment.
12	<p>Operational Targets Update</p> <p>LR gave an overview of which targets had been achieved, which were in progress and which had not been achieved. Overall a successful year considering the staffing shortages within the Union.</p> <p>LR confirmed that unachieved targets would be rolled over to the next year.</p>	
13	<p>Draft Operational Targets 2017/18</p> <p>TB discussed the Draft Operational Targets and the below was noted:</p> <ul style="list-style-type: none"> • BAS requested that the Strategic Plan become a standard Agenda item for TB. • BAS suggested an additional Communications target regarding adhering to the Union's core campaigns. • MP would like a value to be added to the additional income targets for SoSUT and this should be discussed at the next SoSUT Board. <p>LR to draft additional Comms target regarding the Union's core campaigns.</p> <p>LR to update Draft Operational Targets and send to TB by the end of July.</p>	<p>KC to add the Strategic plan to the TB agenda as a standing item SoSUT Board to discuss additional income targets.</p> <p>LR to draft additional Comms target regarding the Union's core campaigns.</p> <p>LR to update Draft Operational Targets and send to TB by the end of July.</p>
14	<p>14.1 Proposed Committee meeting dates 2017-18</p> <p>LR proposed potential meeting dates to the board and the below was noted:</p> <ul style="list-style-type: none"> • LR will add SOSUT Directors' Meetings to the timetable as MP noted they were not part of the proposed timetable. • LR to amend July 2017 to July 2018 in the timetable. • JS to look into final year accounts process with regards to group accounts. <p>TB agreed Committee meeting dates with amendments.</p> <p>14.2 Discussion regarding Committees</p> <p>LR updated the board that the committee positions will need to be reset and asked the board to recognise that SP is officially standing down as a trustee as he has come to the end of his 6 year trusteeship. The below was noted:</p>	<p>LR to add SOSUT Directors' Meetings to the timetable.</p> <p>LR to amend July 2017 to July 2018 in the timetable.</p> <p>JS to look into final year accounts process.</p>

	<ul style="list-style-type: none"> • LR to arrange goodbye event for SP. • LR to begin recruitment for new External Trustee focussing on skills mix of Digital Media and experience in the Charity sector. MP agreed to oversee Risk and Control Committee until new trustee is appointed. • Sabbatical officers to take the lead on Student Trustee recruitment. • Sabbatical membership of the Committees was agreed as: <ul style="list-style-type: none"> ◦ Finance Committee – MM, HH ◦ HR Committee – MM ◦ Risk and Control Committee – LC ◦ SOSUT – MM, HH 	<p>LR to arrange goodbye event for SP.</p> <p>LR to begin recruitment for new External Trustee.</p> <p>Officers to begin recruitment process for student trustees.</p>
15	<p>Proposed Election dates 2017-18</p> <p>LR gave an overview of the proposed dates and the below was noted:</p> <ul style="list-style-type: none"> • HH requested Student officers and NUS delegate elections be put back a week and leave nominations open longer. <p>TB approved dates with the above amendment.</p>	<p>LR to amend proposed election dates as agreed.</p>
16	<p>Additional Income Generation Ideas</p> <p>LR gave an update on new additional income ideas and the below was noted:</p> <ul style="list-style-type: none"> • Three new main ideas were: <ul style="list-style-type: none"> ◦ Day trips ◦ It's a Knock out end of year Fundraiser ◦ Gala Dinner Fundraiser/Auction • LR brought the board's attention to the fact that work needs to be completed to create SOSU's USP as a Charity. BAS offered to work with a focus group to complete PR/Comms work around the USP. • MM, HH, NF, LC to create a focus group of students for BAS to work with on 18th October 2017. • BAS suggested further work was needed with regards to refocusing the Summer Ball. What do Students really want? A Buzzfeed style questionnaire would be useful. LR to discuss further research possibilities. • Lottery idea was discussed and agreed on by the board with reservations on which company to use. Reservations to be emailed for responses which will be forwarded to the panel for decision. • BAS suggested an alternative trip provider. 	<p>MM, HH, NF, LC to create a focus group of students for BAS to work with on 18th October 2017.</p> <p>LR to discuss further research possibilities</p> <p>TB to send reservations regarding Lottery tender companies via email</p> <p>LR to explore alternative trip provider.</p>
18	<p>AOB</p> <p>Goodbyes</p> <p>TB thanked AP and SP for their time as Student Trustee and External Trustee respectively, the board are sad to say goodbye. LR to arrange a date for farewell get-together.</p>	<p>(action point in agenda item 14)</p>
<p>Next Meeting – 18th October 2017</p> <p>Meeting close 12:52</p>		

