

**Minutes of the Trading Committee Meeting held on
Wednesday 28th October 2015 in the Middle Reading Room**

Present:	Urte Macikene (UM)	Vice President Services (Chair)
	Stuart Goldberg (SG)	External Trustee
	Alan McLaren (AMc)	External Trustee
	Alec Edgecliffe-Johnson (AEJ)	Student Trustee
	Andy Peel (AP)	Student Trustee/ VPSA
	Mila Rocha (MR)	Student Art Convener
	Giulio Bianchi (GB)	Student Retail Convener
	Arduin Findeis (AF)	Student Bars Convener
	Adam Kijowski (AK)	Student Catering Convener
	Fanny Hajdu (FH)	Student Entertainment Convener
In Attendance:	Conrad Jones (CJ)	Commercial Director
	Anna Maciulewicz (AM)	Deputy Administration Manager

	Item	Action
1.	Welcome/ Introduction UM welcomed everyone and asked all present to introduce themselves. The meeting was opened at 5.05pm.	
2.	Conflict of Interest All TC members were asked to complete the declaration of trust and code of conduct forms.	
3.	<p>The VPS report and Q&A UM asked if everyone was comfortable with the format of the VPS report, which mainly focuses on the commercial aspects of her role, but also includes updates on other matters she is working on. The format of presented VPS report was approved.</p> <p>3. 1 Food Policy Over the summer, we hired an intern for 10 weeks to undertake scoping work and a gap analysis of our food offerings with a view to move towards more healthy and sustainable food. She prepared a report analysing our suppliers and food offer along with recommendations for improvement which we will be taking forward.</p> <p>It turned out that we should work more on a marketing strategy to make students more aware of our sustainable suppliers and existing good food practice. Our commercial team will be looking into a different food offerings in the Potterrow Dome Café focusing on healthy and sustainable food, and potential for changing our food provision in a significant way at Kings’ Buildings.</p> <p>As requested by AK, UM will circulate the report on proposed actions for EUSA’s food offering compiled by Oriane Brunet.</p>	UM

3.2 Free Sanitary Products

We are now providing free sanitary products and pregnancy tests in the Advice Place for students. Currently we are funding the scheme simply by EUSA absorbing the costs, however, the take-up of the scheme has been higher than we expected, so we are in the process of doing some forecasting and looking into alternative ways to fund the scheme in a sustainable way.

In response to a question from AEJ with regard to the scale of need for sanitary products, CJ replied that EUSA invested £1800 in stock, but detailed feedback will be provided by the Advice Place.

UM reported that several student unions had a similar scheme, but didn't invest as much money as we did.

AEJ suggested collaboration with other universities and UM agreed to look into further options.

3.3 Student Art Exhibitions

Student art will be installed in as many EUSA venues as possible, to increase EUSA's engagement with the ECA, make our spaces more vibrant, and showcase the amazing work our students do. We're now running a submission process with exhibition spaces available in Baristo, Teviot, and Potterrow. The deadline for submission is 7 December.

3.4 KB Planning

With the development of the Kings Buildings Campus Masterplan – approved at Estates Committee in May 2015 – EUSA is evaluating options for a small-scale, short-term redevelopment of student services facilities at EUSA's Kings Buildings House. Various consultations around campus, including the KB Food Survey, have highlighted that students on KB campus feel disconnected from EUSA's activities in the Central Area, and that a number of services could be improved.

In response to a question from AF with regard to the student consultation, UM replied that the key change projects are highlighted in the EUSA Strategic Plan 2015- 2019.

UM also noted that the KB Food Survey, which was carried out by the Accommodation Services, drew our attention to the following issues: poor choice of food options, not many suppliers and the price.

UM will circulate the KB Food Survey results and the link to the EUSA Strategic Plan 2015- 2019 to all TC members.

UM

3.5 Central Area Redevelopment

UM gave a brief background on the £50-£60 million redevelopment plan for Teviot and 50 George Square. UM reported that she will be sitting on the interview panel for the design team.

3.5 Question Time

3.5.1 TC Conveners

SG queried the convener's role on the Trading Committee. UM responded that we are

	<p>hoping that they will communicate with students, get their feedback, organise outreach at different locations or brainstorm type events. EUSA will support convener's ideas by providing marketing or admin help. UM also indicated that she is happy to facilitate meetings with relevant Head of Departments to create communication channels with EUSA commercial teams.</p> <p>3.5.2 Ethical Investment</p> <p>UM was involved in conversations leading up the University's announcement that they will officially adopt the policy of not investing in controversial arms. UM and 'People and Planet' are involved in ongoing review of main issues within the ethical investment: fossil fuel and arms. A meeting have been set up between Charlie Jeffrey, Sarah Smith and 'People and Planet' to progress the ethical investment.</p> <p>UM outlined that Dave Gorman, Director of Social Responsibility and Sustainability, is the main point of contact at the University.</p>	
<p>4.</p>	<p>Previous Minutes of Meeting Held on 29th April 2015</p> <p>The minutes were approved.</p>	
<p>5.</p>	<p>Matters Arising</p> <p>None</p>	
<p>6.</p>	<p>The Commercial Director Report</p> <p>CJ explained that he included the Festival Operations and the Term time operations in his report. Because the Festival overlapped 2 periods, margin calculations have been complicated by stock transfers between EUSA and EUSACO and further investigation is required to validate P6 figures. Any amendments will take place in P7. It should also be noted that trading figures in P6 were adversely impacted by the loss of a trading week due to the revision of start dates for semester one.</p> <p>6.1 Bars</p> <p>CJ reported that we've managed to recruit the Deputy Bars Manger and two Bars Shift Managers and Rachel Dyas can now focus on strategic and development work rather than day to day operations. We are currently focusing on supporting sports teams and closer relationship with the Sports Union, linking with Peffermill, and promoting the Sports Bar.</p> <p>Whisky and Meet the Brewer events in Freshers' Week were sold out. Unfortunately there were ongoing issues with international students regarding what is acceptable ID in the UK which is still having to be managed carefully to date.</p> <p>6.2 Catering</p> <p>Catering Department contributed to Freshers' Week with food demonstrations at the Activities Fair, cupcake and cocktail classes and food and wine events.</p> <p>As a part of food development at King's Buildings, we will be looking at better use of the food court in the KB House with possibilities of having pop up stands with Asian street food, fish and chips etc. There is a need to change the product range. CJ, in answer to the question, confirmed that EUSA will provide the food rather than external operators.</p>	

SG queried 60% margin on catering, and CJ advised that we operate a similar margin to other bigger universities and the comparisons can be found in the University annual report. CJ also highlighted that we don't make money on catering sales and any surplus we make, goes to other EUSA services.

6.3 Honours

Reporting a trading loss in the year of £3k against a surplus of £3k last year. Loss of graduation and overspend in labour costs had impact on the overall trading performance. A labour review has taken place.

6.4 Retail

DHT basement shop is now trading at twice the level as last year assisted in part by the appointment of a permanent STL, but also with product stocking policy. KB Shop is once again surpassing expectation with the introduction of pre made sandwiches helping to reduce queuing times.

CJ highlighted that customers have different needs in each location and we try to cater all those needs accordingly.

6.5 Ents and Events

CJ indicated that Freshers' Week wrist band sales were below last year's levels, however individual ticket sales increased.

SG asked why EUSA wristbands sales were down when 8000 new students joined the university. CJ replied that mainly UG are interested in purchasing the wrist bands. He also advised that we are currently waiting for the FW survey results to analyse all issues.

We suspect we need to improve pre-semester communications. CJ also reported that only 9 out of 180 University employed RA's attended 'compulsory' briefing sessions which may have also impacted adversely.

SG shared some examples of excellent communication between student unions and prospective students.

MR noted that £40 worth pass is a big spending for students while most of day time events are free anyway.

CJ replied that other places such as Liverpool and Leeds are charging students £60 for the pass and their programmes are not as big as ours.

CJ informed everyone that the Big Cheese is now opening at 9.00pm and faster tills have been purchased in order to reduce queues.

6.6 Edinburgh Fringe Festival 2015

EUSA commercial sales increased this year by 21.9%.

There were considerable concerns in connection with sponsorship with the withdrawal of Heineken UK and the construction works in Bristo Square. The whole process revealed the need to reconsider sponsorship.

CJ reported that we gained extra space outside Teviot. With a couple of modifications we were able to provide alternative food and beverage offers and the Prosecco Bar,

	<p>which proved popular.</p> <p>6.7 Question Time</p> <p>6.7.1 EUSA Suppliers</p> <p>AF was interested in EUSA suppliers and connections to the NUS. CJ suggested to organise a separate meeting between CJ/ AF/ and Nick Robertson to discuss this matter in more detail. CJ confirmed that we use local suppliers, but dry foods come from the NUSSL nominated suppliers.</p> <p>6.7.2 Baristo</p> <p>SG asked about the prosperity of Baristo. CJ reported that we have between 250-300 visitors per day, but there is an issue with customers who are having business meetings in Baristo without spending any money at the counter. CJ summarised that money spent on improving facilities was well invested.</p>	<p>CJ</p>
<p>7.</p>	<p>Any Other Business</p> <p>UM asked newly elected TC conveners to present their manifestos and thoughts on student outreach etc.</p>	
<p>8.</p>	<p>Meeting Close</p> <p>UM thanked everyone for attending and closed the meeting at 6:50pm.</p> <p>8.1 Fanny Hajdu, Student Entertainment Convener</p> <p>FH outlined that she had a chance to speak to many students during the Freshers' Week and she wanted to be part of EUSA to help organise events with international songs and lauder music.</p> <p>8.2 Adam Kijowski, Student Catering Convener</p> <p>AK is engineering students, who uses KB campus on regular basis. He wanted to highlight KB issues and improve some commercial operations.</p> <p>8.3 Arduin Findeis, Student Bars Convener</p> <p>AF wanted to represent students. He also wanted better transparency and suggested publicising TC minutes on the EUSA website.</p> <p>It was agreed that online version will be available to students and confidential parts will be removed. We will repeat the same format as the Trustee Board.</p> <p>8.4 Giulio Bianchi, Student Retail Convener</p> <p>GB also wanted to improve EUSA's transparency. He is keen to communicate to students all relevant decisions made at the TC meetings. He is currently planning the brainstorm type event, details will be communicated nearer the time. GB would like to carry out a survey on individual products EUSA sales.</p> <p>8.5 Mila Rocha, Student Art Convener</p> <p>MR indicated that she is currently forming her ideas and learning about EUSA. She would like to develop feedback scheme to receive comments on individual events on EUSA calendar. She is interested in one to one contact with students rather than an online survey.</p> <p>It was suggested that TC conveners keep regular communication with the VPS, as the TC meetings are not very regular.</p>	<p>AM/ UM</p>

	<p>8.6 Finance Training for TC members It was suggested to invite the TC members to the finance training. We will get in touch with the further details and potential dates.</p>	<p>AM/ UM</p>
<p>The next meeting will take place on 16th December 2015 at 5pm in the Middle Reading Room</p>		