

Minutes of the **Trustee Board Meeting** held on
Monday 27th May 2019 in the Dining Room, Teviot

Present
Eleri Connick (EC) – President (Chair)
Diva Mukherji (DM) – VP Education
Kai O' Doherty (KOD) – VP Welfare
Georgie Harris (GH) – VP Community
Adam Turner (AT) – Student Trustee
Nathaniel Brimmer-Beller (NBB) – Student Trustee
Chak IP (CI) – Student Trustee
Stewart Goldberg (SG) – External Trustee
Levi Pay (LPa) – External Trustee

In Attendance
Stephen Hubbard (SH) – CEO
Sarah Purves (SP) – Director of Membership Support and Development
Michelle Berry (MB) – Director of Commercial Services
Emma Robertson - Werner (ERW) – Director of Marketing and Communications
Euan MacLean (EM) – Director of Financial Services
Laura Power (LP) – Executive Assistant (Minutes)
Andrew Wilson (AW) – Incoming President (Observer)
Bethany Fellows (BF) – Incoming VP Activities and Services (Observer)
Rosheen Wallace (RW) – Incoming VP Community (Observer)
Stephanie Vallancey (SV) – Incoming VP Education (Observer)
Oona Miller (OOM) – Incoming VP Welfare (Observer)
Olivia McLean (OM) – Festival Manager (Guest Speaker)

Apologies
Douglas Blackstock (DB) – External Trustee
Shenan Davis- Williams (SDW) - VP Activities & Services
Bilal Mohamed (BM) – Student Trustee
Tannya Gaxiola (TG) – External Trustee

		Action
1.	<p>Welcome/Introductions EC welcomed the group noting apologies from DB, SDW, BM and TG.</p> <p>EC also noted that the incoming Sabbaticals were shadowing the outgoing Sabbaticals at this meeting.</p> <p><u>1.1 Outline of Business</u> EC gave a brief overview of the agenda and introduced guest speaker, Festival Manager, OM.</p>	

2.	<p>Presentation: 2019 Festival Development</p> <p>OM gave a presentation on the challenges of hosting the Fringe Festival in co-operation with the Festival Partners in 2018, the challenges to overcome in 2019 and the plans put in place to mitigate them.</p> <p>It was noted that current plans put in place to mitigate any perceived challenges may increase some costs but will ultimately increase the bottom line. SG stated that he agreed with this plan.</p> <p>It was also noted that 400 people are required to be recruited for the Festival and that the process for recruiting had changed. The Association now hosts large recruitment events, resulting in less time being spent on recruitment tasks making the process more efficient.</p> <p>‘StaffSavvy’ has also made the management of staff and shifts more efficient.</p> <p>‘FLOW’ is also in the process of being launched which reduces face to face time for standard training so face to face training can be more customer service focused which will hopefully help in creating loyal customers, thus increasing sales.</p> <p>It was also noted that the restructure is venue specific which will increase accountability in order to improve services.</p> <p>Operational logistics of the festival was also discussed. Topics included strategies to hold customers in our outlets and Teviot Garden, rather than them favoring Underbelly who have a much higher budget to spend on the site etc.</p>	
3.	<p>Standing Business</p> <p><u>3.1 Conflict of Interest</u> No conflicts of interest were noted.</p> <p><u>3.2 Matters Arising</u> None</p>	
4.	<p>Minutes from Previous Meeting, 28th March, 2019</p> <p>All approved the minutes.</p>	APPROVED
5.	<p>President’s Report – Paper B</p> <p>EC highlighted the below, noting that this would be the last Trustee Board meeting for the current Sabbatical Team.</p> <p><u>5.1 Student Awards</u> Our Student Awards took place on Thursday 4th April. A wide range of student groups and individuals were shortlisted in categories recognising a range of achievements and around 400 people attended, so it was a successful event.</p>	

	<p><u>5.2 Teaching Awards</u> On the 25th April the 11th Teaching Awards took place – an incredibly special night! Our student judging panel had the task of long and then shortlisting the 2000+ nominations received this year. These nominations span 9 categories, ranging from Best Support Staff, to Best Personal Tutor, Best Student who Tutors, and recognising best practice in a variety of aspects of teaching and learning, including assessment, feedback and inclusive teaching.</p> <p>LPa suggested a more detailed description of the Best Support Staff category, for next year. All agreed.</p> <p><u>5.3 Sector Recognition</u> KOD submitted a nomination to the Herald Education Awards, in the category of Campaign of the Year, for our work developing the anti-sexual-harassment/sexual-violence #NoExcuse campaign. The student-led, University-supported campaign has complemented the work being undertaken collaboratively with the University to develop a new approach to policy and practice relating to harassment and how cases are reported and handled.</p> <p><u>5.4 We Are Edinburgh: End of Semester Takeover of McEwan Hall</u> Friday April 5th 2019, the Students' Association and University jointly hosted the first ever end of semester social for students and staff. McEwan Hall was taken over by over 1037 members of our University community and saw the Edinburgh University Jazz Orchestra perform before the infamous Big Cheese DJs played into the night. Further events in McEwan Hall are being discussed.</p>	
<p>6.</p>	<p>Chief Executive Report – Paper C SH highlighted the points below from Paper C:</p> <p><u>6.1 University Planning Round</u> The planning round submission was agreed however the Association has had no formal communication of the agreement. In past experience, the formal communication has included caveats or conditions.</p> <p><u>6.2 Kings Building Update</u> The first floor of Kings Building that was out of use due to the fire at Kings Buildings should now be re-instated by September. The heat and eat will be moved back up to the common room. The meeting room will be reinstated but the kitchen won't as it is more costly to fix.</p> <p>We have resolved our challenges with Estates colleagues around the relocation of the KB Centre Shop and ever popular Wrap Bar. This is now moving to the temporary location in Mary Bruck Building, and we have agreed heads of terms for an ultimate location within the Nucleus building – therefore reassuring that the temporary location is just that. We do remain unconvinced that Mary Bruck is a good location, and frustrated that it's the only location. We are anticipating a challenge financially. We are however working well with Estates to move as quickly and painlessly as possible and closure of the current space is scheduled for 31st May, with the new location opening on 10th June.</p>	

	<p><u>6.3 Teviot Redevelopment</u></p> <p>There is a reserved minute detailing aspects of the Teviot Redevelopment which are commercial sensitive or subject to legal process or shared as confidential by the University.</p>	
7.	<p>Finance Update</p> <p>7.1 Finance Report – Paper D1</p> <p>EM stated that the Association made a small surplus of 33k but that is including the 200k additional grant to the Association by the University. The surplus is 57k under budget.</p> <p>EM noted the contributing factors to being 57k under budget, details of which can be found the report.</p> <p>AT asked if projected cash flow takes into account the savings from the organisational review. EM stated that it didn't and it doesn't take into account any additional grant the University may give us.</p> <p>7.2 Commercial – Paper D2</p> <p>MB stated that Bars are up 6 % on last year, GP and overheads do have an impact.</p> <p>Retail is 17% up on previous years, Big Cheese income is on the decline as students are drinking before they come to the event. People spending money on alcohol in general, is in decline. SG noted that students have always consumed alcohol before a night out so there may be other factors contributing to the decline.</p> <p>There was an increase in graduation ticket sales this year. MB also noted that there is a plan to do some market research on Teviot, in general and to do more work to bring more conferences to our venue.</p>	
8.	<p>Governance Update – Paper E</p> <p>8.1 Governance Overview – Paper E1 (Previously Gov. SC Paper C)</p> <p>SP gave an overview of the discussion that had taken place at the Governance Subcommittee along with their recommendations, noting the meeting itself was inquorate but further discussion was had electronically.</p> <p>8.2 Sabbatical Officers Committee Attendance – Paper E2 (Previously Gov. SC Paper C1)</p> <p>8.3 Complaints Procedure – Paper E3 (Previously Gov. SC Paper C2)</p> <p>Discussion was had around if there should be trustee involvement in the complaints procedure. SP noted that an external trustee would perhaps be taking on the role as Vice Chair of the Trustee Board and would also be involved in the complaints procedure process.</p> <p>8.4 Member Discipline Procedure – Paper E4 (Previously Gov. SC Paper C3)</p>	<p>APPROVED</p> <p>APPROVED</p>

	<p>There was discussion around the discipline panel and the reference to the phrase “at least one of them should be a woman” This is to be discussed further out with the Trustee Board meeting.</p> <p>The Board did agree to approve the paper.</p>	<p>SP</p> <p>APPROVED</p>
9.	<p>Legal & Risk Update EM noted that there were no legal updates.</p> <p>EM stated there is an ongoing incident that may risk the Association’s reputation with the University. The incident involves the sharing of confidential information. EM stated the SH is working on resolving this in consultation with DB.</p>	
10.	<p>Subcommittee Minutes The minutes of the Subcommittees below were noted and approved.</p> <p>10.1 People and Culture Subcommittee – Paper F 10.2 Finance, Risk and Audit Subcommittee – Paper G 10.3 Governance Subcommittee - Paper H 10.4 Strategic Development Subcommittee – Paper I</p> <p>EC noted that the Marketing and Communication paper discussed in the Strategic Development Subcommittee minutes will be submitted to the July Trustee Board.</p>	<p>APPROVED</p> <p>SH/ERW</p>
11.	<p>Organisational Review – Paper J SH noted Paper J and gave an update on the organisational review consultation process and timelines.</p> <p>The Board agreed with the timelines proposed.</p>	
12.	<p>Horizon Scanning – Presentation on Issues Facing Us in 2019/20 and Beyond SH and ERW summarised a presentation noting the following:</p> <p>Delivering services to Gen Z students is built into the strategic plan. Humpit was a result of this.</p> <p>NBB noted he would like to see more communication with societies regarding room bookings.</p> <p>It was noted we currently have 300 societies and more who want to join our community. How are we going to support and communicate with them all? KOD noted that the University are increasing the number of post-graduate students so we need to make sure that we provided services for them as well as Gen-Z students.</p>	

	<p>SG noted that we need to do more to be agile, currently we are bound by tradition.</p> <p>AT enquired if it would be possible to increase Festival income by taking a few risks. EC stated that we are not in the financial position to do this right now.</p> <p>Focus turned to the real living wage and how we should be looking to match it because we think it is right to do so, not because of pressure from the University to do so.</p>	
13.	<p>AOB – None</p> <p>EC asked all staff to leave the meeting so that the reflection session with Board members could commence.</p>	
EC closed the meeting, noting the next Board meeting would be in July 2019		