

Minutes of the **Trading Committee Meeting**  
Wednesday 14<sup>th</sup> December 2016 in the Middle Reading Room, Teviot

<b>Present:</b>	Jenna Kelly (JK)	VPS (Chair)
	Jess Husbands (JH)	VPSA
	Lora Bedford (LB)	Student Retail Convener
	Fanny Hajdu (FH)	Student Entertainment Convener
	Alan McLaren (AMc)	External Member
<b>In Attendance:</b>	Alan Duff (AD)	Commercial Services Director
	Zoi Mazluga (ZM)	Executive Assistant
<b>Apologies:</b>	Stewart Goldberg (SG)	External Trustee
	Adam Noach (AD)	Student Trustee
	Edgar Zhang (EZ)	Student Bars Convener
	Stephen Hubbard (SH)	CEO
	Anna Maciulewicz (AM)	Deputy Administration Manager
<b>Absent:</b>	Mila Rocha (MR)	Student Art Convener
	Adam Kijowski (AK)	Student Catering Convener

	Item	Action
1.	<b>Welcome and Apologies</b> The meeting was opened at 5:05pm and JK noted apologies from SG, AN, EZ, SH and AM, as well absences from MR and AK.	
2.	<b>Conflict of Interest</b> None declared.	
3.	<b>The VPS Report</b> JK presented paper A noting the following highlights: <ul style="list-style-type: none"> <li>The halloumi burger is back on the menu</li> <li>The Green Festival has 25 societies currently involved and will run from the 16<sup>th</sup>–18<sup>th</sup> February</li> <li>The Edinburgh College of Art will host the sustainED launch event which will be an ethical fashion show on the 16<sup>th</sup> February. Looking for designers, hair and make-up teams, student performers and models – please spread the word</li> <li>JK/JH continue to work on raising awareness for housing rights as a tenant</li> <li>Mental Health and Wellbeing Week is on the 30<sup>th</sup> January</li> <li>LB queried the work on transport issues to which JK advised Alec has been working with the University's (UoE) Estates dept on the shuttle buses, between Easter Bush and Peffermill Moray House and KB</li> <li>JH enquired about the recent visit JK paid to the Leeds Student Union to which JK advised she valued speaking with the Entertainment (Ents) dept and was impressed with their high profile events with more renowned artists she intends to look into this</li> </ul>	<b>All</b>
4.	<b>Previous Minutes of Meeting Held on 26<sup>th</sup> October 2016</b> Minutes approved – ZM to publish online.	<b>ZM</b>

5.	<p><b>Matters Arising</b> None.</p>	
6.	<p><b>Commercial Director Report</b> AD presented paper B noting work on the budget 2017-18 is underway with the aim to complete in time for the Trustee Board meeting on the 27<sup>th</sup> March.</p> <p>AD reported the results of the festival have been finalised resulting in a surplus of £711k (£277k ahead of the budget). Olivia, our new dedicated Festival Business Manager, has already started planning for the 2017 festival and is looking into sponsorship and catering offers. AMc noted bar sales were up but bar volume was down to which AD advised that is the challenge we need to address this coming year and where Olivia comes in.</p> <p>AD advised accounts are trending around 25% down on Teviot business, noting the building work is impacting commercial activity. This has been flagged to the UoE and the team are working hard to come up with offers to drive footfall.</p> <p>AD confirmed the KB builders are on site and the Mayfield Bar has been stripped out. The work is expected to be complete by the 17<sup>th</sup> March. AD added the 'Heat and Eat' facilities at KB have received very positive feedback so far.</p>	
7.	<p><b>KB Plan Presentation</b> AD gave a presentation on the KB refurb plans.</p> <p>JK advised if any students have queries it is best to direct them to the update on the Association's webpage.</p>	
8.	<p><b>AOB</b> 8.1 International party – FH suggested using the Underground venue and selling Eastern European themed drinks. JK suggested it is best to speak directly to the Ents dept highlighting the need to have the bar open. JH further suggested FH touch base with Eastern European societies in terms of the drinks. AD advised best to feed everything into Anne Hunter incl drink requests. FH queried if March would be a good time to hold the party to which JK recommended to get something in the diary before Christmas noting March may not be the best time.</p> <p>8.2 ECA students – FH reported ECA students have been complaining certain projects are costly as involve purchasing a lot of fabrics and material and if even printing could be free that would be a big help. JK advised this is a UoE issue and will bring it up with them, as had done previously.</p> <p>8.3 Heat and Eat Facilities - LB queried if there is any scope of having the KB Heat and Eat facilities set up in the central area to which AD advised it is on the agenda in how to implement in other Association areas.</p>	
9.	<p><b>Meeting Close</b> JK thanked everyone for attending and closed the meeting at 6pm noting The next meeting will take place on Wednesday 22<sup>nd</sup> February 2017 at 5pm.</p>	