

Minutes of the **Trading Committee Meeting**
Wednesday 22nd in the Braid Room, Pleasance

Present:	Jenna Kelly (JK)	VPS (Chair)
	Adam Noach (AN)	Student Trustee
	Lora Bedford (LB)	Student Retail Convener
	Fanny Hajdu (FH)	Student Entertainment Convener
In Attendance:	Alan Duff (AD)	Commercial Services Director
	Anna Maciulewicz (AM)	Deputy Admin Manager
Apologies:	Stewart Goldberg (SG)	External Trustee
	Jess Husbands (JH)	VPSA
	Edgar Zhang (EZ)	Student Bars Convener
	Alan McLaren (AMc)	External Member
	Adam Kijowski (AK)	Student Catering Convener
	Mila Rocha (MR)	Student Art Convener

	Item	Action
1.	Welcome and Apologies The meeting was opened at 5:07pm and JK noted apologies from SG, AK, EZ, JH.	
2.	Conflict of Interest None declared.	
3.	The VPS Report JK presented her report noting the following highlights: <ul style="list-style-type: none"> We are now stocking MoonCups at a stock price of £11.95 New payment stations in our outlets. We are currently trying out 2 different systems in the Potter Shop and Library Bar, hopefully it will be rolled out progressively. SustainED (16th -18th Feb) was a very successful series of events, which initiated good relations with Edinburgh Council. The event on facebook reached 25,000 people. JK noted that the ethical fashion show was very popular and tickets sold out very quickly. The Scottish Student Housing Summit is in Stirling on Saturday 25th February to discuss rent control, tenants unions, guarantor schemes, housing cooperatives etc. 24 hour library will be in operation from 20th March. Hugh Robson building will be closed in the evenings, but open overnight in the busy periods. The review of the University opening hours should be on Uni website, but JK can send an update if requested. Alec EJ is currently working on the extensive transport developments including a pilot for free Lothian Buses Service 41 between Central Area to KB campus. 	

4.	<p>Previous Minutes of Meeting Held on 14th Dec 2016 Minutes approved.</p>	
5.	<p>Matters Arising All action points from the previous meeting were completed.</p>	
6.	<p>Commercial Services Director Report</p> <p>6.1 Budgets AD presented his report noting the preparatory work for our 2017/18 budgets. He also outlined the commercial team's new approach to budgeting with individual budgets/reporting for each outlet.</p> <p>6.2 Festival Festival planning is on schedule with the final development stage for a new theme within Teviot Garden. More modern design will replace the medieval theme.</p> <p>6.3 Central Area Development Planning work for this project has continued over the last few months. The business case will be submitted to the Estates committee for consideration at their forthcoming meeting.</p> <p>6.4 KB Development The Kings Building development is now entering its final phase and the interior is beginning to take shape with a projected handover date of 13th March, one week after the agreed date. The menu tastings have been conducted with samples from the street food concepts.</p> <p>6.5 Graduation Ceremonies The graduation ceremonies are back in McEwan Hall. Almost every space within Teviot and Potterrow has now been booked by the various schools for receptions which offers a huge boost to July sales. Photographers will be using the Venue at Potterrow.</p> <p>6.6 Financial Summary Bars are still running below budget at a surplus YTD figure of £226k against a budget of £328k. It's been noted that students don't go out drinking as much as they used to. JK noted the opening of the first alcohol free bar in Edinburgh, with mocktails and alcohol-free craft beers on offer. She was interested to see how successful it will be and if any good practice could be implemented by Students' Association in the future.</p> <p>Catering is having a poor final quarter and is currently showing a YTD deficit for the year of (£61k) against a budgeted surplus of £43k. Staffing costs are ahead of budget, but catering operations in Teviot could be affected by building works.</p> <p>Retail continues to perform ahead of budget at a surplus of £78k against a budget surplus of £54k.</p>	

	Ents is running ahead of budget posting a net cost of (£157k) against a budget of (£180k). This is attributable to higher than budgeted income from events, particularly Big Cheese and lower than anticipated staffing costs.	
7.	<p>AOB</p> <p>7.1 Student Elections 2017</p> <p>JK update members on election progress, including an increase in Sabbatical Officers from four to five and revised remits for each of the officers: VP Welfare, VP Community, VP Activities and Services, VP Education and the President.</p> <p>JK also highlighted a completely new category of elected representatives – Activities Representatives. There are 14 Activities Representative positions, representing 14 categories of student activities (societies and volunteering groups).</p> <p>AN questioned whether individual communication was sent to activities group highlighting the new positions. JK to clarify this.</p> <p>7.2 VPS manifesto</p> <p>JK encouraged TC members to send her any suggestions for campaigns by the end of March 2017, as her time in office finishes in early June and she will dedicate her time in April/May to creating the handover for the incoming Sabbaticals.</p> <p>7.3 Water Waste in Uni buildings</p> <p>It was noted that taps in the toilets in the Chrystal Macmillan Building cumulate a lot of water waste. AN suggested lobbying the University to install appliances and fittings that reduce water waste. JK will look into this.</p> <p>7.4 Open-access cloud printers</p> <p>LB reported that open-access cloud printers in the Chrystal Macmillan Building are not working. JK to check it, as it's the University policy to connect public printers within University buildings to the cloud.</p>	<p>JK</p> <p>Everyone</p> <p>JK</p> <p>JK</p>
8.	<p>Meeting Close</p> <p>JK thanked everyone for attending and closed the meeting at 5.50pm noting the next meeting will take place on Wednesday 26th April 2017 at 5pm.</p>	