



Present:	Kai O'Doherty (KoD)	VP Activities & Services (Chair)
	Stewart Goldberg (SG) (Skype)	External Trustee
	Lora Bedford (LB)	Student Retail Convener
	Celina Chong (CC)	Student Trading Committee Member
	Emilia Janiczek (EJ)	Student Trading Committee Member
	Tristan Currie (TC)	Student Trading Committee Member
In Attendance:	Gemma Houston	Executive Assistant
	Sarah Purves	Director of Membership, Support & Development
	Euan Maclean	Finance Director
Apologies:	Steve Hubbard (SH)	CEO
	Alan McLaren (AMc)	External Member
	Edgar Zhang (EZ)	Student Bars Convener
	Adam Noach (AN)	Student Trustee

	Item	Action
1.	<p>Welcome and Apologies</p> <p>Meeting was opened at 5pm. Apologies from SH, AMc, EZ and AN. Ko'D explained an overview of Trading Committee to new members. Introductions were made.</p> <p>No other business to be added to the agenda.</p>	
2.	<p>Declaration of Conflict of Interest</p> <p>None declared.</p>	
3.	<p>The VP Activities & Services Report and Q&A (paper 1)</p> <p>Ko'D presented the report noting the following highlights:</p> <p>Commercial & Trading Activity</p> <ul style="list-style-type: none"> • LGBT+ club night • Pleasance redeveloped – weekly events now happening. • Café at Rainy Hall, New College – card machine to be installed. • Baristo – new menu and going well. • Pleasance Cabaret Bar – some updates with some finishing touches. <p>Estates Activity</p> <ul style="list-style-type: none"> • The Dome Café – 'Heat and Eat' now been installed, and hasn't negatively impacted trading of the Dome Café. • Student Centre Development - £83m project, renovate and expand Teviot Row House. All operations will be in one area and help create one central place for Students' Association services. Student Consultation on Nov 21st. Ko'D encouraged members to attend to have a look. 	



	<ul style="list-style-type: none"> • Pleasance – Launch of Pleasance on Oct 30th <p>Other VP Activities & Services Activity</p> <ul style="list-style-type: none"> • Food waste – working in collaboration with the University to find ways to limit and redistribute food waste. Work with 'Shrub' to get ideas and do something similar. • ECA Cabaret support – working with student reps and support them with what they want to do. • Gender Neutral Toilets – looking at ways to increase the number of gender neutral toilets across the University. • International Students' Centre – social hub for international students. They lost the space at Buccleuch Place and are now using the lounge space in the Activities Hub in Pleasance. <p>Sabbatical Team Activity</p> <ul style="list-style-type: none"> • By Elections were held • Overview of Sabbatical Team activity 	
4.	<p>Previous Minutes of Meeting Held on 18th Sept 2017 (paper 2) Minutes approved.</p> <p>5. Water waste – Ko'D mentioned the proposal is currently not available.</p>	
5.	<p>Matters Arising None</p>	
6.	<p>Commercial Services Director Report (paper 3)</p> <p>EM presented the paper with the following highlights:</p> <p><u>Part A - Financial Update</u></p> <p>EM gave an overview of the format and content of the financial report (commercial summary at end period 6).</p> <p>SG asked why there was a big loss compared with the budget with the Ents & Events department. EM explained Ents & Events have a lot of revenue through Bars. Artist costs have been high this year so far and are currently over budget. SG – how can it all be accounted for under Ents & Events if they are not held responsible for the artists costs etc. We are not challenging the people that are involved in the dept. Ko'D believes this is a good point and notes that there has been a new Commercial Services Director that has been appointed and starts in January.</p> <p>LB asked for more information on the Ents & Events department. EM and SP explained staff costs are the biggest single cost, through manager, technicians, advisors etc. Artists is the next biggest cost. We pay for a lot of equipment from external suppliers too. We can provide more information if required.</p>	



	<p>Ko'D asked why the Catering department is struggling. EM explained the disruption from KBH and the refurbishment earlier this year. It was closed for 3 months during term time, but opened as students finished for the summer break. There were 4-5 months where there was not much activity. The Pleasance has had a lot of refurbishment and disruption. The Dome area has become much livelier now that 'Heat and Eat' has been introduced. We have a lot of competition, but we're may not always be as good as we should at providing the right services for the students.</p> <p><u>Part B – General Update</u></p> <p>EM gave highlighted summary of the general commercial report. It was highlighted that we plan to refurbish various student-facing areas though we have to balance this expenditure with the continued financial rebuilding of the Association.</p> <p>EM directed any further questions/queries to Ko'D. Ko'D to give email contact address to members.</p>	Ko'D
<p>7.</p>	<p>Governance changes affecting the Trading Committee (paper 4)</p> <p>SP presented the paper to the committee highlighting the following aspects:</p> <ul style="list-style-type: none"> • Research was conducted to review structures at other Students' Union who are known for 'best practice' in governance. • Trustee Board has now approved the changes to the sub-committees • The intention is for more in-depth discussion of key issues at sub-committees prior to the Trustee Board • The proposal was to go from 6 sub-committees to 4. • Strategic Planning and Trading will be merged to Strategic Development Committee. New student insight groups to be introduced to bring structure to the framework. • Nominations and HR sub-committee will merge to become People and Culture. • Governance Committee will be created to manage review and development of governance. Elections sub-committee will be incorporated into this committee. • SP explained the core membership for all the sub-committees, taking good practice from Trading Committee and Finance Committee and applying to all subcommittees. • All existing members of the Trading Committee will have a place in the Strategic Development sub-committee until the end of their term. • The Trading Committee will meet again before the Strategic Development Committee commences. There is a broader pool of students, so we will take that and expand it in the insight groups. Discussion about the insight groups and how they will operate for the future will form an agenda item for the first meeting of the new Strategic Development Committee. • Appendix 1 – remit briefly explained. SP happy to take any questions or concerns. <p>Ko'D asked for SG and LB thoughts.</p>	



	<p>SG – really important that we have connection with the student body and the various aspects they are there to represent. Where do people go if they are not happy with the various services? SG explained that he was previously involved in the Ents Committee with other students, with one elected. They convened a group of other students and met regularly to discuss ents issues - keen not to lose that.</p> <p>SP - the insight groups will be really important to provide access to student insight, and there is clear responsibility for the Strategic Development Committee to develop and manage the operation of these groups.</p> <p>Some groups could be set up for specific reasons and only last a short period of time, others might last a bit longer, depending on the reason of the group. We don't want this to become complicated, but it will be useful to sit down with students to find out what we may be doing wrong and improve our services.</p> <p>Ko'D – The groups can be set up in a responsive/flexible way.</p> <p>Ko'D recommends bringing ideas to the next Trading Committee meeting to inform early thinking for the Strategic Development Committee about which insight groups might be most useful.</p> <p>Ko'D - Any other questions/thoughts on paper?</p> <p>LB - this will strengthen the committee and it is much clearer of what the committee is. There will be a lot more discussion and action.</p>	To note
8.	<p>Any Other Closed Business</p> <p>Ko'D asked if the finance information is confidential. EM explained the figures are not for general public release and should be considered 'in commercial confidence'.</p>	
9.	<p>Meeting Close</p> <p>Next time, there will be more of an overview of the Students' Association for the new members and talk more about the insight groups.</p> <p>Next meeting is on 13th December, 5pm, but to be confirmed.</p> <p>Everyone is invited to the Pleasance opening on 30th October. Speak to Emma R-W to send invites to new and existing members.</p> <p>Meeting closed at 6.20pm</p>	GH