

Minutes of the **EUSA Trustee Board Meeting** held on
Monday 28th November 2016 in the Middle Reading Room, Teviot

Present
Alec Edgecliffe-Johnson (AEJ) – President (Chair)
Jenna Kelly (JK) – VPS
Patrick Garratt (PG) – VPAA
Jess Husbands (JH) – VPSA
Esther Dominy (ED) – Student Trustee
Hannah Burghgraef-Rogues (HBR) – Student Trustee
Adam Noach (AN) – Student Trustee
Nathaniel Brimmer-Beller (NBB) – Student Trustee
Bharat Chaturvedi (BC) – Student Trustee
Stewart Goldberg (SG) – External Trustee

In Attendance
Stephen Hubbard (SH) – CEO
Sarah Purves (SP) – Director of Membership Support and Development
Alan Duff (AD) – Commercial Director
Zoi Mazluga (ZM) – Executive Assistant

Apologies
Yvonne Stewart (YS) – External Trustee
Douglas Blackstock (DB) – External Trustee
Euan MacLean (EM) – Finance Director

		Action
1.	Welcome/Introductions AEJ opened the meeting at 1:15pm and welcomed the group, notably BC, the new Student Trustee, elected in October by-election. AEJ noted apologies from YS, DB and EM.	
2.	Conflict of Interest None declared.	
3.	3.1 Minutes from Previous Meeting, 28th September 2016 AEJ noted the minutes were approved and published online on the 23 rd November 2016. AEJ added however that a small amendment was made to item 3 to read 'the universities superannuation scheme' instead of 'our pension scheme' courtesy of DB. It was a considered a minor change not worth holding off publishing for.	
	3.2 Matters Arising from Previous Meeting None.	
4.	President's Report AEJ presented paper A noting the following highlights:	

	<ul style="list-style-type: none"> • 182 applications were received for the Participation Grant which helps students from lower income families get involved in sports and societies • Sent a busload of students from several unis in Edinburgh to London on November 19th to demonstrate on a number of key issues related to student welfare • Social enterprise applications have been selected and applicants will be assessed in a Dragon's Den style pitch on the 28th November • The affordable student housing awareness workshop, in which both JK and JH are working on, is on the 28th November and all are invited • The mental health and wellbeing week is coming up – JH welcomes any ideas 	All
5.	<p>CEO Report</p> <p>SH presented paper B noting discussions continue with the University of Edinburgh (UoE) around the Bank of Scotland space in Potterrow. SH expressed confidence we would progress with a lease.</p> <p>SH noted the planning round has a new timetable for the Students' Association so it brings it forward in alignment with our budget. SH may update the Trustee Board (TB) electronically if necessary in due course.</p>	
6.	<p>Director Reports</p> <p>6.1 Director of Membership Support and Development Report</p> <p>SP presented paper C and highlighted the following points:</p> <ul style="list-style-type: none"> • The turnout in the by-elections doubled with the majority of positions contested • 1400 class reps 1300 society office bearers have been trained • 500 students have completed requirements for the Edinburgh Award through a Edinburgh University Students' Association (EUSA) strand • Two successful student councils have been held with good participation • Save the date emails have been sent to all the Trustees for the Activities Awards (21st March), the Impact Awards (6th April) and the Teaching Awards (27th April) <p>SG queried if the increase in by-election voter turnout was a result of social media to which SP advised yes; before, during after. PG added the schools were more involved this time which will have contributed greatly.</p> <p>6.2 Commercial Director Report</p> <p>AD presented paper D noting we have introduced comment cards around EUSA to seek student feedback.</p> <p>AD confirmed the Kings Building refurbishment work will begin on the 12th December with a view to be complete by the 17th March. AN queried if this information is confidential to which AD advised EUSA have just been informed therefore would prefer to hold off releasing this information for the time being.</p> <p>AD advised the central area work continues which is believed to resulted in bars/catering being 25% down in sales. Special orders and deals are being created in order to encourage footfall.</p>	

	<p>6.3 Finance Director Report SH presented paper E in EM's absence, noting our financial systems and reporting work been done and in the next few months we ought to see some traction. There is uplift in ability to know where we are and report accordingly.</p> <p>SH advised we are currently doing a lot of work on the budget process which will go first to the Finance Subcommittee then to the TB meeting in March 2017.</p>	
<p>7.</p>	<p>Finance Update 7.1 Financial Position at the End of October 2016 There is a reserved minute relating to commercial performance.</p> <p>SG queried if the reason commercial sales are down is a result solely from the central area works to which AD responded no it isn't all attributed to that however Potterrow sales are doing better than Teviot sales which suggests the works are clearly causing a big impact.</p>	
	<p>7.2 Budget Reforecast SH presented paper G as a result of an improvement in our financial systems showing a variation to the budget of £115k deficit instead of a budgeted £210k deficit at year end.</p> <p>SH noted however that we may have unforeseen expenditure on KB project. AN queried if we have a preference as to which financial year this expenditure fall to which SH advised it would most likely be in the following financial year.</p>	
<p>8.</p>	<p>Governance & Democracy Update & Proposals SP presented paper H noting the changes to the EUSA articles of association. SP advised we have been working with a lawyer to draft a special resolution and a General Meeting was held and vote passed. TB and UoE Court are required to approve.</p> <p>Two outstanding issues from the democracy review remain:</p> <ul style="list-style-type: none"> - Sabbatical officers' ability to run for a second term - this won't be progressed in our regulations until we have secured the appropriate Laigh Year regulation changes via the UoE - Currently negotiating the three college roles with the UoE however it is not likely to be finalised in time for elections in March but hopefully for the by-elections in October 2017. There is a desire to progress to pay the liberation roles in time for the next academic year <p>A discussion ensued around the complexity of the hourly paid and BC noted work visa limitations to a 20-hours per week maximum. SH referred to the honoraria in terms of the Education Act as a defence, i.e. if a student is told they cannot take office as they have previously served for two years.</p> <p>HBR queried if the liberation officers are considered an employee therefore what worker rights protection would they have. It was agreed that this discussion go to the next HR Subcommittee.</p> <p>NBB queried the background around appointing Student Trustees, rather than electing, to which SP advised we are looking into diversifying the TB. It was commented that students</p>	

	<p>may find it less of a barrier to apply rather than run. AEJ added lots of student unions do this and that the sabbatical officers will always be elected.</p> <p>AN queried if a vote of censure is same as a vote of no confidence to which SH explained the latter results in the officer losing their position and former does not. HBR queried if the TB can receive a vote of no confidence to which she was advised no.</p> <p>SP recapped seeking approval for the following:</p> <ul style="list-style-type: none"> - Revised democracy regulations - Revised sabbatical regulations - College reps on hold - Liberation electronic business in the next few weeks to approve. <p><i>All of the TB approved the above, including YS who sent her approval electronically.</i></p>	
	Access break taken at 2:30pm. Meeting resumed at 2:45pm.	
9.	<p>Teviot Extension Presentation</p> <p>SH presented paper I noting himself, AEJ and JK have been involved in the discussions.</p> <p>SH anticipates a March 2017 sign off date, with work planned to commence in June 2017 with the first year of work not impacting EUSA. SH noted that this work may not go ahead at all.</p> <p>SH gave a presentation on the central area development plans around Teviot extension and will circulate the presentation post meeting.</p> <p>HBR raised the issues of life cycle of Potterrow and the proposed new extensions, as well as environmental audits.</p>	ZM
10.	<p>Subcommittees Update</p> <p>10.1 HR Subcommittee Minutes, 5th October 2016 JH noted the staff taxi issue requires more conversation and work. ED queried the situation around the unionisation of EUSA staff to which JH reported there is not much appetite from the staff nevertheless EUSA provides the information to join, the union has trained 2 EUSA staff members so they are able to advise accordingly and the union holds meetings on site.</p> <p>10.2 Finance Subcommittee Minutes, 14th October 2016 JK noted working on the next detailed version of strategic plan.</p> <p>10.3 Trading Committee Minutes, 26th October 2016 JK conducted brainstorming activities with the Trading Committee members in an effort to give more direction and responsibility.</p> <p>AN queried if they receive training to which JK advised yes however looking to work on that further next year.</p>	

	<p>10.4 Election Subcommittee Minutes, 16th November 2016</p> <p>SP advised a copy of the Returning Officer report and updated election regulations were provided. Furthermore SP highlighted a regulation had been approved to not permit candidates to spend their own money through manifesto promises whilst campaigning in elections.</p> <p>SG queried the opportunity for fraudulent votes to which SH advised a vote is connected to matriculation numbers therefore not likely.</p>	
11.	<p>Legal & Risk Update</p> <p>There is a reserved minute relating to a current legal case.</p>	
12.	<p>AOB</p> <p>AN raised previous correspondence relating to the UoE's commitment to be carbon neutral by 2040 advising he was pleased with this position which the TB agreed with.</p>	
<p>AEJ closed the meeting at 3:50pm and noted the next meeting of the Trustee Board meeting will be on Wednesday 25th January 2016 in the Middle Reading Room, Teviot.</p>		