

Minutes of the **EUSA Trustee Board Meeting** held on
Wednesday 27th September 2017 in the Balcony Room, Teviot

Present
Patrick Kilduff (PK) – President (Chair)
Ollie Glick (OG) - VPC
Kai O’Doherty (KOD) - VPA
Bob Archer (BA) - VPE
Esther Dominy (ED) – VPW
Adam Noach (AN) – Student Trustee
Nathaniel Brimmer-Beller (NBB) – Student Trustee
Bharat Chaturvedi (BC) – Student Trustee

In Attendance
Stephen Hubbard (SH) – CEO
Euan MacLean (EM) – Finance Director
Sarah Purves (SP) – Director of Membership Support and Development
Emily Ronaldson (ER) – Executive Assistant

Apologies

Absent
Yvonne Stewart (YS) – External Trustee

1.	Welcome/Introductions AEJ opened the meeting at 1:15pm noting apologies from SG. AEJ advised AN is coming from a lecture at Kings Buildings (KB) so will be a little late and that NBB will be departing after the access break at 2:30pm. ED was congratulated in her upcoming role as a sabbatical officer, VP Welfare.
2.	Conflict of Interest None declared.
3.	3.1 Minutes from Previous Meeting, 25th January 2017 AEJ noted the minutes were approved by all via electronic business and published online on the 20 th March 2017.
	3.2 Matters Arising from Previous Meeting AEJ confirmed that no matters arising were identified.
4.	President’s Report

	<p>AEJ presented paper A noting the following sabbatical officer highlights:</p> <ul style="list-style-type: none"> • Successfully ran Sustain.ED festival. Worked with the council, other Edinburgh Student Unions and several other partners to curate a week-long sustainability event from the 16th – 18th February • The project, LiberatEd, where student led workshops push for curriculum audits to represent unrepresented voices in curriculum and pedagogy, won an award • A pilot program for subsidised Lothian bus number 41 was launched to help manage some of the overflow of students • The water fountain survey was launched with over 500 responses received so far – JK to update further in the upcoming months
5.	<p>CEO Report</p> <p>SH presented paper B updating that the University (UoE) planning round went well with a successful outcome of £100k investment in Teviot and Potterrow. SH explained that we were unsuccessful in confirming the year 2 & year 3 inflation increases however the £100k investment aims to partly offset this impact.</p> <p>SH noted that work will be done on the Nominations Subcommittee in relation to the Trustees continuing into the next academic year – this will be communicated via electronic business.</p>
6.	<p>Director Reports</p> <p>6.1 Director of Membership Support and Development Report</p> <p>SP presented paper C highlighting the following:</p> <ul style="list-style-type: none"> • The student celebration season is underway with the activities awards last week and upcoming impact awards and teaching awards. Student engagement appears to be increasing. Seeking further coverage in UoE publications • The Wellbeing Week has been handed over to student groups • The LGBT history month went well • Gather Festival has received a good level of sign up so far • 'No One Asks For It' will be rolled out in semester 2 • 'Sexcetra' is underway • The Advice Place Matrix Accreditation is coming to the end of its 3 year contract so we have applied for renewal • The Association won the NUS Scotland 'Scotland Higher Education Union of the Year' • The new sabbatical officers officially start on the 12th June • The new Representation and Democracy Manager is starting on the 3rd April <p>6.2 Commercial Director Report</p> <p>AD presented paper D highlighting the following:</p> <ul style="list-style-type: none"> • Completed the budget planning process with a new format of budgets created for individual outlets • The new outlets in KB, which opened one week later than planned, have completed their first week of trade exceeding expectations • Over 3000 have booked for graduation events in Teviot

	<ul style="list-style-type: none"> There is a reserved minute relating to the Festival planning progress, which included commercially sensitive information, which was going well and highlighted plans to invest in the Teviot Garden area
	<p>6.3 Finance Director Report</p> <p>EM presented paper E highlighting the following:</p> <ul style="list-style-type: none"> A software programme that will provide system changes in the form of end-to-end sale data, is to be purchased in due course New card payment terminals linked to tills will be rolled out across all outlets in next few weeks A lot of work is going into the statutory accounts which will be audited in May. EM will report back to the Trustee Board (TB) in September The improvement of cash review and processes is ongoing whilst currently reviewing the feasibility of delegating this to a third party There is a reserved minute relating to a staff appointment. There is a reserved minute relating to a financial claim the Association is making
7.	<p>Finance Update</p> <p>Financial Position at the End of February 2017</p> <p>EM presented paper F highlighted the accounts showed a surplus of £74k at the end of February, which is significantly ahead of budget. This is primarily due to a strong 2016 festival result and lower than anticipated central area costs. EM added the commercial areas have improved their performance of late.</p> <p>It was noted March is the last month of the financial year, however it historically could swing the bottom line of the financial year overall bringing down the current surplus, although a surplus is expected. Should we breakeven or if even we finish with a small deficit, this is still well ahead of the projected budget of £210k in deficit.</p> <p>EM updated that we continue to have a positive cash balance position noting cash around £300k on the previous year with the balance sheet getting stronger.</p>
ERW arrived 1:50pm	
8.	<p>Presentation of Students' Association Satisfaction Survey Results 2017</p> <p>ERW gave a presentation of the results of the recent Students' Association satisfaction survey.</p> <p>JH queried why responses had increased to which ERW speculated it was because we had the survey open for longer and was not run near exam times so in theory students had more time and were not pressurised.</p> <p>HBR queried if there was any face-to-face engagement done to which ERW advised no, only online. A discussion ensued about disengaged students and methods to address this.</p>
9.	<p>Central Area Development Plans Update</p> <p>AEJ advised the UoE Estates Committee meeting and feedback was very positive with expected final outcome on the 29th May.</p>

10.	<p>Election Update</p> <p>SP presented paper G advising the Elections Subcommittee will review the process of the 2017 elections in due course.</p> <p>There have been key changes this year such as new candidate support training on how to run, write manifestos, which had good take-up. New election regulations based on NUS best practice disallowing candidates to nominate themselves for multiple positions and removed the candidates need for signatures. A new guide was created with the sabbatical candidates manifestos and an app was launched where one could vote.</p> <p>This year there were 107 nominations for 49 positions. Our voter numbers remained steady with 5693 votes received compared to last year's 5782 concluding 89 fewer voters in 2017.</p> <p>The candidate survey is still open and so far have received good engagement, particularly the introduction of the activities reps.</p> <p>No formal complaints were received this year.</p> <p>JK and JH expressed interest in bringing in nominations earlier and bringing back candidates need for signatures.</p> <p>AN raised the importance of friends to sabbatical candidates throughout the elections therefore if a team is not permitted, it may impact outcome.</p>
11.	<p>Appointment Process of Student Trustees</p> <p>AEJ advised paper H required the TB's approval and handed over to SP to present.</p> <p>SP recapped that there was an approval of renewed Articles of Association which permitted the introduction of appointed, rather than elected, Student Trustees.</p> <p>SP advised the simplest way forward would be to amend the remit of Nominations SC so that it had the responsibility to make recommendations to the TB. SP noted the practice at other Student Association's is to elect a small group from the TB who become the selection panel. SP suggested the Nominations SC would suit this nicely.</p> <p>It was queried if the composition of questions/nature of interview would be up to the discretion of Nominations SC to which SP advised yes however with the support of the HR Subcommittee.</p> <p>HBR queried if there will be preferred candidates in terms of diversity to which SH advised yes however also noted that as the sabbatical officers rotate annually and the Trustee post durations vary, any approach would need to be reflective of a changing board during the lifetime of appointments.</p> <p>NBB requested clarification that no more student trustee roles will be advertised for election to which SP advised yes.</p>
12.	<p>Sustain.ED Update</p>

	<p>JK reported there were 33 events over 3 days in which 17 societies took part engaging with a broad range of student groups. Over 60 partnerships with local businesses were made, £12k funding was secured and there was over 3000 footfall in the Association spaces. Furthermore 3 trees were planted in the Meadows. It was well promoted so more students could get involved, overall a success.</p>
	<p>Access break taken at 2:30pm. Meeting resumed at 2:45pm with NBB having departed</p>
<p>13.</p>	<p>Budget 2017-18</p> <p>AEJ advised paper I required the TB's approval and handed over to EM to present. EM noted that the TB is to choose the financial strategy for the next financial year and highlighted the following:</p> <ul style="list-style-type: none"> • A breakeven budget is presented. EM explained there would be an underlying bottom line surplus of £90k but after project costs/non-recurring expenditure, it will bring it down to a breakeven budget. EM highlighted however that due to accounting treatment this budget generates more cash despite it being a breakeven budget with cash estimated to increase by £100k-£150k. For the record, last year we presented a £210k deficit budget therefore a breakeven budget for 2017/18 reflects an increase of over £200k on last year's position – a notable advance. It was advised there are ways to make it a surplus budget however it is recommended to focus on investing in student engagement and the Association's future • EM commented that if we were to adhere exactly to the breakeven budget, we won't have increased our reserves as per our target, as we have been doing previously, however it is believed this budget will invest to help set us up for the next few years. Our target of £1 million in reserves continues to be achievable but perhaps a few years later than the desired 2019 • Key assumptions that have been made include: - no major change from the UoE block grant, a cost of living increase as of October for salaried staff and the 5% increase of National Living Wage (NLW) for hourly staff over 21 years • The Bristo Square works which are due to end in May are viewed to have had a negative impact, particularly on Teviot footfall, during graduation time/festival which will hopefully be reversed when complete • Four new roles have been created within this budget which was noted as an additional cost however these roles will assist with student engagement thus support the Association's Strategic Plan • Investment will be made around the festival (as cited in agenda item 6.2) thus a stronger position has been budgeted for the festival 2017. Challenging targets have been set but it is believed they are achievable • Capital plan investing in fixed infrastructure has increased to £150k, part of which will go towards the festival investment as mentioned above • EM added the claim noted in 6.3 has not been factored in to this budget in case it does not transpire <p>HBR queried how we move into surplus budget going forward to which EM advised the project expenditure is non-recurring, improvement of commercial activities and the new systems management system ought to bring cost reductions as a result of that. SH added it is challenging as the UoE want to reduce the grant funding which conflates with the challenges we currently have. The Association can make savings but the gap will grow over the coming years. SH further added the medium-long term plan is the major project to redevelop Teviot and in the shorter term we are hoping to have greater commercial opportunities with the UoE. SH reflected it is a tough budget and whilst not overstated, it is optimistic.</p>

	<p>HBR further queried how much flexibility there is to which EM advised at the half-year point the budget could be reviewed and it will depend on the circumstances then.</p> <p>EM reported that the Finance Subcommittee had recommended the TB approve the breakeven budget proposal and called on a vote. All members of the TB approved.</p> <p>EM advised this will be effective as of Monday 3rd April as under the terms of Education Act the budget will go through the UoE Court at the end of April.</p>
14.	Subcommittees Update
	<p>14.1 HR Subcommittee Minutes, 2nd February 2017 There is a reserved minute relating to staffing matters as JH updated on the HR Subcommittee business.</p> <p>14.2 Trading Committee Minutes, 22nd February 2017 JK presented paper K reporting the meeting focused primarily on sabbatical work.</p> <p>14.3 Finance Subcommittee Minutes, 15th March 2017 JK presented paper L highlighting the discussion around the removal of the minimum card spend and if this had increased sales.</p>
15.	Legal & Risk Update None.
16.	AOB None.
<p>AEJ closed the meeting at 3:55pm and thanked all for attending noting the next meeting will take place on Monday 22nd May at 1pm in the Balcony Room</p>	