

Minutes of the **Trustee Board Meeting** held on  
**Monday 29<sup>th</sup> of July 2019**  
Bell Room, Pleasance Sports Complex & Gym

<b>Present</b>
<b>Andrew Wilson (AW)</b> – President (Chair)
<b>Stephanie Vallancey (SV)</b> – VP Education
<b>Oona Miller (OM)</b> – VP Welfare
<b>Rosheen Wallace (RWA)</b> – VP Community
<b>Bethany Fellows – (BF)</b> - VP Activities & Services
<b>Adam Turner (AT)</b> – Student Trustee
<b>Tannya Gaxiola (TG)</b> – External Trustee
<b>Stewart Goldberg (SG)</b> – External Trustee
<b>Levi Pay (LPa)</b> – External Trustee

<b>In Attendance</b>
<b>Stephen Hubbard (SH)</b> – CEO
<b>Sarah Purves (SP)</b> – Director of Membership Support and Development
<b>Michelle Berry (MB)</b> – Director of Commercial Services
<b>Emma Robertson - Werner (ERW)</b> – Director of Marketing and Communications
<b>Ross Wilson (RW)</b> - Director of Marketing and Communications (Maternity Cover)
<b>Euan MacLean (EM)</b> – Director of Financial Services
<b>Laura Power (LP)</b> – Executive Assistant (Minutes)

<b>Apologies</b>
<b>None</b>

		<b>Action</b>
<b>1.</b>	<p><b>Welcome/Introductions</b></p> <p>AW welcomed the group noting the change in meeting venue as being outside Baristo at Potterrow rather than the Bell Room, Pleasance as specified on the agenda.</p> <p>AW pointed out that the last minute change in meeting venue was to incorporate a tour of Teviot into the Pleasance tour, for the Festival.</p> <p><u>1.1 Outline of Business</u></p> <p>AW introduced SH and MB, who would now lead the Festival tour of Teviot and Pleasance.</p>	
<b>2.</b>	<p><b>Tour of Teviot and Pleasance</b></p> <p>SH and MB lead the tour of Teviot and Pleasance, highlighting changes that have been made in order to stand out from Underbelly.</p>	

	SH and LPa raised questions regarding the contract between the University, Gilded, Pleasance and the Association to which, SH explained how the companies co-operated with each other.	
<b>3.</b>	<p><b>Standing Business</b></p> <p><u>3.1 Conflict of Interest</u> No conflicts of interest were noted.</p> <p><u>3.2 Matters Arising</u> None</p>	
<b>4.</b>	<p><b>Minutes from Previous Meeting, 27<sup>th</sup> May, 2019</b></p> <p>All noted the minutes had been approved via electronic business.</p>	<b>APPROVED</b>
<b>5.</b>	<p><b>President's Report – Paper B</b></p> <p>AW asked the attendees if there were any questions regarding the President's report, after highlighting the importance and relevance of ongoing work relating to the cost of living in Edinburgh.</p> <p>The following points were then discussed:</p> <p><u>5.1 Climate Emergency Stance</u> AT noted that the Scottish Government have declared a climate emergency and asked where the Association stood on this matter. RWA stated the Association has declared a climate emergency but the University has not. Meetings are taking place between RWA and the University to discuss this matter.</p> <p><u>5.2 Format of the President's Report</u> AT noted that it would be good to see, in the President's report, smaller summaries for each Sabbatical Officer and then perhaps a summary at the end with key themes. AW to make this suggested change.</p> <p>AW asked if the Board would like to see a breakdown of how the president spent his time in the President's report. AT commented that this might be best suited to Student Council and is not required to be seen by the Board. AW to take forward to Student Council.</p> <p><u>5.3 Test Your Own Drug Kits</u> LPa noted that promoting these as an Association may conflict with the University's zero tolerance drug policy. This is a subject that has sparked media interest in recent years.</p> <p>MB noted that other Associations are known to distribute these kits and noted that former VP Welfare Kai O Doherty did some work on the distribution of these kits previously. AW to complete some research in this area.</p>	<p><b>AW</b></p> <p><b>AW</b></p> <p><b>AW</b></p>

	<p>AT commented that it is important the campaign is worded right in the fact the Association is not promoting the kits but making them available in a bid to reduce harm.</p> <p>BF raised the question of legal responsibility to ensure the kits were not faulty and gave a correct reading. AW noted this concern, for future research.</p>	
<p><b>6.</b></p>	<p><b>Chief Executive Report – Paper C</b> SH highlighted the points below from Paper C:</p> <p><u>6.1 University Planning Round</u> SH informed attendees that the University has invited the Association to discuss how to streamline this process to result in a more efficient timeline.</p> <p><u>6.2 Festival operation in Bristo Square</u> There is a reserved minute relating to commercial competition during the Festival operations.</p> <p>MB noted that the Association is in a better position regarding the Festival than last year, due to forward planning and the assumption that Underbelly would again be in Bristo Square this year.</p> <p><u>6.3 Real Living Wage</u> Discussions occurred on what the cost would be to the Association if it was able to give hourly staff the Real Living Wage. EM noted that costs would be significantly higher as salaried roles (both at the RLA level and immediately above 'the differentials) would need to be taken into consideration as well. At this moment in time the Association is not in a position to make this commitment although a strategy to reach the Real Living Wage is in place, it may take some time to reach.</p> <p>It was noted that the topic of the Real Living Wage may come up at University meetings if the Sabbatical Officers are focusing on the cost of living, this year. Indeed the Association was in early discussions with the University on how to bring about the shared aspiration of paying the RLA sooner than the current forecast.</p> <p><u>6.4 Kings Building Update</u> KB Centre Shop and the Wrap Bar has now moved to the temporary location in the Mary Bruck Building, and we have agreed heads of terms for an ultimate location within the Nucleus building. However the KB House refurbishment has now moved down by 5 years, in the University prioritisation list. Discussions are ongoing as to what this means for the Association.</p> <p>There is a commercial sensitive minute relating to the Associations operations at Kings Buildings.</p> <p><u>6.5 Teviot Redevelopment</u> SH notified the group that the Teviot Redevelopment start date is now likely to be Sept 2020 which represents a delay of a year over the last noted plan. The 1 George Sq. Student Services Centre element is likely to be delayed for 5 years. The</p>	

	<p>University was now also developing a wider strategy for the central area, which had been one of the Associations objectives for the scheme to provide assurance on the surround developments.</p> <p><u>6.6 NSS Survey Results</u> Discussions occurred around the questions regarding the Association in the NSS survey, the position of the questions in the survey and whether the representation question is a true reflection of the student body's thoughts regarding representation or if indeed other elements of the Association are unsatisfactory, such as the catering outlets etc.</p> <p>It was also noted that there were fewer negative comments from students regarding the Association this year than any other year and only 11 students said we didn't represent them in free text comments – an improvement on previous outcomes.</p> <p><u>6.7 FLOW Training</u> AW noted that improvements could be made to the equality and diversity module, in FLOW.</p> <p>MB noted that the modules in FLOW are in a more basic form due to the online aspect of it and more in depth training on equality and diversity will be completed in face to face training. All noted that this was acceptable.</p>	
7.	<p><b>Finance Report – Paper D</b> EM gave an overview of the current picture of the Students' Association's finances, noting changes in the cash room process for the Festival and the appointment of an external company to help in the cash rooms during this time.</p> <p>As more upfront cash was required for the floats in tills than anticipated, cash figures are lower than forecasted, EM noted, but still no overdraft is required from the bank at this stage, however it would not be beneficial to hold less cash than we are currently holding.</p>	
8.	<p><b>Legal &amp; Risk Update</b> EM noted that there were no legal updates to share.</p>	
9.	<p><b>Organisational Review – Paper E</b> SH noted Paper E and gave an update on the organisational review timelines, noting that it is behind schedule and the need to make more savings.</p> <p>There is a reserved minute relating to commercial sensitive matters, staffing matters and University negotiations.</p> <p>ERW noted that options are being looked into which will satisfy student needs whilst still making savings.</p>	

	Discussion then arose around staff morale and possible ways to boost it. However, it was decided that at present it was not appropriate to some changes with perceived monetary impact due to the circumstances.	
<b>10.</b>	<p><b>Marketing Presentation</b></p> <p>ERW presented an overview of the Marketing team, activities the Marketing team are working on and its long term goals.</p> <p>LP to circulate Marketing presentation and finalised strategic plan.</p>	<b>LP</b>
<b>11.</b>	<p><b>AOB – None</b></p> <p>AW asked all staff to leave the meeting so that the reflection session with Board members could commence.</p>	
<b>AW closed the meeting, noting the next Board meeting would be in September</b>		