

Present:	Hugh Murdoch Alex Munyard Lucy Eskell Aurora Adams Stewart Goldberg Melissa Highton Jeannie Hyslop Parsons	President Vice President Academic Affairs Student Trustee Student Trustee External Trustee External Trustee Student Trustee
In Attendance:	Stephen Hubbard Euan MacLean Sarah Purves Conrad Jones Julie Sanderson	Chief Executive Finance Director Acting Director Representation, Student Support & Activities Commercial Director Executive Assistant
Apologies	Douglas Blackstock Nadia Mehdi Kirsty Haigh	External Trustee Vice President Societies & Activities Vice President Services

1.	<p>Welcome/Apologies/Introductions HM welcomed everyone and opened the meeting at 1pm. HM noted apologies had been received from Douglas Blackstock, Kirsty Haigh and Nadia Mehdi. HM informed the Board that MH been offered a job at the University of Edinburgh, starting in July, so will be unable to continue to sit on the Board.</p>	
2.	<p>Standing Business 2.1 Conflict of Interest LE updated that she was a Director of the Student Housing Co-op. JS to add this to the Register of Interest.</p>	JS
3.	<p>Minutes from previous meeting, 16 January 2014 A revised set of minutes were tabled which included a minor amendment to the ones that were circulated. Point 10.4: HM updated that KH will present the paper on Trading Committee at the next meeting. Point 12.1 JHP has prepared a proposal on publication of the Board minutes and will be discussed under AOB. The minutes of 29 January were approved.</p>	KH
4.	<p>President's Update HM updated that the Elections had taken place, and the new sabbatical officers were: Briana Pegado – President Tasha Boardman – Vice President Services Dash Sekhar – Vice President Academic Affairs Eve Livingston – Vice President Societies & Activities</p> <p>They, and the incoming student trustees, will be invited to the next Board meeting in May as observers. There was a good array of candidates however HM added that he was disappointed with the turnout which was 1000 votes less than last year. Since the last Board meeting, Hona-Luisa Cohen-Fuentes has resigned as a Student Trustee and her position was filled in the Election. HM apologised for the irregular contact and updates between meetings however assured everyone this would be rectified. LE requested an induction with the current and incoming student trustees. HM updated that SH and SP were currently working on the induction process and that this would be included.</p>	
5.	<p>Budget 2014/15 EM presented the Budget for 2014/15. EM explained that the budget process began in January, and that it had been put together from the ground up with the Heads of Department, Senior Management Team, and SH. The Budget shows a surplus of £60k which ties in exactly with EUSA's 5 year recovery plan. EM added it was a budget that he believes is challenging yet achievable. There are assumptions included in the budget which are highlighted in the summary:</p>	

	2014/15 impact	Annualised impact	
No significant structural changes applied	n/a	n/a	
2.0% block grant increase assumed from 1 August	+ £30k approx.	+ £46k approx.	
£56k additional grant towards pension costs assumed from 1 August	+ £40k	+ 56k	
2.0% cost of living increase for all salaried staff	- £40k approx.	- £60k approx.	
2.5% National Minimum Wage increase from October 2014	- £11k	- £22k	
£44k investment expenditure rolled forward into 2013/14	+ 44k	+ £44k	
EM highlighted the Note in the Summary:			
<i>“Investment expenditure £44k related to investment in PCs, Zonal tills for Festival and refurbishment of the Library Bar, originally scheduled for 2014/15. These have been moved forward into 2013/14.”</i>			
<p>The Budget was presented and approved by the Finance Subcommittee on 6 March, and EM invited the Trustee Board to approve the Budget for 2014/15.</p> <p>SG commented that he was being asked to approve a budget without the existence of an Operating Plan which concerned him. EM responded that the greatest share of EUSA’s useable income was from the University Block Grant. The net commercial income has been the subject of focus over the past year, with trading opportunities pursued and costs squeezed. For instance EUSA had increased its usable income as a result of the decision to close both the Dome Store and The Chocolate Moose and lease the space to external companies. SH agreed that there was no operating plan formally documented and circulated and this was not ideal.</p> <p>LE queried the £14k of the Library Bar refurbishment. CJ explained it was important to be ahead of maintaining the furnishings, and that the cost was for the recovering of the chairs.</p> <p>LE requested a calculation of living wage cost to bring to the next meeting. HM added that the discussion on being a living wage employer should be brought back to the table. The Board agreed that EM would bring this to the next meeting in May.</p> <p>HM stated he was keen to follow up on the points made by SG regarding Operating Plan. SG added that it should be stated in the budget year what the plans are for each department. CJ updated that there were opportunities not included in the budget. As a result of further discussions it was agreed that SH and CJ would write a narrative on the income side and bring to the next Board meeting.</p> <p>The Trustee Board approved the Budget for 2014/15.</p> <p>AM left the meeting at 135pm.</p>			
6.	CEO Report		EM
	<p>SH presented his Report and highlighted the key themes since he started on 2 February. The only unresolved issue at the time of writing the report was whether a sabbatical could serve for a second term. Due to the outcome of the Elections there is no immediate pressure to resolve this however SH stressed that it should be looked at in the near future. The new Articles of Association does suggest an officer can stand for a second term however this does not fall in line with the University’s Laigh Year regulations.</p> <p>AA asked for update on discussions with the University regarding the issue. SH updated that he had informed the University of the situation, and the response was to wait until after the Elections, however the Laigh Year clearly states it would not be allowed.</p> <p>SH added that the problems still exist and need to be addressed. AA stated that the precedence has been set that a sabbatical can run for a second term so it will come up again. Following further discussions the Trustee Board agreed that SH would write a briefing paper articulating the situation following on from his previous email and bring to the next meeting for discussion.</p>		SH/CJ Approved
7.	Block Grant Submission		
	7.1 Commercial Director Report		
	<p>CJ presented his report and highlighted the trading surplus was up on last year. One of the highlights was the Rizzle Kicks performing in the Venue, a booking that was taken on the back of the HMV Picture House closing down.</p> <p>Catering has been seeing some movement with new stock take procedures however CJ brought the Board’s attention to the ongoing issue regarding the catering option at New College so need to</p>		

	<p>formulate how this will run in future. CJ stressed that the discussions are ongoing and are sensitive. Retail sales are down on last year due to the loss of the Dome Store and The Chocolate Moose. With regards to the lease agreements CJ reported that the solicitors for the dentist are proving to be argumentative and, as a result, CJ has handed the negotiations to our solicitors, and hope to have the agreement signed next week.</p> <p>There was a reserved item relating to a new commercial opportunity.</p>	
	<p>7.2 Acting Director Representation, Student Support & Activities Report</p> <p>SP presented her Report and gave an update on the Strategic Review. SP highlighted that the Trustees will be involved when Redbrick come up on 26 May. SP will circulate dates and further information to the Trustees. SP added that they were also looking at some external support to facilitate the pulling together of the plan.</p> <p>The Advice Place was assessed for Matrix Accreditation in February and successfully achieved the award.</p> <p>SP updated there have been some complications regarding staffing in Volunteering, and the team have been without a manager for 6 weeks. As a result of the ongoing issues, the Volunteering Manager post has been advertised.</p> <p>SP reported that the Sports Union and CSE seem to be keen to collaborate and develop stronger links so currently looking at different opportunities to work together.</p> <p>LE requested clarity with regards to the status of the Elections Subcommittee and the policy that was passed at Student Council regarding the Election Regulations. HM confirmed that the initial work would be done by staff. Any amendments would then be taken to the Elections Subcommittee for discussion, with final approval from Student Council.</p> <p>SP to follow up whether a post-election survey will be going out to candidates.</p>	<p>SP</p> <p>SP</p>
	<p>7.3 Finance Director Report</p> <p>EM presented his Report and highlighted that the current year surplus was £599k (last month was £618k; last year was £124k). The cash position is positive and the overdraft facility has only been used for 4 or 5 days, and currently stands at £525k cash balance as of today. The next block grant payment is due 1 May.</p> <p>Reserved Minute – The Finance Director updated on specific discussion around the banking facilities of EUSA and a possibility of changing banks.</p>	
8.	<p>Block Grant Submission Update</p> <p>SH reported there was a process to the Block Grant submission which is continuing. The final document is due to be submitted on Friday, and the last part of the feedback was on Monday. From the original draft the comments have been relatively positive. The application includes additional support for Volunteering, as well as support for Welfare and The Advice Place. The Block Grant also includes a request £25k funding to improve EUSA's finance systems, as well as £56k to support the additional pensions contributions. Overall the meetings have been positive. SG questioned if SH had been given a steer by the University. SH confirmed they had and been given a fairly strong indication the submission should be well received.</p> <p>SH stated he was willing to share the final document confidentially. SH to circulate to the Trustees. In response to a question from LE, SH stated that the Block Grant includes quite specific areas which we understand the University would wish to fund.</p>	<p>SH</p>
9.	<p>Reserved Minute – HM updated on a Staffing item</p>	
10.	<p>Incorporation Update</p> <p>EM reported everything was on track for Incorporation to take place on 1 April and that all the key issues have either been dealt with or are currently being done however EM reassured the Board there was nothing that would halt the changeover.</p>	
11.	<p>Elections Update</p> <p>SH gave a verbal update on the statistics of Election turnout and highlighted the initial observations as pulled together by Niamh Maynard, Deputy Head of Marketing Sales & Communication:</p> <ul style="list-style-type: none"> • <i>Final voting total was 4921, last year was approx.5700</i> • <i>We are not really engaging with part-time students</i> • <i>Students who do not define as part of certain groups are voting for them, for example, men voting for Women's Convenor, and non-part time students voting for Mature and Part-time</i> • <i>We seem to be doing well with International students but further comparison with the University numbers for International students would be needed</i> • <i>We do a lot better with female students over male, but again, further comparison with the University demographics would be needed</i> • <i>Students from across the University are participating in the Association-wide ballots, but when it comes to their own school, the majority do not vote despite already being on the voting page</i> <p>SH proposed that the above findings should be taken to the Elections Subcommittee for further discussion. SH added that the Marketing department could put together a narrative report for circulation. The Board agreed this would be useful.</p> <p>Reserved Minute – The board discussed concerns about conduct during the elections. It was noted elements of these were still subject to investigation and also possible appeals.</p>	<p>SH</p>

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<p>stated that it was a corrupt decision but was a long time ago. LE requested some protocol on dealing with such issues. HM to consider how to progress this.</p> <p>15.3 Actions HM summarised from the AOB discussions the following actions:</p> <ul style="list-style-type: none"> • Include guiding principles at a seminar which covers how the trustees should operate. HM requested that the Trustees send him their comments and input to the above no later than Friday 28 March. • Look at using case studies, for example, the SABMiller issue. • Look at scheduling the session prior to the next Trustee Board meeting on 21 May – 12-1pm session, followed by Board meeting at 1pm • Send the Trustees a request for agenda items prior to papers being circulated. 	<p>HM</p> <p>All</p> <p>JS</p> <p>JS</p>
<p>HM thanked everyone for attending and closed the meeting at 338pm.</p>	

Signed: _____ Date: _____
(Chairperson)