



Minutes Book 2010-11

- *Executive Committee*
- *Trustee Board*

Association Meeting Minutes 2010-11

1. Executive Committee Meetings

<i>Meeting 1</i>	-	2
<i>Meeting 2</i>	-	4
<i>Meeting 3</i>	-	7
<i>Meeting 4</i>	-	11
<i>Meeting 5</i>	-	15
<i>Meeting 6</i>	-	19
<i>Meeting 7</i>	-	23
<i>Meeting 8</i>	-	26
<i>Meeting 9</i>	-	29
<i>Meeting 10</i>	-	34
<i>Meeting 11</i>	-	37
<i>Meeting 12</i>	-	40
<i>Meeting 13</i>	-	44
<i>Meeting 14</i>	-	47

2. Trustee Board Meetings

<i>Meeting 1</i>	-	48
<i>Meeting 2</i>	-	52
<i>Meeting 3</i>	-	58
<i>Meeting 4</i>	-	64
<i>Meeting 5</i>	-	71

**MINUTES OF 1ST EXECUTIVE COMMITTEE MEETING
THURSDAY 8 JULY 2010
PRESIDENTS OFFICE**

1. ATTENDANCE

Present:

Philip Whyte	President
Gill Currah	Vice President Activities & Development
Iain Pullar	Vice President Services
Yousuf Kerr	Vice President Sports, Physical Activities & Wellbeing
Charandeep Singh	Vice President Equality & Diversity
Graeme Allan	Vice President Education & Representation

In Attendance:

Ian McCartney	Acting Chief Executive
Al Wilson	Engagement & Support Manager (Item 4 only)
Audrey Murray	PA to the Trustees - Minute Taker

2. MINUTES OF PREVIOUS MEETING

a) Matters of Accuracy: None

b) Matters Arising:

- i. Item 9 VPSD to issue an email to individual military groups with regard to Student Policy for attending Freshers' Week
(Email sent)
- ii. Item 11 The acting Chief Executive to circulate details for centralising of Financial procedures to the Executive
(Dealt with in Agenda, Item 4)

Proposed: VPSPAW Seconded: VPED

3. CORRESPONDENCE

The President received a Thank You letter from Tony Polden for his Honorary Life Membership card, following his nomination at SRC 7.

4. OFFICER PROPOSALS

This item will be dealt with at the end of the Agenda

5. PO PROCESS

The Acting Chief Executive circulated a paper and gave an overview covering the Revised Purchase Order Processing Procedures for Sage 200, as compiled by the Financial Accountant. The new system is being implemented and is scheduled to go live on 1 August 2010.

Following discussion, the Executive **agreed** to the proposals.

6. UNION SHOP

Following discussions with the Acting Chief Executive and the Leaseholder of the Union Shop regarding renewal of the Lease, due on 31 July 2010, the Executive were presented with a proposal paper. The Acting Chief Executive gave a summation of discussions, to which the Executive **agreed** for the proposals to be introduced next year.

- 6a.** The Nat West Bank lease was also discussed. Having taken advice from BTO Solicitors, if the Lease is unconfirmed by the 31 July 2010, the agreement still in place will stand for the next 5 years, including a 6 month contractual clause.

7. A.O.C.B.

- i. Following discussions about two proposed design options for Level 7, the Executive **agreed** on Option 5. The Vice President Sports, Physical Activities & Wellbeing agreed to move to the first office within the Sports Union Area and requested additional computers be included within the area.

Action VPAD to circulate Option 5 to the SRC distribution for feedback by 20 July 2010

The Vice President Sports, Physical Activities and Wellbeing also requested a Trophy Cabinet to be erected on Level 7.

Action The Acting Chief Executive to seek a quote for a Trophy Cabinet from the Facilities Manager

- ii. The Vice President Education & Representation sought the Executive's approval to consider purchasing a new Graduation robe, due to the unkempt condition of the current one. Figures had been requested from the Ceremonial Office, but had not been supplied in time for the meeting. The Executive decision depended on the outcome of these figures.

4. OFFICER PROPOSALS

The Engagement & Support Manager joined the meeting for this item.

To allow a Calendar of Association Events for 2010/11 to be compiled by the Engagement & Support Manager, events discussed at Residential Training and the Staff Away Day, as well as the individual proposals submitted by each Officer, will be compiled and distributed.

- 8. DATE OF NEXT MEETING – To be confirmed**

**MINUTES OF 2nd EXECUTIVE COMMITTEE MEETING
FRIDAY 23 JULY 2010
ANDREW HAMNETT DEBATES CHAMBER**

2. ATTENDANCE

Present:

Philip Whyte	President
Gill Currah	Vice President Activities & Development
Iain Pullar	Vice President Services
Yousuf Kerr	Vice President Sports, Physical Activities & Wellbeing
Charandeep Singh	Vice President Equality & Diversity
Graeme Allan	Vice President Education & Representation
Neil Campbell	Past President

In Attendance:

Ian McCartney	Acting Chief Executive
Al Wilson	Engagement & Support Manager (Item 8 only)
Audrey Murray	PA to the Trustees - Minute Taker

2. MINUTES OF PREVIOUS MEETING

a) Matters of Accuracy: None

b) Matters Arising:

- i. Item 7 VPAD to circulate Option 5 to the SRC distribution for feedback by 20 July 2010
(Done – details in VPAD report)
- ii. Item 7 The acting Chief Executive to seek a quote for a Trophy Cabinet from the Facilities Manager
(Facilities Manager on holiday, therefore dealt with next week)

Proposed: VPS Seconded: VPED

3. EXECUTIVE REPORTS

PRESIDENT:

Report submitted, plus:

The President expanded on the SUMSA incident and explained that a complaint had been lodged by the President of SUMSA following two Police Officers accessing their premises within the St Paul's building and forcing locked rooms to be opened. When the local Community Officer, PC Stephanie Ross, was asked about this incident, she contacted her colleagues, but no record was made of anyone accessing the premises. The conclusion was that either Police Officers had been impersonated or were out with their jurisdiction, both of which caused concern and will be monitored by the Police. It was agreed that in future when Police needed access, either the President or Acting Chief Executive would accompany them.

Vice President Activities & Development:

Report submitted, but no questions asked

Vice President Services:

Report submitted, but no questions asked

Vice President Equality & Diversity:

Report submitted, but no questions asked

Vice President Education & Representation:

Report submitted, but no questions asked

Vice President Sports, Physical Activities & Wellbeing:

Report submitted, but no questions asked

Acting Chief Executive:

Report submitted.

Solicitors, BTO, have been consulted regarding the Nat West Lease, since no notification has been received. The advice given is that the current Terms of Agreement for the Lease, with a 40 day notice period, continues until 31 July each year.

4. GOWN PURCHASE

VPER sought Executive approval to purchase a new Ceremonial Gown, at a cost of £315, due to the unkempt condition of the current robe. Following discussion, it was agreed to defer the decision until October, following Freshers'.

5. HONORARY LIFE MEMBERSHIP

The request for Lucy Alder to receive an Honorary Life Membership was **agreed** by the Executive.

The process has to be reviewed for future requests.

6. DISCUSSION OF PROPOSED MOTION

The Students with Disabilities Convenor requested the banning of Strobe Lighting at Association events, due to the risk of Epilepsy to Students.

Various suggestions were discussed ranging from Students who suffer from Epilepsy making Security and Staff aware of their presence within the building, to amending the contracts of Bands, possibly at the last minute, to cancel the use of this lighting. Following discussion it was agreed that further information was required before making a decision.

Action **VPED to research more information from Epilepsy Scotland on Strobe Lighting Guidelines for frequency and duration**

VPED to discuss findings and options with the SWD Convenor

7. A.O.C.B.

- i. The Past President sought Executive feedback on the format of the new Forum and Question Time meetings. It was suggested to include the Jordanhill Campus as a venue, but availability of Students during term time was problematic.

Action **The Past President to contact HASS Faculty for available windows of time when Students' would be on Campus at Jordanhill.**

- ii. Election planning was also discussed and with the feedback given by the Executive, the Past President and Engagement & Support Manager will check logistics and inform the Executive of their decision.
- iii. The Executive were asked to consider having some meetings recorded or indeed streamlined live, either by the Film & TV Group or Fusion. They agreed to consider proposals.
- iv. The Vice President Education & Representation, taking into account the SUEI Report, wanted clarification of how to feedback to the Executive following University meetings. The Acting Chief Executive explained that the Engagement & Support Manager already had a Pro Forma and he would ask for this to be circulated and explained to the Executive to encourage uniformity and consistency.

A Pro Forma topic will be included on the next Executive meeting Agenda.

Action The Acting Chief Executive to ask the Engagement & Support Manager to explain the Pro Forma process to the Executive

- v. With regard to the forthcoming first Trustee Board Meeting on Tuesday 17 August, the Executive were requested to consider any Agenda items to be included. Relevant papers will be distributed prior to the meeting to allow preparatory time.

Action The Acting Chief Executive to circulate proposed format of the forthcoming Trustee Board Meeting to the Executive

8. OBJECTIVE SETTING

It was agreed to hold a separate meeting at 1245 in the Arbuthnott, to which the Engagement & Support Manager attended.

The Executive Objectives for this year, once finalised, will be the basis for Departmental Objectives, cascading down to form Staff Objectives. The four year Strategic Plan format will be used to incorporate the Executive Manifesto pledges.

Following a brainstorming session, the Acting Chief Executive offered to collate all the information for subsequent distribution to those at the meeting. The Executive were encouraged to think ahead about how this feedback could be incorporated in each of their remits.

The next meeting is planned for Friday 30 July.

The Association Calendar of Dates was also discussed and amended. The Engagement & Support Manager plans to have this finalised and issued next week.

The Executive were also asked to consider how many Faculty Representatives should be appointed. In line with the new Constitution, although the Executive are due to participate, it was agreed to refer the item to the Vice President Education & Representation to offer Class Reps the opportunity to attend.

9. DATE OF NEXT MEETING – To be confirmed

**MINUTES OF 3rd EXECUTIVE COMMITTEE MEETING
THURSDAY 12 August 2010
ANDREW HAMNETT DEBATES CHAMBER**

1. Philip Winn, Deputy Principal (Strategy), Samantha Mackay (Strategic Project Officer) and Jo Edwards (Policy Officer) gave a power-point presentation of the University Strategic Plan 2011-2015 to the Executive seeking their feedback. This is currently on Version 11, but following recent feedback from stakeholders a revised version is expected within two weeks. The final version will be presented to Court in November for approval and thereafter posted on the University Web page.

The group left the meeting.

2. ATTENDANCE

Present:

Philip Whyte	President
Gill Currah	Vice President Activities & Development
Iain Pullar	Vice President Services
Yousuf Kerr	Vice President Sports, Physical Activities & Wellbeing
Graeme Allan	Vice President Education & Representation

In Attendance:

Ian McCartney	Acting Chief Executive
Audrey Murray	PA to the Trustees - Minute Taker

Apologies

Charandeep Singh	Vice President Equality & Diversity
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3. MINUTES OF PREVIOUS MEETING

a) Matters of Accuracy: None

b) Matters Arising:

- i. Item 6 VPED to research more information from Epilepsy Scotland on Strobe Lighting Guidelines for frequency and duration
(The Guidelines, as stated by Epilepsy Scotland, say it is acceptable to have 5 flashes per second for 5 seconds every 30 seconds to make them compliant with regulations)
- ii. Item 6 VPED to discuss findings and options with the SWD Convenor
Action: VPED to inform the SWD Convenor of the Strobe Lighting Guidelines
- iii. Item 7 i. The Past President to contact HASS Faculty for available windows of time when Students' would be on Campus at Jordanhill.
(Done)

- iv. Item 7 iv. The Acting Chief Executive to ask the Engagement & Support Manager to explain the Pro Forma process to the Executive
(To be discussed during Agenda, Item 11)
- v. Item 7 v. The Acting Chief Executive to circulate proposed format of the forthcoming Trustee Board Meeting to the Executive
(Done)

Proposed: VPSPAW

Seconded: VPER

- 4. **Minute:** The President **witnessed** the removal of David Coyle, Chief Financial Officer, from the Nat West Change of Signing Authority form and replaced by Ian McCartney, Acting Chief Executive, as cheque signatory.

5. EXECUTIVE REPORTS

PRESIDENT:

Report submitted, but no questions asked

Vice President Activities & Development:

Report submitted, but no questions asked

Vice President Services:

Report submitted, but no questions asked

Vice President Equality & Diversity:

No Report submitted as on leave

Vice President Education & Representation:

Report submitted, but no questions asked

Vice President Sports, Physical Activities & Wellbeing:

Report submitted

With regards to Sponsorship, the Acting Chief Executive suggested discussing this with the Communications & Design Manager.

Action **VPSPAW to discuss sponsorship with the Communications & Design Manager**

Acting Chief Executive:

Report submitted

The date for applications for the IT/Web Developer's position has closed. Interviews to be arranged by HR.

6. EXECUTIVE OBJECTIVES

The President issued Draft 2 of the Executive Objectives 2010/11. Apart from small changes to the Advice & Support section, which will be dealt with when the Vice President Equality & Diversity returns from leave, the Executive **signed off** the proposals as true and accurate.

7. NUS NATIONAL DEMO

NUS are holding a national demo on 10 November 2010 in London, to which the full Executive are encouraged to attend since they will be discussing Anti-Education Funding. Further information is included in the paper issued by the President. Publicity for the "Scots on Tour" event will be issued during Freshers' to encourage hopefully 100 students to attend from Strathclyde. It is hoped that the University having joint pressure from students and UCU may close that day, but this has to be confirmed. Travel arrangements have also to be confirmed.

8. LIFE MEMBERSHIPS

Vice President Services recommended Amy Nolan for an Honorary Life Membership in recognition of her work. The Executive **agreed**

9. TELEGRAPH PROPOSALS

The Telegraph asked the Vice President Services' opinion about having two regular features posing the questions: "Favourite Tipple of the Week" and "Favourite Bar" The Executive **agreed** with the proposals.

10. STRATHCLYDE VOLUNTEERING AWARDS

Vice President Activities & Development presented an SVA+ paper to the Executive for feedback, following discussions with Careers and CAPLE. Each Forum would be encouraged to adopt and promote the proposal. VPAD was encouraged to check the criteria showing clear progression of levels, gathering relevant evidence for each stage. To attain Gold would require exemplary commitment, but could be attained in the first year if the evidence was produced.

Action VPAD to discuss adjustments with CAPLE

11. PRO FORMA

The Engagement & Support Manager is willing to explain the Pro Forma with each Officer with arrangements being made for it to be put on-line for easy access.

Action Each Executive Officer to speak to the Engagement & Support Manager for an explanation of the Pro Forma

12. A.O.C.B.

- i. As an attraction for Students, the Vice President Services plans to show live 3D football from the SKY box in the Priory onto a new Fuji TV which was purchased using the Entertainments Budget at a cost of £1500. Unfortunately the Barony cannot access the same feed, as their TV only has 2D capacity. ACE raised the point that we currently only have a Charity Licence to broadcast events, but would require a Commercial Licence to cover this proposal.

The Executive suggested VPS speak to the Trading & Operations Manager and present figures.

Action **VPS to present a Business Plan for future viewing proposals in the Priory and Barony**

VPS to check the quality of 3D material on a 2D Television and report back to Executive

ii. Vice President Activities & Development questioned access to Clubs & Societies Accounts within the new Finance System.

Action **ACE to raise issue of access to the Clubs & Societies Accounts within the new Finance System with the Financial Accountant**

13. **DATE OF NEXT MEETING – To be confirmed**

**MINUTES OF 4th EXECUTIVE COMMITTEE MEETING
MONDAY 6 SEPTEMBER 2010
ANDREW HAMNETT DEBATES CHAMBER**

1. ATTENDANCE

Present:

Philip Whyte	President
Gill Currah	Vice President Activities & Development
Iain Pullar	Vice President Services
Graeme Allan	Vice President Education & Representation
Charandeep Singh	Vice President Equality & Diversity

In Attendance:

Al Wilson	Engagement & Support Manager
Audrey Murray	PA to the Trustees - Minute Taker

Apologies

Yousuf Kerr	Vice President Sports, Physical Activities & Wellbeing
Ian McCartney	Acting Chief Executive

2. MINUTES OF PREVIOUS MEETING

a) Matters of Accuracy: None

b) Matters Arising:

- i. Item 6 VPED to inform the SWD Convenor of the Strobe Lighting Guidelines
(Following discussion with the SWD Convenor VPED issued an additional paper for discussion. It was agreed to have posters issued by Communications highlighting when strobe lighting would be in use during Freshers')
- ii. Item 5 VPSPAW to discuss sponsorship with the Communications & Design Manager
(Carried over to Exec 5)
- iii. Item 10 VPAD to discuss adjustments with CAPLE
(Done)
- iv. Item 11 Each Executive Officer to speak to the Engagement & Support manager for an explanation of the Pro Forma
(The Engagement & Support Manager plans to create a Pro Forma on the website for the Executive to post their responses, thus creating an archive copy of all the University committees, but only accessed by the Executive and the Engagement & Support Manager)
- v. Item 12 VPS to present a Business Plan for future viewing proposals in the Priory and Barony
(Dealt with on Agenda Item 5)

- vi. Item 12 VPS to check the quality of 3D material on a 2D Television and report back to Executive
(Carried forward to Exec 5)
- vii. Item 12 ii. ACE to raise issue of access to the Clubs & Societies Accounts within the new Finance System with the Financial Accountant
(The Engagement & Support Manager mentioned there had been an interim trial to access the accounts on Monday morning. Any processes will be monitored encouraging more information for the P&L)

Proposed: VPER

Seconded: VPED

3. HONORARY LIFE MEMBERSHIP

The Executive **agreed** for Amy Devlin to receive an HLM card for work contributed to the Association

4. EXECUTIVE REPORTS

PRESIDENT:

Report submitted.

The President qualifying a few points, including that Malawi will be discussed with David Gani next week about a possible joint venture with an American Institute.

Action The President to raise the use of JISCMail with NUS Scotland and feedback to the Executive

Vice President Activities & Development:

Report submitted, but no questions asked

Vice President Services:

Report submitted, but no questions asked

Vice President Equality & Diversity:

Report submitted, but no questions asked

Vice President Education & Representation:

Report submitted.

VPER explained what the acronym SPSO stood for; Scottish Public Services Ombudsman used for student complaints.

When asked about the reference regarding Representation & other themes, VPER explained discussions had been held with Saskia Hansen following difficulties with Senate. VPER offered to forward more information to VPED once feedback was received.

Vice President Sports, Physical Activities & Wellbeing:

No report submitted

Engagement & Support Manager:

No report submitted

5. 3D TV PROPOSALS

VPS issued a Business Plan requesting a decision from the Executive about purchasing two 3D Televisions for use in the Priory, taking into account there is only 1 channel available. The feed from the Priory cannot be used on the Barony projectors as they are only capable of 2D. Glasses supplied as part of the package deal would be distributed to Students after displaying their Student card. In anticipation of this being agreed, 3D features have been advertised in the Student Guide and Website.

Following discussion the Executive **agreed** to proceed with the purchase of two 3D Televisions for use in the Priory.

The President encouraged Officers to provide a brief explanation of proposed Agenda items prior to the meeting

6. STUDENT ENTERPRISE IN VERTIGO

Hannah Weall proposed a Student enterprise initiative be held in Vertigo encouraging Students to sell unwanted clothes. Since this a non-affiliated society the question of room hire cost was raised. A compromise was considered that if the space was made available for at no cost, VPS would ask for a 10% donation of the proceeds to be made to RAG. Attendees would also be offered a 20% discount off purchases from the Scene, but Publicity would have to be paid for by the organiser.

Action VPS to discuss proposals with Hannah Weall

7. FORUM PUBLICITY/PROMOTION

The Executive were encouraged to decide upon a strategy for publicising each of the Forums. The design briefs require to be given to the Design & Media Co-ordinator by tomorrow, allowing time for preparation. The posters and flyers highlighting upcoming events will be publicised at the Freshers' Fayres and on Facebook.

It was agreed to produce one generic poster, the rear of which will have information about each of the Forums. An additional flyer will be generated and on the flip side each of the six Forums will have space to highlight their events.

Action VPS, in conjunction with the Design & Media Co-ordinator, to produce a generic front for the poster and flyer.

8. JORDANHILL ATTENDANCE

Engagement & Support Staff will not be available to cover Jordanhill during Freshers', but normally offer support on a daily rota, although it is a proven fact that when the Executive attend Jordanhill there is no engagement with students. The preferred option for the Executive is to GOAT in pairs once a week highlighting any Campaigns. The lead Officer for the individual campaign will organise a rota.

9. A.O.C.B.

- i. VPAD distributed the Clubs & Societies Constitution for information only
- ii. Following attendance at a recent NSS Conference, VPER will distribute the statistics discussed to the Executive. This can be discussed at the Education Forum suggesting proposals of how to improve results.

Action VPER to issue the NSS Statistics to the Executive

- iii. VPED sought advice about working additional hours out with the Association, but due to the contractual agreement this is not allowed

- iv. **Action The President to send the completed Advice & Support information to the Engagement & Support Manager for inclusion in the Departmental Objectives**

- v. **Action The President to issue the Freshers' Rota to the Executive next week**

10. DATE OF NEXT MEETING – To be confirmed

**MINUTES OF 5th EXECUTIVE COMMITTEE MEETING
FRIDAY 17 SEPTEMBER 2010
ANDREW HAMNETT DEBATES CHAMBER**

1. ATTENDANCE

Present:

Philip Whyte	President
Gill Currah	Vice President Activities & Development
Iain Pullar	Vice President Services
Graeme Allan	Vice President Education & Representation
Charandeep Singh	Vice President Equality & Diversity
Yousuf Kerr	Vice President Sports, Physical Activities & Wellbeing

In Attendance:

Ian McCartney	Acting Chief Executive
Al Wilson	Engagement & Support Manager – Item 5, 6 and 9 only
Sara MacLean	Academic Representation Co-ordinator – Item 5 only
Audrey Murray	PA to the Trustees - Minute Taker

2. MINUTES OF PREVIOUS MEETING

- a) Matters of Accuracy:
- i. Exec 4 Item 2.b.i. VPED arranging for the website to inform students when strobe lighting will be used for events
- b) Matters Arising:
- Two items carried over from the 4th Executive meeting:
- i. Item 5 VPSPAW to discuss sponsorship with the Communications & Design Manager
(Done)
 - ii. Item 12 VPS to check the quality of 3D material on a 2D Television and report back to Executive
(No check required as Sky is providing an extra box)
- From 5th Executive meeting:
- iii. Item 4 The President to raise the use of JISCMail with NUS Scotland and feedback to the Executive
(Link sent and Executive urged to sign up)
 - iv. Item 6 VPS to discuss Student Enterprise proposals with Hannah Weall
(Discussion held and advertising being arranged)
 - v. Item 9 ii. VPER to issue the NSS Statistics to the Executive
(Due to IT problems this has to be completed)
 - vi. Item 9 iv. The President to send the completed Advice & Support information to the Engagement & Support Manager for inclusion in the Departmental Objectives
(Done)
 - vii. Item 9 v. The President to issue the Freshers' Rota to the Executive next week
(Done)

Proposed: VPAD

Seconded: VPER

3. CORRESPONDENCE

None

4. EXECUTIVE REPORTS

PRESIDENT:

Report submitted

The President explained that the Sutton Trust was a charity dealing with research and policy for access to Higher Education for students from a low socio/economic background. A paper which has been discussed with the University, is available on request.

Action The President to forward the Funding/Graduate Tax briefing to the Executive

Vice President Activities & Development:

Report submitted, but no questions asked

Vice President Services:

Report submitted, but no questions asked

Vice President Equality & Diversity:

Report submitted, but no questions asked

Vice President Education & Representation:

Report submitted.

Only one Vice Dean has confirmed his participation in Class Rep training, but another two are being encouraged.

Vice President Sports, Physical Activities & Wellbeing:

Report submitted

VPSPAW confirmed that the Youth Sport Trust is being held on 11 March 2011. In conjunction with the Community Engagement Co-ordinator and Sally Nicholson, Schools and Colleges Liaison Service, an invitation publicising the event will be distributed to every secondary school through the Active Schools Network

Acting Chief Executive:

Report submitted

ACE explained that since the Finance system was problematic, as mentioned in the report, the Finance Manager is prioritising information required by the Auditors, with Finance Staff concentrating on solving operational problems which are hoped to be rectified by mid October. If anyone requires results these are available on request from Finance; including the sales figures required by VPS. Authorising of requests should not be an issue. VPSPAW enquired about a Sage Licence for Level 7, which ACE will look into, although it was agreed to review the position for Sports and Clubs & Societies at Christmas.

Lessons have been learnt with regard to implementing major changes to the Financial System and would not recommend Year End. It is recognised that a new system should have been purchased sooner avoiding running the Association with an outdated system.

Action Acting Chief Executive checking availability of an additional SAGE Licence for Level 7

Engagement & Support Manager and Academic Representation Co-ordinator joined the meeting

5. TEACHING EXCELLENCE AWARDS 2010/11

The President outlined the Teaching Excellence Awards paper. Since this is in partnership with the University, confirmation of categories and a reviewed nomination process are required prior to the Education Strategy Committee in October.

Following discussion, the Executive agreed that there should be 5 Categories with one over-all award. The staff nominated and short-listed would be invited to the Award Ceremony on 18 May 2011 in Vertigo, with awards presented by Faculty Reps. Campaigning will begin in Semester 2, with sponsorship not recommended for this year's awards.

Action VPER clarifying arrangements for next year's Teaching Excellence Awards

Academic Representation Co-ordinator left the meeting

6. THE FUTURE OF HLMs

The Executive **agreed** that nominees would only warrant an HLM if an outstanding contribution had been made to the Association, with numbers limited to four or five a year and presented at Exec Meets Exec.

The Executive would still automatically qualify for an HLM at the end of their term.

Since the Engagement & Support Manager was available it was agreed to bring Item 9 forward

9. SPORTS UNION MEMBERSHIP & ISSUES

The Vice President Sports, Physical Activities & Wellbeing highlighted that there was a problem with membership sign-ups on the Sports Union website. There have also been additional website problems with the module within the system. The issue of having no Web Developer will be resolved on 4 October.

Engagement & Support Manager left the meeting

7. SOCIAL NETWORKING

A discussion followed regarding the Executive usage of Twitter via the Barony Bar Webpage, as the preferred option for social networking. Clear guidelines are necessary for Executive usage with regard to updates and profiles, accepting these require to be continually updated.

Action VPED to monitor usage of Twitter

ACE to discuss the proposal of Twitter usage with IT for Campaigns starting in Week 3

VPED to arrange for Blogs to be taken off the website

8 FINANCE SYSTEM

Discussed in Item 4, Acting Chief Executive report

10. A.O.C.B.

- i. VPS has issued the Freshers' rota
- ii. The Vice President Sports, Physical Activities & Wellbeing expressed concern about the new Sports Centre and a decision by Court to put EDF 2 CAPEX projects on hold due to financial constraints. VPSPAW wanted to launch a campaign against the decision at the Freshers' Sports Fayre. ACE suggested a discussion at the Forum would be an appropriate platform.

The Executive required more information to allow them to prioritise campaigns, but agreed to raise awareness about the Sports Centre.
- iii. Sleep over kits are to be included in Freshers' Goody Bags; giving off a responsible message

11. DATE OF NEXT MEETING – To be confirmed

**MINUTES OF 6th EXECUTIVE COMMITTEE MEETING
THURSDAY 7 OCTOBER 2010
ARBUTHNOTT MEETING ROOM**

1. ATTENDANCE

Present:

Philip Whyte	President
Gill Currah	Vice President Activities & Development
Iain Pullar	Vice President Services
Graeme Allan	Vice President Education & Representation
Charandeep Singh	Vice President Equality & Diversity
Yousuf Kerr	Vice President Sports, Physical Activities & Wellbeing

In Attendance:

Ian McCartney	Acting Chief Executive
Audrey Murray	PA to the Trustees - Minute Taker

2. MINUTES OF PREVIOUS MEETING

- a) Matters of Accuracy:
Item 10 ii. VPSAW requested that the reference to the Principal be omitted

- b) Matters Arising:

One item carried over from the 5th Executive meeting:

- i. Item 9 ii. VPER to issue the NSS Statistics to the Executive
(Academic Representation Co-ordinator dissecting results)

Previous Action Points:

- i. Item 4 a. The President to forward the funding/graduate tax briefing to the Executive
(Done)
- ii. Item 4 b. Acting Chief Executive checking availability of an additional SAGE Licence for Level 7
(Two options are being considered by the Finance Manager; either buy an additional licence for £900 or, the preferred option, is to have FD Systems provide read-only access by the end of October)
- iii. Item 5 VPER clarifying arrangements for next year's Teaching Excellence Awards
(Done)
- iv. Item 7 a. VPED to monitor usage of Twitter
(Twitter used frequently)
- v. Item 7 b. ACE to discuss the proposal of Twitter usage with IT for Campaigns starting in Week 3
Action: Executive to agree names for Twitter Accounts with IT and Communications

Item 7 c. VPED to arrange for Blogs to be taken off the website
(Blogs on USSA Home Page will be linked to the Barony web page and constantly updated)

Proposed: VPS

Seconded: VPAD

3. CORRESPONDENCE

None

4. EXECUTIVE REPORTS

PRESIDENT:

Report submitted and added:

- a) The President confirmed that a meeting had been held with the Acting Chief Executive and the External Trustee (Finance & Audit) regarding the Financial Oversight Committee format. It is planned to hold three meetings this Academic Year:
December to discuss Policy
February/March to discuss Budgets
June to discuss Year End Results
The timings of these meetings may need reviewed around the Trustee Board dates.
- b) Clarification was given regarding the ombudsman's rejected request regarding providing Post Codes for entrants to the University. A discussion concerning this will be had with Veena O'Halloran, Director of Student Experience and Enhancement Services.
- c) Discussions have been held regarding a proposed joint venture with Georgia Tech in America, but nothing has been confirmed, although for it to progress this has to happen by the end of October
- d) The President confirmed that there would be an annual dedicated session proposed to discuss Senate Strategy
- e) A Scholarship reception, sponsored by the Alumni Office, was held on Monday involving new scholarship students and Donors

Vice President Activities & Development:

Report submitted, but no questions asked

Vice President Services:

Report submitted, but no questions asked

Vice President Equality & Diversity:

Report submitted and added:

Forum went well last night. It was agreed that it was useful to have a Policy or relevant topic to discuss

Vice President Education & Representation:

Report submitted and added:

VPER explained the use of MyPlace for training Class Reps online and the provision of a Widget for students to contact Class Reps directly.

A meeting is planned with the University tomorrow to discuss the efficient use of Estates Resources and in particular room bookings being made available for Students to book directly. This could also be useful for Clubs & Societies to be integrated.

Vice President Sports, Physical Activities & Wellbeing:

Report submitted, but not questions asked

Acting Chief Executive:

Report submitted and added:

- a) ACE clarified the position with regard to the new Finance System explaining that;
- P1 Accounts have already been distributed
 - P2 Accounts up to Freshers' will be distributed next week, including reports and Commentaries
 - P3/4 Accounts awaited, which will give an indication of how successful Freshers' Week has been financially
 - The P12 Accounts are an issue since they were produced on the old system which is now closed
 - The Audited Accounts, which will be distributed to all Trustees, offer a summation of the year, with further information available from the Finance Manager on request.

Due to the problems with the Daily Sales figures, the IT/Web Developer will attempt to resolve the system issues over the next three weeks. The Trading & Operations Manager in the meantime is issuing the figures on a weekly basis. The IT and Finance Managers are also reviewing the budget system

- b) The PA to the Trustees was omitted from the Staff Committee listing

5. SUEI

The Acting Chief Executive gave a synopsis of the distributed paper. The following topics were highlighted:

- The Engagement & Support Manager will inform the Executive once the Pro Forma is available online
- Over a third of actions already taken are important evidence, with two-thirds measured on continual review
- It was suggested that the Strategic Implementation Committee monitor progress and highlight areas for improvement
- Market Research enquiring whether more Home or Away Students participate in Student Elections is proposed for this year
- The SUEI paper will be discussed at the next Trustee Board meeting on 1 November

Action The President to circulate the NUS Election comparisons document to the Executive

6. GOWN

VPER sought Executive opinion about purchasing a new ceremonial gown, but due to financial constraints, the Executive **declined** the proposal

7. HE FUNDING

The President discussed the Education Funding paper highlighting that Scottish Unions now have the opportunity to change the way forward, considering many Stakeholders have already changed their opinion.

The Executive **endorsed** the paper allowing the President to now present it to Policy Council for discussion and approval.

8. NATIONAL DEMO

Next week the plan is to go viral by using stickers, posters and flyers to publicise the National Demo on Wednesday 10 November, which highlights the proposed Education Cuts. Thereafter, a hard pitch promotional video will be launched next week publicising the Barony web page in the hope of encouraging 100 students to sign up to attend the event.

9. A.O.C.B.

- i. ACE Review to be completed and returned by the end of 11 October
- ii. The IT/Web Developer working on the Website to avoid further crashes
- iii. The Executive agreed to have Objectives included as an Agenda item once a month at Executive meetings

10. DATE OF NEXT MEETING

The next meeting will be held on Friday 22 October, 1200-1400,

**MINUTES OF 7th EXECUTIVE COMMITTEE MEETING
FRIDAY 22 OCTOBER 2010
DEBATES CHAMBER**

1. ATTENDANCE

Present:

Philip Whyte	President
Gill Currah	Vice President Activities & Development
Iain Pullar	Vice President Services
Graeme Allan	Vice President Education & Representation
Charandeep Singh	Vice President Equality & Diversity

Apologies:

Yousuf Kerr	Vice President Sports, Physical Activities & Wellbeing
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In Attendance:

Ian McCartney	Acting Chief Executive
Audrey Murray	PA to the Trustees - Minute Taker

For invited item:

Veena O'Halloran	Director Student Experience & Enhancement Services
Tom Collins	Director Marketing & Development Services
Sam Mackay	Strategic Project Officer

Prior to Executive business the University guests were invited to explain the purpose of their visit, which concerned the Cultural Arts provision within the University and in particular the lack of use of the Ramshorn Theatre and Collins Art Gallery. Due to forthcoming changes and possible availability of funds, they were interested to hear the Executive's opinion on how they could market these facilities to students, including clubs and societies and the wider community. Through discussion it was recognised that these venues could be better utilised. Some suggestions were:

- Inviting other educational establishments to use the venues for displaying or as workshops
- Rehearsal area
- Area to promote "What's On" within the University and Students' Association
- Central ticket box office
- Coffee Shop – open to the public
- Host music events in Collins instead of Lord Todd

The invited group left the meeting

The Executive business then followed the Agenda

2. MINUTES OF PREVIOUS MEETING

a) Matters of Accuracy: None

b) Matters Arising:

Previous Action Points from Exec 5:

- i. Item 7 b. Executive to agree names for Twitter Accounts with IT and Communications
(Done)

Previous Action Points from Exec 6:

- i. Item 5 The President to circulate the NUS Election comparisons document to the Executive
(Done)

Proposed: VPER

Seconded: VPED

3. CORRESPONDENCE

As mentioned in the President's report regarding the Browne Report, correspondence was received from two Glasgow City Council Labour MPs affirming to honour the pledge

Action The President to send the aforementioned letters from Glasgow City Council Labour MPs to the Executive

4. EXECUTIVE REPORTS

PRESIDENT:

Report submitted and added:

- a) The President confirmed there was one bus filled and another started since 56 students have signed up to attend the National Demo. The University are being encouraged to agree to a blanket absence for students attending.

Action The Acting Chief Executive to speak to UCU regarding fund-raising for the National Demo event

The President to give regular updates about the National Demo at Friday Debriefs

Vice President Activities & Development:

Report submitted, but no questions asked

Vice President Services:

Report submitted, but no questions asked

Vice President Equality & Diversity:

Report submitted, but no questions asked

Vice President Education & Representation:

Report submitted but no questions asked

Vice President Sports, Physical Activities & Wellbeing:

Report submitted, but not questions asked

Acting Chief Executive:

Report submitted and added:

- a) ACE confirmed that there were continuing problems with the Finance System, for example salaries have been apportioned to the wrong cost centre, reports and till system results are questionable. A meeting with FD Systems is planned for Monday, when answers will be sought attempting to remove problems. Due to contractual obligations, any travel expenses will be covered.

Although Finance staff are working tirelessly due to the absence of the Finance Manager, former employee Jill Hayman has been asked in to help, primarily to work on Period 2 figures. Period 3 is expected next week but is expected to be delayed. There are no concerns with regard to accurate cash figures as adequate checks are made through the system.

The Executive have recommended that a report on the completion of the new Finance System should be made for future accountability.

- b) Colin Henson has been appointed Duty Chargehand
- c) **Action The Acting Chief Executive to confirm SUEI 2 details**

It was agreed to move Item 6 forward

6. MALAWI VISIT

Amy Davies, former Deputy President, issued a reflective paper of the Malawi trip by three Executive Officers and a discussion paper about the proposed visit by the President and Health and Sanitation Director from the University of Malawi Polytechnic Student Union in Semester 1.

Action Vice President Services to contact Ruth Daubney regarding accommodation in Halls during Week 10/11 for Malawi visitors

The President to enquire through the Principal about University House availability during Week 10/11 for Malawi visitors' usage

5. OBJECTIVES

It was agreed to delay this item to Executive 8

7. JORDANHILL PRESENCE

The Vice President Services raised the point that there was insufficient attendance at Jordanhill. The Executive agreed that attendance was important, but to be productive should be based around campaigns.

Action The Executive to discuss the Jordanhill presence issue at Friday's Debrief

8. A.O.C.B.

- i. VPER wanted clarification of Volunteer usage of Level 7 outwith normal working hours. The President, although having explained the situation at Question Time, stated that if any Volunteers were **working** on Level 7 when the Executive left, they could continue, but the door would be closed avoiding further entrants. The Telegraph staff would be the exception due to deadlines.

9. DATE OF NEXT MEETING

The next meeting to be confirmed

**MINUTES OF 8th EXECUTIVE COMMITTEE MEETING
MONDAY 8 NOVEMBER 2010
DEBATES CHAMBER**

1. ATTENDANCE

Present:

Philip Whyte	President
Gill Currah	Vice President Activities & Development
Iain Pullar	Vice President Services
Graeme Allan	Vice President Education & Representation
Charandeep Singh	Vice President Equality & Diversity

Apologies:

Yousuf Kerr	Vice President Sports, Physical Activities & Wellbeing
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In Attendance:

Ian McCartney	Acting Chief Executive
Audrey Murray	PA to the Trustees - Minute Taker

For invited item:

Veena O'Halloran	Director Student Experience & Enhancement Services
Tom Collins	Director Marketing & Development Services
Sam Mackay	Strategic Project Officer

Prior to Executive business the University guests were invited to explain the purpose of their visit, which concerned the Cultural Arts provision within the University and in particular the lack of use of the Ramshorn Theatre and Collins Art Gallery. Due to forthcoming changes and possible availability of funds, they were interested to hear the Executive's opinion on how they could market these facilities to students, including clubs and societies and the wider community. Through discussion it was recognised that these venues could be better utilised. Some suggestions were:

- Inviting other educational establishments to use the venues for displaying or as workshops
- Rehearsal area
- Area to promote "What's On" within the University and Students' Association
- Central ticket box office
- Coffee Shop – open to the public
- Host music events in Collins instead of Lord Todd

The invited group left the meeting

The Executive business then followed the Agenda

2. MINUTES OF PREVIOUS MEETING

a) Matters of Accuracy: None

b) Matters Arising:

Previous Action Points from Exec 5:

- i. Item 7 b. Executive to agree names for Twitter Accounts with IT and Communications
(Done)

Previous Action Points from Exec 6:

- i. Item 5 The President to circulate the NUS Election comparisons document to the Executive
(Done)

Proposed: VPER

Seconded: VPED

3. CORRESPONDENCE

As mentioned in the President's report regarding the Browne Report, correspondence was received from two Glasgow City Council Labour MPs affirming to honour the pledge

Action The President to send the aforementioned letters from Glasgow City Council Labour MPs to the Executive

4. EXECUTIVE REPORTS

PRESIDENT:

Report submitted and added:

- a) The President confirmed there was one bus filled and another started since 56 students have signed up to attend the National Demo. The University are being encouraged to agree to a blanket absence for students attending.

Action The Acting Chief Executive to speak to UCU regarding fund-raising for the National Demo event

The President to give regular updates about the National Demo at Friday Debriefs

Vice President Activities & Development:

Report submitted, but no questions asked

Vice President Services:

Report submitted, but no questions asked

Vice President Equality & Diversity:

Report submitted, but no questions asked

Vice President Education & Representation:

Report submitted but no questions asked

Vice President Sports, Physical Activities & Wellbeing:

Report submitted, but not questions asked

Acting Chief Executive:

Report submitted and added:

- a) ACE confirmed that there were continuing problems with the Finance System, for example salaries have been apportioned to the wrong cost centre, reports and till system results are questionable. A meeting with FD Systems is planned for Monday, when answers will be sought attempting to remove problems. Due to contractual obligations, any travel expenses will be covered.

Although Finance staff are working tirelessly due to the absence of the Finance Manager, former employee Jill Hayman has been asked in to help, primarily to work on Period 2 figures. Period 3 is expected next week but is expected to be delayed. There are no concerns with regard to accurate cash figures as adequate checks are made through the system.

The Executive have recommended that a report on the completion of the new Finance System should be made for future accountability.

- b) Colin Henson has been appointed Duty Chargehand
- c) **Action The Acting Chief Executive to confirm SUEI 2 details**

It was agreed to move Item 6 forward

6. MALAWI VISIT

Amy Davies, former Deputy President, issued a reflective paper of the Malawi trip by three Executive Officers and a discussion paper about the proposed visit by the President and Health and Sanitation Director from the University of Malawi Polytechnic Student Union in Semester 1.

Action Vice President Services to contact Ruth Daubney regarding accommodation in Halls during Week 10/11 for Malawi visitors

The President to enquire through the Principal about University House availability during Week 10/11 for Malawi visitors' usage

5. OBJECTIVES

It was agreed to delay this item to Executive 8

7. JORDANHILL PRESENCE

The Vice President Services raised the point that there was insufficient attendance at Jordanhill. The Executive agreed that attendance was important, but to be productive should be based around campaigns.

Action The Executive to discuss the Jordanhill presence issue at Friday's Debrief

8. A.O.C.B.

- i. VPER wanted clarification of Volunteer usage of Level 7 outwith normal working hours. The President, although having explained the situation at Question Time, stated that if any Volunteers were **working** on Level 7 when the Executive left, they could continue, but the door would be closed avoiding further entrants. The Telegraph staff would be the exception due to deadlines.

9. DATE OF NEXT MEETING

The next meeting to be confirmed

**MINUTES OF 9th EXECUTIVE COMMITTEE MEETING
MONDAY 29 NOVEMBER 2010
DEBATES CHAMBER**

1. ATTENDANCE

Present:

Philip Whyte	President
Gill Currah	Vice President Activities & Development
Iain Pullar	Vice President Services
Graeme Allan	Vice President Education & Representation (late)
Charandeep Singh	Vice President Equality & Diversity
Yousuf Kerr	Vice President Sports, Physical Activities & Wellbeing

In Attendance:

Ian McCartney	Acting Chief Executive
Audrey Murray	PA to the Trustees - Minute Taker
Evanca Morra	Malawi Student - visitor
Sarai Changalusa	Malawi Student - visitor

2. MINUTES OF PREVIOUS MEETING

a) Matters of Accuracy: None

b) Matters Arising:

Previous Action Point from Exec 8:

- i. Item 2.vii. VPED to arrange Jordanhill visit next week
(Done)
- ii. Item 8.a) The President to request to borrow megaphones from the University to take to the National Demo
(Purchased one prior to National Demo)
- iii. Item 8.b) The Chief Executive to check availability of the Scene opening at 0700 on Thursday 11 November
(Scene open and served food)
- iv. Item 5.a) Executive to send details for inclusion in the Newsletter to VPED by the end of the week
(VPED arranged)
- Item 5.b) VPED to give the President details of complaints received
Action VPED to confirm details with the President
- Item 5.c) The President to rearrange dates and times of Friday's Debrief
(Done)
- Item 5.d) The Executive and nominated Staff Support to review Forums
(Done)

v. Item 7 VPER to ask Faculty Reps to arrange the feedback process
(Feedback campaign to be discussed in VPER report)

vi. Item 9.ii. The Executive to check the President's calendar for proposed dates and times for Malawi visit events, which are highlighted in green
(Done)

Proposed: VPS

Seconded: VPAD

The President extended a warm welcome to our two Malawian student friends.

3. CORRESPONDENCE

None

4. EXECUTIVE REPORTS

PRESIDENT:

No Report submitted and added:

Working on:

National Demo

Court Strategic one day session with VPED

Senate

Brand Focus Group with VPED

Round table meeting with Mike Russell, NUSSE and Colleges to discuss the forthcoming Green Paper due to be released the third week in December

ESR – University staff on-board for TEA

Alumni access scheme

VDAS New Year cards issued

Feedback campaign, paper to be issued to students and will be launched at Class Reps next Wednesday 8 December and distribute at the Library visiting on Thursday to GOAT

Schools and funding Policy Council

Issuing paper for alternative Admissions Management

Meeting Anas Sarwar on Friday

Attending Student Development Day in Paisley on Saturday with Malawian Students

The outcome of the National Demo shows solidarity with English Universities but after the Browne Report is issued in two weeks the focus for Scottish Universities will change to the Green Paper; Education Not Free, Not Fair encouraging students to pay back higher education costs once they start work. There is a day of action tomorrow in Edinburgh which USSA are supporting, with a possible occupation in their University which

Action The President to arrange Goating dates and times for feedback campaign

Vice President Activities & Development:

No Report submitted, but no questions asked

Working on:

Goating

Forums

Refreshers

Jordanhill

University Challenge – smaller numbers, about 50 – 2 teams entered

Clubs Exec and general meeting to discuss new policies updated and sponsorship

Mini sites ongoing

Thursday – 3rd sector internship which ties in with the Alumni

SV+ ongoing

ESC meeting with President and VPER

National Demo

Volunteer Christmas Party on 8 December

Vice President Services:

No Report submitted, but no questions asked

Working on:

World Blood Day on Wednesday

Sound Impact Awards – Silver hopefully

Nightline – manning offices

NCT – help with Christmas arrangements

Incident reports

Forum Week

Goating

VPS responsible for any strategical issues for Bars and Phil Reeve deals with operational issues. Drinks prices agreed in advance.

Vice President Equality & Diversity:

No Report submitted, but no questions asked

Working on:

Meeting with David Gani and George Mann re Internationalisation Language Faculty

Buddy-up campaign in Semester 2

Participation in ECIU doubtful

Tempus – Croatian visitors with disabilities

One Strathclyde Many Faiths campaign went well

Thanksgiving Dinner went well

One Strathclyde projects

Attended: Forum, Jordanhill, Black Students Conference, Nightline Awareness meeting

Attending: NUS Study visit in Brussels

Vice President Education & Representation:

No Report submitted but no questions asked

Working on:

Attended Assessment and Feedback event
Meeting with Saskia Hansen re five year review
Faculty Rep – SPARQS steer on training
Agreed room bookings through Web portal, approved by Gordon Stewart, Estates
Postgraduate meeting
ESR paper approved, but needs endorsed by Senate
Student Engagement – future papers to be issued for students
Academic year calendar ongoing
Attending National Class Rep conference tomorrow
Codes of Practice to be entitled guidelines
Widget for Class Reps usage
Christmas catch-up being worked on

Vice President Sports, Physical Activities & Wellbeing:

No Report submitted, but not questions asked

Working on:

Work Hard Campaign
2 week taster during first two weeks in 2nd Semester
Scholarship
Financial meetings
SRU development rugby league meeting
Trampoline issues with regard to insurance
Sub Aqua team stranded at Loch Lomond – insurance issues
Sports Ball 90th Birthday – Hall of Fame
Communications meeting
Development meeting
BUCS funding
Sports Awards on Saturday night
Sports 2nd Forum
6 weekly meeting with the Principal

Chief Executive:

Report submitted and added:

An accurate Profit and Loss sheet was issued for discussion about Period 3, highlighting a potential deficit of £17k behind budget. Since there is conflicting anomalies based on cost centres, this will be checked and the information will be issued to the Trustee Board for comparative analysis. One positive fact is the Scene is finally in surplus for this period. The CE can provide more details if required. Tobys YTD figures only £7 out.

Action Chief Executive to check Period 3 profit and loss anomalies and feedback

The Chief Executive from Stirling University, Audrey Burns, met to discuss HR joint function options. USSA HR Manager plans to visit on a consultancy agreement to consider the options going forward.

Counter Cultures plan to attend once a month and will deal with financial commentary, VAT and long-term strategic advice. A year's contract until 31 July 2011 will cost £20k. The Financial Manager is now employed on a project basis and preparing a handover document. A meeting with FD Systems is planned for 14 December with the intention that the Financial Manager will leave following this. The Financial Assistants are coping well.

5. SHARED OBJECTIVES

These will be discussed at a Review Day, 0930-1430, on 15 December 2010 at a venue yet to be arranged.

Action The President to issue an Objective brief to the Executive in preparation for the Review Day on 15 December 2010

6. ASK: COMPUTER STORAGE (Paper issued by VPS)

This item has been postponed.

7. TEACHING EXCELLENCE AWARDS

Consideration has to be given to the content of the student questionnaire form. CAPLE plan to evaluate the teaching methods of each short-listed category nominees with case-studies to be distributed and it was felt that no additional follow-up was necessary by the Association. The TEA campaign will be launched during Play Hard starting on 24 January 2011.

8. A.O.C.B.

It was agreed that the Friday debrief needed to be held at a defined regular time.

9. DATE OF NEXT MEETING

The date of the next meeting will be confirmed in the New Year

**MINUTES OF 10th EXECUTIVE COMMITTEE MEETING
FRIDAY 21 JANUARY 2011
DEBATES CHAMBER**

1. ATTENDANCE

Present:

Philip Whyte	President
Gill Currah	Vice President Activities & Development
Iain Pullar	Vice President Services
Graeme Allan	Vice President Education & Representation (late)
Charandeep Singh	Vice President Equality & Diversity

Apologies

Yousuf Kerr	Vice President Sports, Physical Activities & Wellbeing
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In Attendance:

Ian McCartney	Acting Chief Executive
Audrey Murray	PA to the Trustees - Minute Taker

2. MINUTES OF PREVIOUS MEETING

a) Matters of Accuracy: None

b) Matters Arising:

Previous Action Point from Exec 9:

i. Item 4.i. The President to arrange Goating dates and times for feedback campaign
(Arranged for February to coincide with the Valentine's Campaign)

ii. Item 4.iiv. Chief Executive to check Period 3 Profit and Loss anomalies and feedback
(Stock control issues. Figures accurate on summary)

iii. Item 5 The President to issue an Objective brief to the Executive in preparation for the Review Day on 15 December 2010
(Done)

Proposed: VPED

Seconded: VPER

3. CORRESPONDENCE

None

4. EXECUTIVE REPORTS

PRESIDENT:

Report submitted, but no questions asked

Vice President Activities & Development:

Report submitted, but no questions asked

Vice President Services:

Report submitted and added:

- Following a visit to Stirling University, feedback about comparisons will be given to USSA TV Group
- Priory 3D TVs – Students watching Football, but drink sales limited
- Barony – Discussions held with Duty Managers, feedback from which will be fed into the strategic options for Capex

Vice President Equality & Diversity:

Report submitted and added:

- Meeting with Melanie Farris went well, with a follow-up meeting planned for February involving SPARQS to increase International orientation

Vice President Education & Representation:

Report submitted and added:

- Following the meeting between the Civil Engineering Students and their Lecturer, it was agreed that the Lecturer would be offered assistance and freed from committees, with alternative arrangements made for next year.

Vice President Sports, Physical Activities & Wellbeing:

Report submitted, but no questions asked

Chief Executive:

Report submitted and added:

- Improvements have been noticed in the Finance system. Reporting options to be considered. Counter Cultures have identified that Sage 50 would have been sufficient for our needs, but they will review the system in six months. Period account dates to be planned in advance.
- The Receptionist will resume working from Level 1 on Monday

5. DRAFT SCOTTISH BUDGET

(Paper issued by the President)

Paper issued primarily for information, explained that in the past the Government would have presented a four year budget, but this has not happened due to devolved government powers. These budgets would normally run from April to April with no recurrent budget, but academic budgets run from August to August, therefore due to a four month gap, a payment of equal amount was given to institutions.

With regard to the Block Grant, the President plans to work out a mechanism to calculate future amounts, prior to leaving office, following a recent meeting with David Coyle, Chief Finance Officer, when options were discussed. The Executive are asked to adopt one of these four options. It is anticipated there will be an 8.4% reduction in the Block Grant, although the President is encouraging the University to consider 8%, which would be solely income from Scottish and EU fees. The Teaching Grant may change following the 2012 Elections, but a preferred 1.5% share of the total fee income would allow for strategic planning. The University have been requested for a stepped process to

accommodate the reduction in income. Further information will be presented to the Trustee Board meeting on 8 February.

6. INTERNAL BAR PRICES (Paper issued by CE)

The Executive **approved** the revised Internal Bar Prices, due to the VAT increase on 4th January 2011

7. ASK – ELECTRONIC STORAGE (Paper issued by VPS)

The Executive **approved** the recommendation by ASK to purchase Caseworker Connect at a cost of approximately £4,500 which will be funded using Capex.

8. AV REFERENDUM (Paper issued by President)

The Executive **approved** the President to present a motion to NUS Scotland to back the AV Referendum which will be held on Thursday 5 May 2011 at the same time as the Scottish Elections.

The proposed motto: GOOD ENOUGH FOR STUDENTS, GOOD ENOUGH FOR THE COUNTRY

9. A.O.C.B.

- i. The Executive are already dealing with the NUS Scotland Awards, the deadline of which is 14 February

Action The President to issue a calendar reminder with link regarding the NUS Awards

10. DATE OF NEXT MEETING

The date of the next meeting to be confirmed

**MINUTES OF 11th EXECUTIVE COMMITTEE MEETING
TUESDAY 8 FEBRUARY 2011
DEBATES CHAMBER**

1. ATTENDANCE

Present:

Philip Whyte	President (late)
Gill Currah	Vice President Activities & Development
Iain Pullar	Vice President Services
Graeme Allan	Vice President Education & Representation
Charandeep Singh	Vice President Equality & Diversity
Yousuf Kerr	Vice President Sports, Physical Activities & Wellbeing

In Attendance:

Ian McCartney	Acting Chief Executive
John Anzani	External Trustee (Political Management) – invited Item 11
Audrey Murray	PA to the Trustees - Minute Taker

2. MINUTES OF PREVIOUS MEETING

a) Matters of Accuracy:

i. Item 7 VPS wanted to clarify that the ASK Caseworker Connect should read an initial cost of approximately £4,500, plus an additional £1000 a year.

b) Matters Arising:
Previous Action Point from Exec 10:

i. Item 9.i. The President to issue a calendar reminder with link regarding the NUS Awards
(Done)

Proposed: VPED

Seconded: VPAD

3. CORRESPONDENCE

None

4. EXECUTIVE REPORTS

PRESIDENT:

Report submitted, but not present

Vice President Activities & Development:

Report submitted, but no questions asked

Vice President Services:

Report submitted and added

Vice President Equality & Diversity:

Report submitted, but not questions asked

8. LIFE MEMBERSHIP PRICES & STRUCTURE (Paper issued by VPS)

The Executive **agreed** to raise the cost of Life Memberships to £25 with a request for an unspecified additional donation which would be used for student enhancement

9. SIFE PROPOSAL (Paper issued by VPAD)

The Vice President Activities & Development presented the SIFE proposal paper for a Pop Up Shop on Level 2.

The Executive **agreed** proposals for a month's trial period.

Action VPAD to proceed with the SIFE proposal and discuss these with the Facilities Manager regarding Health & Safety issues

10. UNIVERSITY CAPITAL FUND – USSA BID (Paper issued by President)

Following discussion the Executive **agreed** to pursue proposals for Level 6 and 8 as referred to in the paper, then take the options to the Trustee Board meeting this afternoon.

Since the University will only fund the non-commercial element of any proposals, an application will be submitted for £450k.

Action The President and Chief Executive to discuss the proposed Capital bid for work to Level 6 and 8 to be sent to the University

11. TRUSTEE BOARD BRIEFING

The External Trustee (Political Management) joined the meeting for this In Camera item

12. A.O.C.B.

None

13. DATE OF NEXT MEETING

The date of the next meeting to be confirmed

**MINUTES OF 12th EXECUTIVE COMMITTEE MEETING
FRIDAY 18 FEBRUARY 2011
DEBATES CHAMBER**

1. ATTENDANCE

Present:

Philip Whyte	President
Gill Currah	Vice President Activities & Development
Iain Pullar	Vice President Services
Graeme Allan	Vice President Education & Representation
Charandeep Singh	Vice President Equality & Diversity
Yousuf Kerr	Vice President Sports, Physical Activities & Wellbeing

In Attendance:

Ian McCartney	Acting Chief Executive
Audrey Murray	PA to the Trustees - Minute Taker

2. MINUTES OF PREVIOUS MEETING

a) Matters of Accuracy: none

b) Matters Arising:

Previous Action Point from Exec 11:

- i. Item 4.vi. VPSPAW to consider moving into the glass area of the Sports Union Office and inform the Executive by email next week
Action Executive to help VPSPAW to move offices on Monday morning
- ii. Item 6. The Executive to discuss Group proposals with the Student Activities Development Co-ordinator
Action The Executive, except VPED, have to contact the Student Activities Development Co-ordinator to arrange dates for discussion of Group proposals
- iii. Item 7. The President to email the amended Remits paper to the Executive
(To be discussed in Agenda Item 6)
- iv. Item 9. VPAD to proceed with the SIFE proposal and discuss these with the Facilities Manger regarding Health & Safety issues
Action VPAD to request SIFE to consider a more cost effective and innovative use of Level 2 space
- v. Item 10. The President and Chief Executive to discuss the proposed Capital bid for work to Level 6 and 8 to be sent to the University
(The Facilities Manager is discussing proposals for Level 6 and 8 with Architects regarding costs)

Proposed: VPS

Seconded: VPER

3. CORRESPONDENCE

None

4. EXECUTIVE REPORTS

PRESIDENT:

Report submitted and added:

- The President was encouraged that the Green Week Campaign was initiated through Forums and run by Students

Vice President Activities & Development:

Report submitted, but no questions asked

Vice President Services:

Report submitted and added:

- The usage of 3D TVs in the Priory are to be reviewed regarding cost effectiveness

Action VPS to present a review of the 3D TVs in the Priory to the next Executive meeting

- Nightline future to be reviewed in time for the Executive handover. Sabbaticals to be trained over the summer using Train the Trainer
- Sound Impact Awards proving to be a long process in producing a work book with ten documents of evidence which has to be sent away by 1200 next Friday. From this an award is anticipated at NUSSL.

Vice President Equality & Diversity:

Report submitted and added:

- DiverseCity next week, but Executive Goating not required
- Congratulations were expressed to VPED for the success of the Chinese New Year Ceilidh last night.

Vice President Education & Representation:

Report submitted and added:

- Red card discussion formalised with Estates which offers Students the opportunity to book and access University facilities out-of-hours. Further updates will be provided.
- In discussion with Estates regarding the Orbit Café. The Library Board meeting discussed proposed renovations to Level 2 of the Library allowing more flexibility to space in the foyer, with the potential of including a café. VPS is aware of these proposals and the benefits available to Students. The University Executive is to discuss proposals at the end of March, when VPER will feedback. June Hayes from Residence and Catering is meeting with the Chief Executive next week.

Action a) VPER to investigate the availability of Locker Space for Students on Level 2 of the Library

Action b) VPER encouraged to communicate via Twitter by using the established link

Vice President Sports, Physical Activities & Wellbeing:

Report submitted and as requested expanded his report by explaining:

- Trampoline insurance regulations have changed since 1 January 2011. Each student is covered by two forms of insurance; up to £5m with USSA Public Liability and also up to £15m with the Scottish Gymnastics governing body which they are recommended to have affiliation with due to the nature of the sport. In the event of a claim both governing groups would split costs equally.
- Cricket facilities and training have been discussed at the Clubs meeting, with problems resolved
- No Smoking Policy being worked on in preparation for No Smoking Day on 9 March 2011
- Sports Union Constitution being drafted by the VPSPAW, Engagement & Support Manager and Sports Development/Safety Co-ordinator in time for the AGM on 29 March and Policy Council in April

Action VPSPAW encouraged to communicate via Twitter by using the established link

Chief Executive:

Report submitted and added:

- Any deficit will potentially be funded from Reserves. Counter Cultures are attending next Wednesday and Thursday and will review and update the Period 6 Accounts Commentary prior to presentation at the Financial Oversight Committee and Trustee Board

5. SHARED OBJECTIVES

Action ALL The President instructed the Executive to utilise their mailing lists from Friday 18 to Monday 28 February to encourage maximum Election nomination interest for each role

6. CLUBS & SOCIETIES/STUDENT GROUPS RESTRUCTURE

Paper not issued by the President.

A review of the current three year plan is underway following a Remit meeting and recent Forums. These discussions suggested centralising all Clubs and Societies budgets. Any amendments to the wording of individual groups requires their Constitutions to be changed via Referendum.

It should be noted that the Sports Union has its own Constitution which is currently being reviewed. Suggestion was made to combine the Sports General Meeting and Forum, with the option of having reserved business first. If this was accepted, an amendment could be incorporated in the new Constitution

7. POLICY COUNCIL (Paper issued by President)

An updated Policy Council document will be issued next week.

The following changes were discussed:

- On Page 5 under both Racism and Disabilities:
Delete No 2 from "This forum believes" from each section and

**MINUTES OF 13th EXECUTIVE COMMITTEE MEETING
MONDAY 28 MARCH 2011
DEBATES CHAMBER**

1. ATTENDANCE

Present:

Philip Whyte	President
Gill Currah	Vice President Activities & Development
Iain Pullar	Vice President Services
Graeme Allan	Vice President Education & Representation (late)
Charandeep Singh	Vice President Equality & Diversity

Apologies

Yousuf Kerr	Vice President Sports, Physical Activities & Wellbeing
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In Attendance:

Ian McCartney	Acting Chief Executive
Audrey Murray	PA to the Trustees - Minute Taker

2. MINUTES OF PREVIOUS MEETING

- a) Matters of Accuracy: none
- b) Matters Arising:
 - Previous Action Point from Exec 12:
 - i. Item 4.iii. VPS to present a review of the 3D TVs in the Priory to the next Executive meeting
(Done)
 - Item 4.v.a. VPER to investigate the availability of Locker Space for Students on Level 2 of the Library
(Forward to Executive 14)
 - Item 4.v.b. VPER encouraged to communicate via Twitter by using the established link
Forward to Executive 14)
 - Item 4.vi. VPSPAW encouraged to communicate via Twitter by using the established link
(Forward to Executive 14)
 - Item 5 ALL – The President instructed the Executive to utilize their mailing lists from Friday 18 to Monday 28 February to encourage maximum Election nomination interest for each role
(Done)
 - Item 7 The President to make amendments to the Policy Council document prior to issuing
(Done)
 - Item 9.a. The Policy and Democracy Officer to make arrangements for the Big Student Meeting and inform the Executive
(Done)

Item 9.b. The president to arrange Goating hours for next week to promote the Big Student Meeting
(Done)

Item 9.c. The Executive to promote the Big Student Meeting to Students next week
(Done)

Proposed: VPED

Seconded: VPS

3. CORRESPONDENCE

None

4. EXECUTIVE REPORTS – No reports issued, but verbal update

Updated reports will be available for the next meeting

5. SHARED OBJECTIVES

No update

6. 3D TV UPDATE

(Paper issued by VPS)

Following discussion, it was agreed that the two recommendations should be presented to the Trustee Board meeting later today.

7. UNIVERSITY STRATEGY MAPPING

(Paper issued by President)

The paper was issued in preparation for the University Strategic Meeting next week, allowing USSA the opportunity to add value to the University plans. The President expanded on the identified themes which had been adopted by Court in November.

Each Executive Officer was allocated particular areas to consider and collate information by Wednesday:

Education	VPED/VPER
Student Experience	President/VPAD
Postgraduate	VPER
International	VPED
Access	President
Students	President
Cultural	VPS/VPAD
Equitable	VPER
International & PG	VPED
Engagement	President
Community	VPS
Key partners	President
International Presence	VPED
Technological	VPS
Infrastructure	VPS/VPED
Digital campus	VPS/VPER
Staff Students	VPS/VPAD
Library	VPS/VPER

- Action**
- a) **The Executive to review the USSA Mapping document and identify areas of impact regarding Critical Friendship**
 - b) **The President to distribute allocated areas to Executive. The Chief Executive to contribute where appropriate.**

8. COMMUNICATIONS PAPER (Paper issued by CE)

The Chief Executive highlighted two main areas which have been updated; Roles and Remits.

Other areas requiring updated are:

- Section 3 – Electronic media code of conduct re responsibility within USSA
- Buddys no longer running – requires amending
- Page 18 Twitter should read updated every day

- Action**
- a) **The Executive to read over the document and inform the Chief Executive of any changes**
 - b) **The Chief Executive to inform the Communications & Design Manager of any amendments needed to the Communications Paper**

9. OFFICER HANDOVER (Paper issued by CE)

The Chief Executive encouraged the Executive to consider and complete the paper with regard to their individual remits, listing details of what they have covered over the last year, paying particular attention to Time, Contacts, Resources, NUS and Visits. Campaigns should be itemised individually. If necessary a Word document can be forwarded. The Chief Executive highlighted that this document can be used as a useful tool for CVs. Although discussion may have already begun with their predecessors, the agreed handover period will be the last two weeks in June. A handover timetable has still to be compiled.

- Action** **The Chief Executive to hold one-to-one meetings with each of the Sabbaticals regarding the forthcoming Executive Handover.**

10. TRUSTEE BOARD BRIEFING

In Camera discussion held

11. A.O.C.B.

- i. The Strategic Plan covers specific areas of Executive Officers' remits tied in with the Chief Executive objectives and linked back and monitored
- ii. Forums dates for May require amending.

- Action** **VPAD, VPED and PA to meet and arrange amended times**

12. DATE OF NEXT MEETING

The date of the next meeting to be confirmed

**MINUTES OF 14th EXECUTIVE COMMITTEE MEETING
WEDNESDAY 29 JUNE 2011
DEBATES CHAMBER**

1. ATTENDANCE

Present:

Philip Whyte	President
Gill Currah	Vice President Activities & Development
Iain Pullar	Vice President Services
Graeme Allan	Vice President Education & Representation
Charandeep Singh	Vice President Equality & Diversity
Yousuf Kerr	Vice President Sports, Physical Activities & Wellbeing

In Attendance:

Rebecca Maxwell Stuart	Vice President Education & Representation-elect
Cat Morton	Vice President Service-elect
Karen MacKellar	Vice President Sports, Physical Activities & Wellbeing-elect
Darren Young	Vice President Equality & Diversity-elect
Chris Milborrow	Vice President Activities & Development-elect
Ian McCartney	Chief Executive
Al Wilson	Engagement & Support Manager

This was a combined meeting of the current and elect Executive.

2. CHANGE OF SIGNATURE AUTHORITY

As the meeting was quorate, the Chief Executive asked that the new Authorised Signatories be approved by the Executive Committee to allow banking mandates to be updated for session 2011/12.

The Executive **approved** new signatories

3. PERIOD 10 ACCOUNTS (Paper submitted – Chief Executive)

Chief Executive presented a brief summary of Period 10 Accounts.

4. HE HANDOVER (Papers submitted – President)

President presented a range of papers to put current HE issues into context as part of the Handover process, prior to a discussion on the issues raised and potential policy solutions.

5. DATE OF NEXT MEETING

This is the final meeting of the current Executive

**MINUTES OF 1st TRUSTEE BOARD MEETING
TUESDAY 17TH AUGUST 2010
THE SCENE, LEVEL 4**

ATTENDANCE

Present:

Philip Whyte	President
Gill Currah	Vice President Activities & Development
Iain Pullar	Vice President Services
Yousuf Kerr	Vice President Sports, Physical Activities & Wellbeing
Graeme Allan	Vice President Education & Representation
Charandeep Singh	Vice President Equality & Diversity
Hannah Weall	Vice Chair (Activities Forum)
Rob Harris	Vice Chair (Services Forum)
Michelle Keating	Vice Chair (Sports, Physical Activities & Wellbeing Forum)
Eilidh Malcolm	Vice Chair (Education & Representation Forum)
Darren Young	Vice Chair (Equality & Diversity Forum)
Caroline Whyteside	External Trustee (Finance & Audit)
Winnie Gallacher	External Trustee (Community Engagement)
John Anzani	External Trustee (Political Management)
Paul Spencer	External Trustee (Human Resource Management)

In Attendance:

Ian McCartney	Acting Chief Executive
Audrey Murray	PA to the Trustees (Minute Taker)

1. CHAIR'S WELCOME & OPENING REMARKS

The President welcomed everyone to the first meeting of the Board of Trustees

2. DECLARATION OF CONFLICTS OF INTEREST

There were no conflicts of interest raised. The Acting Chief Executive offered to send the Trustees a Code of Conduct which could be discussed and amended at the second meeting prior to approval.

Action Acting Chief Executive to issue a Code of Conduct to the Trustees

3. FINANCIAL REPORT (including USSA Budgets for 2010/11)

A. (Paper 1 referred to – Financial Report)

Apologies were offered for only supplying Period 11 Accounts as Period 12, although completed on 31 July, were not issued due to the new Finance System being implemented on 1 August and the subsequent staff training required. The year end Period 12 Accounts will be circulated and the fully audited accounts will be available by the next meeting.

Period 11 shows a £187k deficit, with Period 12 projected to show a deficit of approximately £47k, in spite of an exceptional expense payment and achieved by significant savings through less spending. A break-even budget is planned for 2010/11.

The following main points were highlighted:

- Commercial Services losses not predicted to change, but an unexpected £15k surplus was most encouraging
- Association General produced a £175k deficit, which was due to an exceptional one-off expense
- Membership Services were affected due to upgraded staff salary changes
- HE employee salaries were increased by 0.5%

Following discussion about the exceptional payment made to the General Manager when leaving the Association, the Human Resource Management Trustee requested that a Policy and Procedure be implemented to avoid a similar outcome in the future, with a Minute as reference.

Minute: To avoid an exceptional payment being made in the future, a Policy and Procedure should be put in place against future contracts, under the guidance of the Trustee Board

When questioned about the Financial Report issued, assurance was given that when the new Financial System is implemented, clearer more concise documents will be available for the next Board meeting. Since the new system is more flexible the Financial Oversight Committee will determine what is appropriate to be presented in the Management Accounts, taking into account any requests from the Executive.

To fill an eighteen month gap following the General Manager leaving until the expected closure of the SUSS Pension scheme in October 2011, the President joined for a year. Arrangements require to be made to have a member of next year's Executive join the scheme for a further six months, thereafter, moving to the current University Superannuation Scheme. There may still be a liability to the Association which requires a payment of £50k to be paid annually for 12 years, but this will be budgeted for. The Human Resource Management Trustee requested an External Valuation be sought.

Action The Acting Chief Executive to request an External Valuation of the Association's Pension Liability for the SUSS Pension Scheme

B. (Paper 2 referred to - Budget)

Over the last 10 years the national commercial spend has been halved from £60m to £30m, with a funding freeze to the Association this year and in the foreseeable future. In view of this the Association budget for 2010/11 is accurate and challenging, but anticipated to break-even. The income generated at Freshers' generally sets the trend for the coming year. The Acting Chief Executive is working towards a 2 year plan for departments, instead of only one year and involving the Executive-elect much earlier in the budget process.

The main areas highlighted were:

- Commercial Services to continue to sell discounted drinks on a more selective range, factoring in the increase of VAT to 17.5%
- Catering anticipated to make a loss, but menu and times to be reviewed
- Advertising Sponsorship a potential growth area for Communications
- Reduction in income from Shop Lease at Jordanhill and John Street as now on a 1 year rolling lease instead of 5 years.
- Nat West Bank have not renewed their Lease, but have not given notice to quit, therefore payments continue

- Staff made up of 37 full-time members
- Regrading of staff has been completed onto 1 unified scale
- Heating & Lighting costs controlled by the University
- £1k contingency for each of the 6 Forums
- Capital Expenditure requests submitted by Department Heads who are also responsible for KPIs related to any project. These include:
 - i. Electronic Front Doors required to comply with DDA regulations at a cost of £21k. Debate ensues with the University over the Memorandum of Understanding (MOU) which should cover all refurbishment costs
 - ii. Vertigo, Level 8, seating and flooring repairs which should sustain until the completion of the new building

4. STRATEGIC PLAN 2010-14 (Paper 3 referred to)

Seeking Trustee endorsement, the President presented this paper which primarily focused on the importance of the Representative Voice, setting out to challenge the Executive, Staff and the University over the next four years. From this draft document the Executive, Departmental and Staff objectives were formed, feeding directly into the SUEI Report, success of which will be monitored by the Strategic Implementation Committee.

With Trustee **approval** the information will now be presented succinctly on the Association web page and distributed to Students in the Students Guide through Freshers' mailing and business cards.

5. EXECUTIVE & ACTING CHIEF EXECUTIVE OBJECTIVES 2010/11

A. Paper 4 referred to – Executive

The Executive Objectives were presented for information only. The Advice & Support section has still to be clarified. When complete, these will form the basis for the Departmental and Staff objectives. These will be reviewed at each Strategic Implementation Committee meeting, the next planned meeting being the 25 August.

B. Paper 5 referred to – Acting Chief Executive

These objectives were focused by the President and Acting Chief Executive over 100 days until 19 November 2010, acknowledging that the Risk Management section may not be met in full within this period. The next Trustee meeting will be held prior to that date to scrutinise progress of the objectives. Thereafter a smaller group, to be confirmed, will discuss the next steps and review these objectives.

6. HUMAN RESOURCES (Paper 6 (Amended) referred to)

The Acting Chief Executive explained that following the annual review in January and February, staff personal development and training plans were inserted with costings quoted against each member. For larger courses, etc., staff must remain with the Association for a year following completion of their course, or refund the money awarded.

Following organisational change, the Staff Handbook will be updated by the HR Manager.

7. DATES OF TRUSTEE BOARD MEETINGS 2010/11

Quarterly meeting dates, with a 5pm start, will be compiled and Doodled to the Trustees for their selection. Food will be provided prior to the meeting.

Action The President to Doodle quarterly meeting dates to the Trustees

It was agreed to hold the Financial Oversight Committee 1 month in advance of the Trustee Board meetings.

Action The President to Doodle dates for the Financial Oversight Committee meetings

8. ANY OTHER COMPETENT BUSINESS

i. The Human Resource Management Trustee requested a monthly Management Report

Action The President and Acting Chief Executive to email the Trustees requesting the format of the monthly Management Reports

ii. It was agreed that papers for the Trustee Board meetings will be issued two weeks in advance

The meeting closed at 1830

**MINUTES OF 2nd TRUSTEE BOARD MEETING
MONDAY 1 NOVEMBER 2010
THE SCENE, LEVEL 4**

ATTENDANCE

Present:

Philip Whyte	President
Gill Currah	Vice President Activities & Development
Iain Pullar	Vice President Services
Yousuf Kerr	Vice President Sports, Physical Activities & Wellbeing
Graeme Allan	Vice President Education & Representation
Charandeep Singh	Vice President Equality & Diversity
Hannah Weall	Vice Chair (Activities Forum)
Craig McAulay	Vice Chair (Services Forum)
Michelle Keating	Vice Chair (Sports, Physical Activities & Wellbeing Forum)
Eilidh Malcolm	Vice Chair (Education & Representation Forum)
Darren Young	Vice Chair (Equality & Diversity Forum) – left early
Winnie Gallacher	External Trustee (Community Engagement)
John Anzani	External Trustee (Political Management)
Paul Spencer	External Trustee (Human Resource Management)

Apologies

Caroline Whyteside	External Trustee (Finance & Audit)
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In Attendance:

Ian McCartney	Acting Chief Executive
Audrey Murray	PA to the Trustees (Minute Taker)

1. ROLL CALL AND APOLOGIES

The President welcomed everyone to the second meeting, with only one apology received from Caroline Whyteside.

2. MINUTES OF THE MEETING OF AUGUST 17 2010

Since there were no matters of accuracy, the Trustee Board **approved** the Minutes.

The closure last week of the Nat West Bank on Level 3 was questioned, but has re-opened today, with no reasons offered. They have already paid for the yearly lease. An interest about the space had been expressed by Santander, but this had gone no further.

3. MATTERS ARISING FROM THE MINUTES

Previous Action Points from 1st meeting:

- i. Item 2 Acting Chief Executive to issue a Code of Conduct to the Trustees
(Distributed and will be discussed during Agenda Item 4.i.)

- ii. Item 3 The Acting Chief Executive to request an External Valuation of the Association's Pension Liability for the SUSS Pension Scheme
(Information awaited from Consulting Actuaries)
- iii. Item 7 a. The President to Doodle quarterly meeting dates to the Trustees
(Arranged for this meeting, others to follow)
- iv. Item 7 b. The President to Doodle dates for the Financial Oversight Committee meetings
(Future meetings will be discussed on the Agenda of the next Financial Oversight meeting)
- v. Item 8 The President and Acting Chief Executive to email the Trustees requesting the format of the monthly Management Reports
(To be discussed during Agenda item 5.i.)

Matters Arising from 1st meeting:

The President confirmed that the University, as part of the Memorandum of Understanding, have agreed to pay for new electronic front doors to comply with DDA (Disability Discrimination Act) recommended work.

4. ITEMS FOR RECOMMENDATION

TRUSTEE CODE OF CONDUCT (Paper 4.i. referred to)

The Acting Chief Executive requested an **erratum** to the document; Section 2.1 - Respect should read "the Association" replacing "the Regulator" and similarly for Section 3.9.

Since the Trustee Board **approved** the Trustee Code of Conduct the information will apply to previous meetings.

STATUTORY ACCOUNTS 2009/10 (Paper 4.ii. referred to)

Further details will be discussed during Agenda Item 5.iii. The final Operating surplus figure of £20k was more encouraging than expected, due to significant cost savings.

Main points discussed were:

- i. Auditors remuneration due to additional expenses
- ii. Debtors costs for the University to be clarified
- iii. Creditors costs for Clubs & Societies explained as money raised, including Sponsorship, and deposited with the Association
- iv. Trustees should be aware of amount for Cash in Hand
- v. Investment income dropped by 90%
- vi. Staff related costs will be discussed at the Financial Oversight Committee

- | | |
|---------------|--|
| Action | <p>a) The Acting Chief Executive to amend Trustee Board Committee names listed on the Statutory Accounts with BDO</p> <p>b) The Acting Chief Executive to clarify the significant increase in Debtors costs from the University and distribute findings to the Trustee Board</p> <p>c) The Acting Chief Executive to question the significant drop in Investment and report to the next Trustee Board meeting</p> |
|---------------|--|

The Statutory Accounts were **approved** by the Trustee Board

5. ITEMS FOR DISCUSSION

FINANCIAL OVERSIGHT COMMITTEE – Terms of Reference (Paper 5.i. referred to)

The President gave an overview of Paper 5.i., explaining the Financial Oversight Committee is comprised of:

- The President
- External Trustee (Finance & Audit)
- 1 student from each of the six Forums

It was suggested to meet with the elected Students prior to the meeting to discuss their involvement, recognising the benefit of the Report Commentary attached to the Management Accounts which they will receive a full set of, whereas the Trustee Board, as requested, are provided with a condensed commentary and figures.

PERIOD ACCOUNTS AND COMMENTARY (Papers 5.ii. a and b referred to)

The Acting Chief Executive noted a caveat to Paper 5.ii., highlighting problems with the new Financial System which is not permitting robust financial information. The Finance Manager having resigned today, following a period of sick leave, is working on the Accounts. The University have been informed and an agreed leaving date has to be confirmed with both parties. Due to the resignation a review of the current and future provisions of the Finance Department will be made.

The main points highlighted during discussion were:

- Period 2 ran to the Sunday after Freshers' Week
- Commercial under performing, especially the Barony which requires review
- Concern over the Gross Profit margins not being met
- Staff Training costs affects bottom line
- Admission Income includes Gold and Freshers' Passes. The Gold passes were seen as good value for money, but can only be used during Semester 1
- 90% of Scene food was cooked from fresh, explaining why trends are up 10%
- Any overspends can be explained – the £6k Membership Services amount will be questioned
- Communications already achieved advertising income target – Freshers' mailing arranged externally has been paid for by Communications
- The Scene Gross Profit margins steadier by P3, details out late November
- FD Systems, Sage 200 provider, under contractual agreement, has reviewed Reports following a meeting last week

Action The Acting Chief Executive to explain the £6k overspend in Membership Services

RISK MANAGEMENT (Paper 5.iii. referred to)

The Acting Chief Executive outlined the paper explaining that this exercise was part of the 100 days review. Risk Management analysis of this nature had never been done before within the Association, but unlike previous practice this is seen as being pro-active rather than re-active. The SWOT Analysis focussed on the main areas of strengths and weakness.

Pertinent areas of discussion were:

- The VAT increase has already been budgeted for
- Research compiled from the evidence gathered for SUEI, the Strategic Plan and last year's Business Plan for the new building
- Sustaining quality and reputation most important to the Association
- The impact of staff costs on potential future cuts in the Block Grant
- Potential collaboration with other Unions, eg. Nightline successfully shared with Caledonian University. This would be logical but political
- If staff red-circled, this would apply for 4 years then reviewed. Striving to avoid staff pay cuts or red-circling for staff costs
- Caledonian University lost their Commercial Operations due to being unviable, but seen as a missed opportunity for USSA. Other commercial outlets should be analysed as competition

OSCR do not necessarily view commercial activity positively, but Commercial Services are in danger of being subsidised by other departments. Other institutions have created a separate trading arm which would be regarded as non-charitable, allowing the charitable status of USSA to focus on Democratic and Membership activities. In the event of a separate trading operation, the profits after tax could be donated back to the Association.

Discussion took place focussing on the Reserves position and whether to invest the money or spend for the benefit of our Students, with the Trustees considering all prudent measures. It was acknowledged that at present there was no Reserves Policy. It was agreed that if the Block Grant was cut, Reserves should not fund this shortfall.

Since the SUSS valuation figures are awaited, the Board acknowledged that the deficit could climb in the future.

Outsourcing was also discussed for some functions within the Association, but concern was raised that this may not provide a better service provision and may compromise students. It was noted that NUSSL have discussed outsourcing across a number of back-office functions. Suggestion was made that there may be an opportunity for collaboration with other Students' Unions, but it was considered best if a cost analysis was produced prior to any decisions being made.

Action a) The Acting Chief Executive to provide more detailed proposals, including cost/benefit analysis, for items contained within the Risk Management paper

CHIEF EXECUTIVE REVIEW – Summary and Recommendations
(Paper 5.iv. referred to)

The President gave an overview of the paper recognising that not all objectives could be fulfilled in the given timescale. Following an assessment of the criteria by the Review Panel, recommendations were offered for the Trustee Board to consider. The President and Chief Executive will review the position's job description prior to advertising. Meantime the position will be a contract to 31st May 2011.

The proposed Review Panel will consist of the President, External Trustee (Political Management), Sabbatical and one other Trustee to be confirmed

Action The President to issue the recruitment process details prior to the third Trustee Board

The Trustee Board **approved** Ian McCartney into the position of Chief Executive until 31st May 2011.

DEPARTMENTAL STRATEGIES (Paper 5.v. referred to)

Following consultation between the Chief Executive and Departmental Heads to review longer term objectives which would be linked to the Strategic Plan for 2010-2014 and considering the SUEI review, Paper 5.v. was compiled.

The Chief Executive responded to queries and highlighted pertinent points with regard to each department.

- | | |
|-----------------------|---|
| Engagement & Support: | Quick response feedback referred to instant answer responses made by equipment borrowed from the University |
| Communications: | Consideration given to a larger umbrella Brand for the Association offering a cohesive structure throughout the Organisation |
| Trading Operations: | Due to the Faculty merger, Jordanhill is planned to close in 2012. Four staff, one permanent and three non-permanent, are currently employed in Toby's. Following the closure all contracts will be reviewed. |
| IT: | The offer of an alternative prospectus, although time consuming to establish, offers real experiences and advantages and allowing greater contact with new students |
| Facilities: | Intention to develop long term plans |
| Finance: | Develop long term plans to monitor stability |
| HR: | Fixed term contracts preferred in certain areas

Potential of additional workload to cover payroll if brought in-house
Annualised hours offers cost savings since salary spread over 12 months |

Action

The Chief Executive to produce recommendations for fixed term contracts

6. ITEMS FOR INFORMATION

Due to time constraints and since these papers were for information only and were not questioned, it was agreed not to expand on these.

STRATEGIC IMPLEMENTATION COMMITTEE – Progress Report
(Paper 6.i. referred to)

SUEI – Progress Report (Paper 6.ii. referred to)

PRESIDENT & EXECUTIVE REPORT (Paper 6.iii. referred to)

(ACTING) CHIEF EXECUTIVE REPORT (Paper 6.iv. referred to)

7. ANY OTHER COMPETENT BUSINESS

- i. Following a recent by-election, no Vice Chair (Community Engagement Forum) has been elected
- ii. A signed Declaration of Interests was received from the External Trustee (Political Management)
- iii. Doodles will be sent out for two future meeting dates. The meeting in early February will be to discuss Policy issues and Period Accounts. The meeting in March will be to discuss Budgets.

The meeting closed at 9.20pm

**MINUTES OF 3rd TRUSTEE BOARD MEETING
TUESDAY 8 FEBRUARY 2011
THE SCENE, LEVEL 4**

ATTENDANCE

Present:

Philip Whyte	President
Gill Currah	Vice President Activities & Development
Iain Pullar	Vice President Services
Yousuf Kerr	Vice President Sports, Physical Activities & Wellbeing
Graeme Allan	Vice President Education & Representation
Charandeep Singh	Vice President Equality & Diversity
Hannah Weall	Vice Chair (Activities Forum)
Craig McAulay	Vice Chair (Services Forum)
Michelle Keating	Vice Chair (Sports, Physical Activities & Wellbeing Forum)
Eilidh Malcolm	Vice Chair (Education & Representation Forum)
Darren Young	Vice Chair (Equality & Diversity Forum)
Winnie Gallacher	External Trustee (Community Engagement)
Caroline Whyteside	External Trustee (Finance & Audit) – left early
John Anzani	External Trustee (Political Management)
Paul Spencer	External Trustee (Human Resource Management)

In Attendance:

Ian McCartney	Acting Chief Executive
Audrey Murray	PA to the Trustees (Minute Taker)

EMERGENCY MOTION

Prior to commencing the Agenda, the Vice President Equality & Diversity, on behalf of the Executive, brought an Emergency Motion of No Confidence against the External Trustee (Human Resource Management) for inappropriate comments posted on the social media network, Facebook, which the Executive Committee considered to be in breach of the Association's Equality and Diversity Policy. Following discussion and a vote, the sanction to disqualify the Trustee member from the Board in accordance with the Trustee Code of Conduct was applied; the External Trustee (Human Resource Management) left the meeting.

1. ROLL CALL AND APOLOGIES

No apologies

2. MINUTES OF THE MEETING OF NOVEMBER 1 2010

Since there were no matters of accuracy, the Trustee Board **approved** the Minutes.

3. MATTERS ARISING FROM THE MINUTES

Previous Action Points from 1st meeting:

- i. Item 4.a. The (Acting) Chief Executive to amend Trustee Board Committee names listed on the Statutory Accounts with BDO **(The Statutory Accounts have not formally been signed off for amendments to take place)**

- ii. Item 4.b. The (Acting) Chief Executive to clarify the significant increase in Debtors costs from the University and distribute findings to the Trustee Board
**(In 2008/9 debt = £23k, in 2009/10 debt = £133k
In 2009 the University was administering payroll on behalf of the Association and therefore amounts in connection with this were getting netted off against the overall balance due to the Association. The 'other debtors and prepayment' element has fallen slightly year-on-year due to the Residual balances having been reviewed by the former Finance Manager)**
- iii. Item 4.c. The (Acting) Chief Executive to question the significant drop in Investment and report to the next Trustee Board meeting
(Proposals awaited from Nat West following a recent meeting. Nat West apologised for Net Interest being paid instead of Gross Interest for Association deposits which had been put in the wrong account. Counter Cultures propose seeking better conditions by using a tender process)
- iv. Item 5.ii. The (Acting) Chief Executive to explain the £6k overspend in Membership Services
(£1k – Salaries; £2.8k – Freshers ; £1.7k – Printing & Stationary; £500 – NUS)
- v. Item 5.iii. The (Acting) Chief Executive to provide more detailed proposals, including cost/benefit analysis, for items contained within the Risk Management paper
(For discussion on Agenda Item 5)
- vi. Item 5.iv. The President to issue the recruitment process details prior to the third Trustee Board
(Completed)
- vii. Item 5.v. The Chief Executive to produce recommendations for fixed term contracts
(For later discussion)

4. ITEMS FOR DISCUSSION

Due to the delayed start to the Agenda items, it was agreed to discuss Item 4.II first to allow the External Trustee (Finance & Audit) to contribute regarding the Strategic Options prior to leaving.

4.II.i. RISK MANAGEMENT – Potential Outsourcing (Paper 4.II. referred to)

The Block Grant from the University has been confirmed as an 8% cut. Department Heads have been targeted with saving £150k, which would still leave a potential £40k deficit for next year. The next Financial Oversight Committee will review the Reserves Policy.

Various points arose from the Strategic Options:

- Any potential restructure should not compromise services provided for Students
- Collaborative ventures already working well for Finance and HR, with a £50k saving in Finance next year
- University not currently interested in helping with USSA Finance processing
- IT could be downsized or incorporated within the University, as could Web development. The Association email may be changed by omitting “the union”. Alternatively, IT could be outsourced
- HR advice provision needed, but could be accommodated by outsourcing. Preference is to retain in-house and sell services to generate income
- Facilities – if outsourced, service levels may be slower. Alternatively, services could be offered for outsourcing
- Communications – service level a possible issue if outsourced, but collaboration preferred
- Advice & Support has potential for collaboration
- Reduction in Executive Officers to four should be examined considering the current salary and pension expenditure for six Officers is £150k
- Pension contributions to be reviewed

Action The Chief Executive to draft an ERVS Policy should such provision be required in the future

Realignment of Trading Services options:

- During Executive 11 the Capital Grant had been discussed and agreement reached to make an application to the University for proposed refurbishment options to Level 6 and 8. It was recognised that the Barony Bar was consistently under-performing. Foot-fall figures indicated that Tuesday and Friday nights were significantly down. The Gamezone is open everyday, but trade is holding up in this venue.
- The Reserves policy will be discussed at the next Financial Oversight Committee.

Action A follow up to the Risk Management paper will be presented to Trustee Board 4

- The External Trustee (Finance & Audit) requested the information in this document be put into a table format for ease of reference.
- A final decision on the amended proposals is agreed for the next Trustee Board meeting to approve the 2011/12 budget.

Action The Chief Executive to compile the information in Agenda Paper 4.II. into a table format

External Trustee (Finance & Audit) left the meeting

5. ITEMS FOR INFORMATION

5.I. PRESIDENT & EXECUTIVE REPORT (Paper 5.I. referred to)

- a) Since this was the first year of the new Governance structure it was recognised there were operational issues which required discussion to ensure Students' best interests were foremost.

Action The President to arrange a meeting with the Executive, Vice Chairs and the Policy & Democratic Officer to discuss operational issues

- b) The President explained that if the Community Engagement Forum had policies requiring a Referendum, these should be submitted to the Policy Council following discussion with the Policy & Democratic Officer.
- c) The next Question Time is planned for Week 5, 21 February 2011

5.II. CHIEF EXECUTIVE REPORT (Paper 5.II. referred to)

No questions were asked

5.III. MINUTES FROM FINANCIAL OVERSIGHT COMMITTEE 1 (Paper 5.III. referred to)

- a) When questioned about Ethical Investments with regard to Association accounts the Chief Executive explained these were dealt with by Nat West and details are available on request.

Action The Chief Executive will provide information to the next Trustee Board meeting

- b) SORPS would be discussed at the next Financial Oversight Committee
- c) Taxi and Mobile Phone Allowances were recognised as an ex gratia taxable benefit, but have now been discontinued

5.IV. (DRAFT) SCOTTISH BUDGET 2011/12 (Paper 5.IV. referred to)

Paper issued for information

5.V. UPDATE ON CHIEF EXECUTIVE RECRUITMENT (Verbal)

The President updated the meeting that 75 applications had been received for the Chief Executive position. To allow an unbiased representation on the committee, it was felt important to have a female, either Executive or Vice Chair. The process was questioned, but eventually agreed upon.

Votes were cast and counted by the Chief Executive.

The Recruitment Panel will now consist of: President
Vice President Sports, Physical
Activities & Wellbeing
Vice Chair (Activities Forum)
External Trustee (Political
Management)

6. ANY OTHER COMPETENT BUSINESS

- i. The External Trustee (Political Management) distributed a draft proposal of a Social Media Policy which will be discussed at the next Trustee Board meeting and if approved will be incorporated into the Code of Conduct
- ii. A replacement for the External Trustee (Human Resource Management) will be arranged in June prior to the current Executive leaving office
- iii. Trustee Board meeting 4 will be held on Monday 28 March 2011 at 1700 in the Scene.

The final meeting is scheduled for the 15 June, 1400-1700, in the Debates Chamber. Following this you are invited to join the Exec Meets Exec celebration allowing the Exec-elect to meet stakeholders.

The meeting closed at 9.40pm

**MINUTES OF 4TH TRUSTEE BOARD MEETING
MONDAY 28 MARCH 2011
THE SCENE, LEVEL 4**

ATTENDANCE

Present:

Philip Whyte	President
Gill Currah	Vice President Activities & Development
Iain Pullar	Vice President Services
Yousuf Kerr	Vice President Sports, Physical Activities & Wellbeing
Graeme Allan	Vice President Education & Representation
Charandeep Singh	Vice President Equality & Diversity
Hannah Weall	Vice Chair (Activities Forum)
Craig McAulay	Vice Chair (Services Forum)
Eilidh Malcolm	Vice Chair (Education & Representation Forum)
Darren Young	Vice Chair (Equality & Diversity Forum)
Winnie Gallacher	External Trustee (Community Engagement)
Caroline Whyteside	External Trustee (Finance & Audit)
John Anzani	External Trustee (Political Management)

Apologies:

Michelle Keating	Vice Chair (Sports, Physical Activities & Wellbeing Forum)
Janette Young	Nominated External Trustee (HR)

In Attendance:

Ian McCartney	Acting Chief Executive
Audrey Murray	PA to the Trustees (Minute Taker)

The Board **approved** the appointment of Janette Young to the role of External Trustee (HR) for a preliminary one year period, following a recommendation and pending ratification by the student body possibly in May.

1. ROLL CALL AND APOLOGIES

As indicated above.

2. MINUTES OF THE MEETING OF 8 FEBRAURY 2011

Since there were no matters of accuracy, the Trustee Board **approved** the Minutes.

3. MATTERS ARISING FROM THE MINUTES

Previous Action Points from 8 February:

- i. Item 4.II.i.a. The Chief Executive to draft an ERVS Policy should such provision be required in the future
(Completed)
- ii. Item 4.II.i.b. A follow up to the Risk Management paper will be presented to Trustee Board 4
(Completed)

- iii. Item 4.II.i.c. The Chief Executive to compile the information in Agenda Paper 4.II into a table format
(Completed)
- iv. Item 4.II.ii To accommodate a “mix and match” approach to options for realignment of Trading Services, the Chief Executive to circulate costs of a proposed Vertigo Deluxe Refit and also costs for a redecoration, including new furniture, for the Barony
(Completed)
- v. Item 5.I.a. The President to arrange a meeting with the Executive, Vice Chairs and the Policy & Democratic Officer to discuss operational issues
(Completed)
- vi. Item 5.III.a. The Chief Executive will provide information to the next Trustee Board meeting regarding Ethical Investments with regard to Association accounts
(The Chief Executive outlined the Strategic Policy provided by RBS, since they do not currently have an Ethical Policy. Counter Cultures have been commissioned by NUS Services to discuss an Ethical Policy with banking partners, but avoiding any breach of USSA policy.)

The Board **agreed** to discuss a reviewed Agenda as indicated below.

4. ITEMS FOR APPROVAL

Item 4.III. Chief Executive Objectives 2011-2014

The President sought the Board’s approval regarding the issued document. He stressed that these Objectives have never been established before and should be seen as “new” in-line with the commencement of the Chief Executive role. Each Department Head and Staff had the opportunity to feed into the proposed objectives, which was seen as a positive interaction.

The Chief Executive objectives, in conjunction with the Executive and Departmental Objectives, will link into the Associations’ Strategic Plan and SUEI.

Arrangements will be made for the President-elect to participate in a 360° appraisal covering Competences and Behaviours.

- | | | |
|---------------|----|--|
| Action | a) | The President, President-elect and Chief Executive to provide further details to Performance Indicators and present at the next Executive Meeting |
| | b) | The President to discuss with the Chief Executive and Trading Operations Manager options for inclusion of sales-related performance indicators |

The President requested that recommendations for Item 4.I - Budget, 4.II – Reserves and 5.I – Risk Management be discussed, but not approved at this stage of the meeting. The Board **agreed** to this request.

4.I. USSA Budget 2011/12

The Chief Executive explained that the substantial savings made by Department Heads had been wiped out by the reduction in Lease income and an 8% cut in the Block Grant, amounting to £111k. In spite of cuts it should be noted that budgeted expenditure on direct membership activity will not be affected.

The Staff Committee agreed a pay and increment freeze for one year, for Grade 4 and above. Grade 3 and below will receive any potential Cost of Living increase and honour any awarded increments.

The Association should receive confirmation of the SUSS Pension Liability in September/October, with a possible reduction in the final figure due to a former employee's death. The President-elect will join the scheme from 1 July 2011, with contributions paid for by the Association, to ensure ongoing membership in SUSS until its planned closure.

CAPEX request agreed for a new electronic case recording system for ASK at a cost of £4.5k, with depreciation over three years.

The budget has already been approved by the Financial Oversight Committee, with the following points noted within Trading Operations:

Sales for Bars down £100k gross
Staff costs down £30k
Depreciation savings of £40k

The Executive have agreed for Clubs & Societies to change to Activities & Involvement, with Forums defined accordingly.

4.II. Reserves Policy

It is recognised as good custom and practice to have three months worth of reserves, approximately £400k, as a back-up. These should be reviewed annually by the Financial Oversight Committee and require approval by the Trustee Board. The total Reserves at the moment are £659k. It is understood that if there was a continued budget deficit, the Trustee Board would intervene.

Since SUSS Pension Scheme is due to close later in the year, the contingent liability evaluation will be confirmed then, but presently £488k requires to be paid over twelve years.

SORP was discussed, with percentages agreed by the Financial Oversight Committee. Under Charity Law, front-facing departments for Clubs & Societies and Sport are recognised service provision. The true position will be maintained and reviewed annually, with period accounts provided to budget holders.

4.II.a. Clubs & Societies Reserves Policy

The paper was issued for information only.

Applications for Sponsorship are open four times a year.

Reserves have been accumulated over several years.

5. ITEMS FOR RECOMMENDATION

5.I. Risk Management Options

Following extensive discussion, the summarised points are:

- | | |
|-------------|--|
| Option 1 | <u>Status Quo</u>
Not an option |
| Option 2a | <u>Barony Bar Refurbishment</u>
Barony sales budgeted to provide a sales income of £10-15k per month |
| Option 2b | <u>Barony Bar "Lite" Refurbishment</u>
Email outlined possible changes, recognising figures may move slightly.
Food cannot be served due to logistical issues for access and service
To access natural light would be costly, with possible noise issues |
| Option 3a/b | <u>Nightclub Redevelopment/ Nightclub Redevelopment – with limited use of Barony Bar</u>

Possible contribution from the University, but not for Commercial activity
Possible re-organisation of Level 6, providing increased Lounge space and availability for MSA and Liberation rooms to be moved from the Annexe, offering on-site staff support The University may contribute since their approved Architects did the Survey |
| Option 4 | <u>Union Shop</u>
Other Student Unions have found outlets profitable eg Edinburgh and Leeds
New branding and signage required
Jordanhill potentially vacated in 2012, but shop provision will remain until closure |
| Option 5 | <u>Coffee Cart Provision</u>
Various options available dependant on other changes |

Nat West lease and opening hours under negotiation, as well as service level provision and income generation.

5.1.i. ERVS Approval (Paper 5.1.i referred to)

Due to the substantial, above average staff costs of 82% from the Block Grant, a Business Case justifying proposed redundancies to the current staff structure was discussed and accepted as not representative of what is needed under the present climate.

A meeting to discuss potential proposals took place with the President, Chief Executive, HR Manager and the nominated External Trustee (HR), the findings of which were presented to the Trustee Board.

Areas for consideration include outsourcing or collaborating ancillary support functions. The Engagement & Support department will not be affected, avoiding any direct effect on student-facing facilities, which were deemed to be vital.

There is limited scope for natural wastage of staff, since there is no recognised retirement age. Since staff have accepted a pay-freeze they are aware of the current financial situation. The number of staff at risk is undetermined at present, but recommended that they should be notified first. Any staff who request figures should be assured of confidentiality.

An Emergency Trustee Board meeting will be convened in late April, allowing time for options to be discussed and a final decision made.

Recommendations:

A meeting is planned for Tuesday 5 April with the President, Chief Executive and nominated External Trustee (HR) to formulate a redundancy proposal and timeline for presentation at the Emergency Trustee Board meeting late April. Due to the legal and moral recommendations, staff needs to be consulted as soon as possible of intentions.

The President reviewed the recommendations and presented the following proposals to the Trustee Board, which were subsequently **approved**:

- Barony Bar 'lite' option
- Refurbishment of Levels 5, 6 and 8 to create a multi-function area. To accommodate this, funding will be requested from the University
- Shop interest considered when Jordanhill closes
- Coffee cart purchase to be further looked into
- A minimum of 3 months operating expenditure to be adopted as Reserves. This should be reviewed annually by the Financial Oversight Committee
- SORP figures adopted and reviewed annually
- Due to proposed changes and savings through ERVS, the Budget will be reviewed at the Emergency Trustee Board meeting, in time for presentation at the May Court.

- Action**
- a) **The Chief Executive to investigate details of purchasing and using a Coffee Cart**
 - b) **The Chief Executive to review budgets retrospectively**

6. ITEMS FOR INFORMATION

6.I. President & Executive Report

- Action** **The President to issue an Executive Report to the Trustee Board**

6.II. Chief Executive Report

Tom Wilcox from Counter Cultures was unavailable to attend the meeting due to other commitments, but it is hoped he will attend the June meeting.

A meeting was held today with FD Systems meeting to address finance system issues, including amendments to Sales Stocks. These may require additional development work at a cost of approximately £700 per day. The annual fee is more than expected, considering they want an additional 20% payment in perpetuity for an additional support agreement. Trading Standards' advice will be sought should FD Systems not agree to review their standard terms and conditions.

It is recognised that the system does not meet the Association's needs, considering Sage 50 would have been adequate. This would have incurred a greatly reduced support cost, ie £600 pa, instead of £4450 pa. Should an alternative option be chosen, the implementation timescales have to be considered, therefore learning from recent lessons.

The stock issue requires to be resolved before committing to a change in support contract.

- Action**
- a) **The Chief Executive to clarify the FD System contract with the Association's Solicitor as to whether advice was sought or given prior to the system being purchased.**
 - b) **The Chief Executive to consider alternative options to those offered by FD Systems for an Association Finance Package**

6.III. Chief Executive Recruitment (verbal)

The President gave a verbal report on the Chief Executive's recruitment process. In hindsight it was agreed there should have been more than 1 round of pre-arranged interviews. The process also highlighted a lack of communication to staff. It was accepted that a review of future recruitment at this level was necessary. All interview panel members will be asked for feedback, prior to the explanatory paper being compiled.

Action **The President to issue an explanatory paper for the next
Trustee Board meeting about lessons learnt following the
Chief Executive recruitment process**

7. ANY OTHER COMPETENT BUSINESS

- i. It was agreed to defer the Social Media Policy to the June meeting. Any comments should be emailed to the External Trustee (Political Management)
- ii. **Action** **The President to arrange a Doodle for an Emergency
Trustee Board meeting in April**
- iii. The next meeting, Trustee Board 5, will be held on Wednesday 15 June, 1400-1700 and will be followed by the annual Exec-meets-Exec, to which you are all invited

Meeting closed at 2040

**MINUTES OF 5TH TRUSTEE BOARD MEETING
WEDNESDAY 15 JUNE 2011
ANDREW HAMNETT DEBATES CHAMBER, LEVEL 6**

ATTENDANCE

Present:

Philip Whyte	President
Charandeep Singh	Vice President Equality & Diversity/President-elect
Darren Young	Vice President Equality & Diversity-elect
Gill Currah	Vice President Activities & Development
Iain Pullar	Vice President Services
Catriona Morton	Vice President Services-elect
Yousuf Kerr	Vice President Sports, Physical Activities & Wellbeing (late)
Karen MacKellar	Vice President Sports, Physical Activities & Wellbeing-elect (late)
Graeme Allan	Vice President Education & Representation
Rebecca Maxwell	Vice President Education & Representation-elect
Stuart	
Graeme Sloan	Vice Chair (Activities Forum)-elect
Craig McAulay	Vice Chair (Services Forum)
Donal McAlister	Vice Chair (Services Forum)-elect
Eilidh Malcolm	Vice Chair (Education & Representation Forum)
Steven Wilson	Vice Chair (Education & Representation Forum)-elect
Darren Young	Vice Chair (Equality & Diversity Forum)
Nicola Sweeny	Vice Chair (Equality & Diversity Forum)-elect
Michelle Keating	Vice Chair (Sports, Physical Activities & Wellbeing Forum) – left early
Chris McNair	Vice Chair (Communities Engagement Forum)-elect
Winnie Gallacher	External Trustee (Community Engagement)
John Anzani	External Trustee (Political Management)
Janette Young	Nominated External Trustee (HR)

Apologies:

Hannah Weall	Vice Chair (Activities Forum)
Chris Milborrow	Vice President Activities & Development-elect
Caroline Whyteside	External Trustee (Finance & Audit)

In Attendance:

Ian McCartney	Acting Chief Executive
Tom Wilcox	Counter Cultures - invited
Audrey Murray	PA to the Trustees (Minute Taker)

1. ROLL CALL AND APOLOGIES

As indicated above.

Welcome was extended to the Trustees-elect and Tom Wilcox who were invited to introduce themselves and clarify their remits.

2. MINUTES OF THE MEETING OF 28 MARCH 2011

Since there were no matters of accuracy, the Trustee Board **approved** the Minutes.

3. MATTERS ARISING FROM THE MINUTES

Previous Action Points from 28 March:

- i. Item 4.III.a. The President, President-elect and Chief Executive to provide further details to Performance Indicators and present at the next Executive Meeting
(Dealt with in Item 5.I.)
- ii. Item 4.III.b. The President to discuss with the Chief Executive and Trading Operations Manger options for inclusion of sales-related performance indicators
(Linked to point i.)
- iii. Item 5.I.i.a. The Chief Executive to investigate details of purchasing and using a Coffee Cart
(Since general carts are too big for the lift and bespoke carts are too expensive, the Trustees have agreed to delay the purchase once costs have been sought from Wicked Coffee through NUSSL)
- iv. Item 5.I.i.b. The Chief Executive to review budgets retrospectively
(Discuss under Reserve Business)
- v.. Item 6.I. The President to issue an Executive Report to the Trustee Board
(Apologies for lack of report which may be discussed under AOCB)
- vi. Item 6.II.a. The Chief Executive to clarify the FD System contract with the Associations' Solicitor as to whether advice was sought or given prior to the system being purchased
(No advice sought from Associations Solicitor)
- vii. Item 6.II.b. The Chief Executive to consider alternative options to those offered by FD Systems for an Association Finance Package
(Dealt with under Item 6.II.)
- viii. Item 6.III. The President to issue an explanatory paper for the next Trustee Board meeting about lessons learnt following the Chief Executive recruitment process
(No paper issued, may be discussed under AOCB)
- ix. Item 7.ii. The President to arrange a Doodle for an Emergency Trustee Board meeting in April
(Arranged and actioned)

Members of the Trustee Board 2011/12 left during Reserved Business

4. ITEMS OF RESERVED BUSINESS

(Paper 4.i. referred to)

4.I. Amended Association Budget 2011/12 and Minimum Reserves Paper to be considered in conjunction

The Chief Executive presented Paper 4.i. which had been issued for discussion at the Emergency Trustee Board meeting.
The Board **approved** the 2011-12 Budget

4.II. ERVS

The process has progressed smoothly due to being open and transparent, giving choice for staff even 'at risk'.

The following panel met last week;

	Deputy Convenor of University Court
	External Trustee (HR)
	President
	Chief Executive

Under the organisational change policy Raymond Sharp was appointed to the position of Central Services Manager, with immediate effect.

Since the current HR Manager is due to leave on 31July.

5. ITEMS FOR RECOMMENDATION

5.I. USSA Delegation of Authority

5.II. USSA/University Relationship Agreement (Paper 5.ii. referred to)

The President gave an overview of the reference paper. It has been agreed that in the future, any senior staff member's dismissal has to be authorised by the University Convenor of Court, since neither the USSA Constitution, nor Charter of Statuettes cover this. The Higher Education Institute have produced guidelines which the Students' Association and the University adhere to and requires the Trustee Board and University Court to sign off.

Action President to email the updated version of the Relationship Agreement with the following amendments made to the Trustee Board prior to 23 June

Action b) President to clarify Students participation whilst attending Senate in the Relationship Agreement document. To comply with OSCR any conflict of interest for Student Trustees has to be clarified

The Memorandum of Understanding has also to be written into the agreement.

Research and Knowledge Exchange Committee to be included

5.III. USSA Budget Risk Management

5.IV. Financial Forecasts

6. ITEMS FOR INFORMATION

6.I. Executive Committee Report

6.II. Chief Executive Report

7. ANY OTHER COMPETENT BUSINESS

i. External Training Paper

ii. HLMs

iii. The next meeting will be held in Semester 1

Meeting closed at 1615