

AUSU
Trustee Board Meeting
12th September 2012
Committee Room

1.0 Present

Ben Meakin – AUSU President, Chair person & Trustee
Geraint Edwards – AUSU Chief Executive
Nansi George – AUSU Finance Manager
Martyn Saycell – AUSU Membership Services Manager
Jessica Leigh – AUSU Education officer & Trustee
Ioan Evans – AUSU Activities officer & Trustee
Laura Dickens – AUSU Student Support officer & Trustee
Carys Thomas – UMCA President & Trustee
Huw Diprose – AUSU Post Graduate Trustee
Stephen Meacham – AUSU External Trustee

1. Apologies

Tim Smith – AUSU External Trustee

2. Declaration of Interest

None.

3. Introduction from the Chair

BM welcomed everyone to the meeting and introduced the new Sabbatical officers to the Board. BM explained that it has been a very busy summer with refurbishment of the shop and bars. Counselling has moved to the University effective from 10th September and our Student Adviser is on secondment for 3 months to the University International Office. There have been some staff changes on the Commercial side – an Entertainments Manager has been appointed and will start on 19th September and interviews will take place on 13th September for the Commercial Services Director.

SM questioned how the Union will overcome the issue of not having a Student Adviser. BM explained that we have created an Advice and Representation Centre (ARC) to be located in the old counselling rooms, there will be an Education Officer, Welfare Officer and Course Reps Coordinator. MS informed the Board that we have been working closely with the University Student Support Director, Dr John Powell to work out a system of drop ins and appointments between both departments. In support of this, two money advice workshops with CAB have been organised and negotiations are in place with Shelter Cymru to offer independent housing advice.

4. Approve minutes of meeting held 1st May 2012

Minutes of the previous meeting, held on the 1st May 2012 recorded as a true record of account after the following changes:

Alun Minify – spelling mistake corrected to Alun Minifey

Smiley face symbol to be removed

Bar Bites Back – spelling mistake corrected to Bar Kicks Back

Proposed: JL

Seconded: SM

5. Chief Executive Report

GE summarised his Chief Executive report. His report covered the name change to the organisation, our budget position, the minor refurbishments in shop and bars, appointment of the Entertainments Manager and Recruitment of the Commercial Director. He also covered the TUPE transfer of the Counselling Service and the secondment of the Student Advisor. GE updated the Board on the charity side of the organisation and stated that it is a priority that a 3rd external trustee be recruited in order to complete registration. HD suggested that we advertise on NCVO.

6. Officers' Report (Verbal)

CT gave a verbal summary on the activities of the officers:

Carys:

- UMCA graduation
- Re-writing the bilingualism policy
- Planning more welsh events in the union, and incorporating UMCA more in the union.
- Planning UMCA freshers fayre
- Represented at the Eisteddfod

Laura:

- Attended Unipol housing conference to learn about housing issues in the student sector
- Producing a housing survey focussed on cost to deliver to the landlord steering group.
- Working with Jess, John Harrington and Sports centre to produce a stress awareness week
- Organising freshers heroes.
- Secured money for Mind cafe sessions - informal drop in sessions with mental health workers.

Jess:

- Student charter for every academic department.
- 26 student cases
- re-writing special circumstances, so that students can self certify their illness for up to 5 days.
- WNEC meeting
- De-brief from QAA

Ioan:

- Represented aber at BUCS meeting.
- Organised sports and society fayres (earlier this year so that clubs and socs don't miss out, meaning everything is prepared two weeks in advance.)
- Organised sports week, through the difficulties put in place by the lack of Paypal in the finance office.
- Organisation of memorial match for Sean Morely (student who recently passed away).
- Collected information for new MSL system.

7. Membership Services Report

MS provided a summary of the Membership Services Report submitted prior to the meeting. He explained that Membership Services Department will now concentrate on Sport, Societies, Volunteering and Advice and Representation (ARC) and gave an update on the activities of these departments.

8. Financial Report

NG briefed the Board on the report she submitted for the meeting along with the financial statements. She explained that with our deficit of £140k, we need to ask the University for an additional £75k. GE reported that he had met with Prof. John Grattan to explain the situation and request. Further financial information will be provided along with an explanation on what the Union actually does.

9. Key Performance Indicators and Targets

GE presented Key Performance Indicators (KPIs) and explained that they are to enable staff to monitor targets and progress against the Strategic Plan. Approved by the Board.

10. AUGS Trading Ltd Report

NG summarised the report she provided prior to the meeting. A discussion was held over the inclusion of coffee/sandwich bar to increase day trade. IE suggested that takings may go up on the bar if table service was provided. NG will provide narrative analysis of finances to the trustee on a monthly basis. It was also commented that it would help to have card machines behind the bars and it was agreed that this is ongoing.

11.1 General & Finance Committee

Agreed by the Trustee Board.

11.2 HR Committee

MS provided a summary of the HR report. A discussion was held regarding the translator post – MS stated that it would be looked at in the next HR meeting.

12. Policy passed at Annual General Meeting 09.05.12

Reviewed and agreed by the Board of Trustees.

13. Board of Trustees

GE informed the Board that there is still an external trustee vacancy, a priority will be made after Freshers' week to recruit.

14. Any Other Business

HD asked what the process would be in the process or crossover to the next student trustee. It was agreed that any papers will be passed to GE who would pass these to the next appointed trustee. Elections will take place on 24/25th September. BM took this opportunity to thank HD on behalf of the Board for his contribution at the meetings.

15. Date and time of next meeting

Tuesday 4th December at 10am.