



AUSU
Trustee Board Meeting
13th September 2013
Committee Room

Present

Ioan Evans (IE) – AberSU President, Chairperson & Trustee
Mared Ifan (MI) – UMCA President & Trustee
Laura Dickens (LD) – AberSU Student Support Officer & Trustee
Grace Burton (GB) – AberSU Student Education Officer & Trustee
Olivia Prewett (OP) – AberSU Student Activities Officer & Trustee
Stephen Meachem (SM) – AberSU External Trustee
Elfyn Jones (EJ) – AberSU External Trustee
John Glasby (JG) – AberSU CEO
Catrin Hopkins (CH) – AberSU Finance Officer
Andrew Morwood (AM) – AberSU Membership Services Manager

In attendance

Anmarie Evans – AberSU Board of Trustee Clerk.

1. Apologies for Absence

Joshua James (Undergraduate Trustee) and Christopher Lloyd-Jones (Postgraduate Trustee)

2. Approve Minutes of Meeting held 28th June 2013

Minutes of the previous meeting held 28th June 2013 were recorded as a true record of account.

Approved by the Board

3. Briefing from the Chair

IE welcomed everyone to the meeting and introduced the new External Trustee Elfyn Jones and Catrin Hopkins, AUSU Finance Officer. He explained that it had been a busy summer working on the union democratic structure with AM and newly appointed Dan Meehan, our Campaigns and Democracy Support Worker. He stated that preparations for Autumn elections were looking good and he was thankful to the team of staff we currently have for their patience and hard work.

4. Officers' Report

Officers Annual Reports were previously submitted for the Board. There were no questions or comments regarding the reports.

5. Finance Report

CH gave a brief outline of August's Management accounts. She explained that salary costs are higher in August due to University Pension Automatic Enrolment. Also the University carried out electrical work which was impossible to budget for as we were not given advance notice.

CH explained that cost of sales for Trading Company is high due to purchases made in month relating to new stock and acts for Events.

EJ commented that he would expect to see this reflected in the budget using trends from previous year's results. JG explained that there has not been a budget produced until now and assured the Board that a regular cashflow forecast will be provided.

Action – CH

6. Membership Services Report

AM gave an outline of his report previously submitted. When he discussed the operational plan there were a few issues around consultation with the Officers. It was agreed that AM would hold consultation/meeting with the Officers and apologised.

Action - AM

7. Chief Executive's Report

JG summarised his previously submitted report. His report covered Finances, New Developments, Licensing, People and CEO Objectives.

IE commented that we need to look at the Admissions Policy of the building following the licencing application being accepted so that the policy of student/student guest only is upheld.

Action – JG/IE

8. KPI Review

KPIs for 2013/2014 were submitted for the Boards' consideration. The Board made some amendments and the following KPIs were approved:

- Achieve budget surplus of £23k minimum
- Achieve full time student officer election turnout of at least 24%
- Review student officer roles and portfolios
- Deliver comprehensive new officer inductions, job descriptions and employment agreements
- Achieve full delegate attendance at NUS Wales and NUS National conference
- Improve level of SU impact to 64% minimum with our February Survey
- Achieve volunteering accreditation
- Develop student staff training programme with records
- Develop 'Aber Award' employability scheme
- Obtain detailed commitment/plans from University to redevelop SU building
- Achieve Zero Tolerance to Sexual Harassment Accreditation
- Redevelop Underground and Main room (short term 2013/14)
- Publish 2nd Accommodation Survey
- Increase level of participation in societies, sports and volunteering projects to 38% minimum

It was agreed that JG would amend the KPIs as above and send to the Board for approval. Once approved, these would be published on our website.

Action – JG

9. Risk Register

John previously provided the group with Risk register document and asked them for their thoughts.

It was agreed that JG would look into Section 3 Reputation, Risk number 2 – *Unregulated social networking pages held by Union recognised student groups leading to potentially defamatory, libellous or unsanctioned comments/information which damages the reputation of the Students' Union.*

Action – JG

SM stated that he would look into new legislation regarding this and send to JG.

Action – SM

10. Shop

After a lengthy discussion regarding the shop proposals it was agreed that Londis proposal would be taken off the table and we consider the Spar proposal.

It was also agreed that CH would complete a calculation on tax to determine whether it would be best to lease or buy the equipment proposed. It was also agreed that CH would provide figures on trading and cashflow.

Action – CH

11. Remuneration Committee

SM was appointed Chair of the Committee.

Approved by the Board

12. External Events Contract

The Board held a discussion regarding an External Events Contract. IE informed the Board that the Events Contract had changed with James Kershaw being removed from the contract. The Board were not happy that the contract was not presented to them before the decision was made & signed however, there were some items the Board wanted JG to clarify before any new contract is signed.

In the contract it states 'subject to an end of term review' – JG is to clarify what this actually refers to, can we cancel the contract at the end of a term?

It also states ' the promoters are to adhere to the bilingual policies, but they are authorised to place English text above Welsh language text – the Board want this to coincide with our policy where Welsh goes first.

JG to make sure that James Kershaw has no involvement in the delivery of the events and is not allowed in the Students Union Building.

The Board stated that in future any legally binding contracts should be submitted to the Board either via email or at meetings.

13. CEO KPIs/Salary Review/ Job Description

Following a discussion regarding JG salary, it was agreed that IE would research what CEO's in other Student Unions get and provide a report to include finance projections for the next meeting.

Action – IE

With regard to the KPIs, it was agreed that JG add development of a salary system where increments are included but are awarded on a performance basis. JG to amend his KPIs and send to the Board for approval.

Action – JG

A.O.B.

It was agreed that Emily Cannon will remain as Returning Officer .

Agreed – by the Board

Next meeting to be held Friday 22nd November, 10am, Committee Room