



AUSU

Trustee Board Meeting

4th February 2013

Committee Room

Present

Ben Meakin – AUSU President, Chairperson & Trustee
John Glasby – AUSU Interim CEO
Emyr Phillips – AUSU Interim Finance 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
Josh James – AUSU Undergraduate Trustee
Stephen Meacham – AUSU External Trustee (Skype)
Rhys Dart – AUSU External Trustee

In attendance

Anmarie Evans – AUSU Board of Trustee Clerk

1. Apologies for Absence

None

2. Approve Minutes of Meeting held 3rd December 2012

The minutes were approved as a true and accurate record.

3. Briefing from the Chair

BM welcomed everyone to the meeting and introduced Emyr Phillips. He explained that the Union has gone through a very difficult, but necessary restructure and now is the time we move forward. At the moment we are looking to recruit an external trustee, Dan Francis from NUS has shown interest and we will update the group as this progresses.

4. Officers' Report

BM asked the Board whether they had any questions regarding the Officers' Report that was previously submitted:

- a. Questions were raised on whether the work that BM is doing on Events is taking up too much time – it was explained that an Events Assistant has now been appointed which would free up more of his time.
- b. JL explained that the report she submitted did not include the Student Charter being passed by Council. JL will circulate this after the meeting.

Action - JL

- c. LD informed the group that she has been in several talks/meetings with MP's regarding the current housing issues that students are facing. RD suggested looking into the cost of setting up a letting agency – whether there would be

a possibility of buying the infrastructure set up by other Unions. He suggested talking to Cardiff and Glamorgan.

Action – JG/LD

5. Interim Chief Executive's Report including re-structure update

JG gave an outline of his report previously submitted. He explained the current financial position, that with a remodelling of union finances that factor in sales of Starbucks and Stonewillys, we now forecast an outturn of (£66k).

Membership Services Manager – there have been some good applications and Interviews will take place on Thursday 7th and Friday 8th February. Emily Cannon from NUS will be sitting on the panel.

A discussion was held over the difficulty of attracting a Translator through the Jobs Growth Wales avenue due to the low income advertised. RD suggested looking at the possibility of buying into NUS translation Service.

Action - JG

JG also explained that an Assistant Food and Beverage Manager is urgently needed; the business is currently exposed in the event of illness or absence of the current Food and Beverage Manager. Furthermore, the current workload is very high due to the success of the trading operations and the business case for an assistant manager can be made.

Agreed by the Board

JL replied that although she agreed in principal, she was worried that all the focus was on the Trading side and Operations were being left behind. There were various issues around booking events and what rooms would be available for. IE also felt that Refreshers has been cut down to 3 days and that Sports and Activities are not being supported enough.

RD commented that there was no doubt that this has been a Student Union in crisis but that this conversation needed to be part of a wider thinking and become part of the Strategic Plan. He explained that he would always want a Student Union to make space available for students to use and as a Board, we now have the opportunity to recognise this issue and deal with it. We need to try and get commercial side to fit around the activity.

BM reiterated that we have of course just come out of crisis without a strategy at the moment. Once the Strategic Plan is in place, this should rebalance itself. The Student Survey will help build this plan and fit into KPI's. The draft strategy will be ready end of April.

Action - JG

Underground catering – JG informed the Board that after Easter, the Underground space will be available for us to utilise as we wish. JG requested that everyone have a think of what the space can be utilised for and email your ideas.

Action – ALL

CEO Objectives (outstanding)

Objective/KPI 9; JG apologised that they have experienced various problems with getting the online shop ready but it will be ready in a matter of days.

Objective/KPI 10 :- To review Communications within the Students' Union and ensure a robust Communications Plan is in place for the remainder of 2013-13 and the resource is in place to develop a coherent Communications Strategy for 2013-14 onwards.

Proposed: Report over proposed Communications Plan (including Social Media plan) to Board by 31 May 2013.

Agreed by the Board

Finance Report – EP explained that future management accounts will be presented in a far more user friendly format to include commentary.

EP also explained that we have received our registration as a charity and that provided the Union acts in accordance with its governing document, there is no reason for it not to continue as normal, subject to the election of a new Post Graduate Trustee in March.

Governance

JG explained that he has provided the Board with a paper prepared by Jan Sowa that outlines the basic principles involved with Trustee Board Governance along with a guide for clerking which Annmarie will work to.

An induction will be prepared for all new trustees by 31/03/13.

Action – JG

RD informed the group that he is currently looking at Training Development to achieve a High Performance Board and will provide information on this in the next Board Meeting.

Action – RD

Elections

Preparations for the Spring Elections are well under way and driven by Gavin Allen with support from Emily Cannon/NUS Wales and the Sabbatical Team (those not standing for re-election). Publicity is in place with a clear program of events leading up to Election Day.

NUS Hardship Claim

JG was happy to announce that NUS have agreed to reduce our payment by £10,000.

A.O.B.

IE reiterated the fact that he felt we were losing focus on activities and that he felt Gavin Allen was being absorbed into Elections and worries that with lack of support, that the focus could be lost on Super teams.

JL questioned how we deal with Sexual Harassment, whether there was a policy in place. The Board suggested that they speak to the CEO in the first instance.

CT felt that many staff did not understand the Bilingual Policy and it was agreed that Officers communicate this to staff but that Line Managers need to communicate also. It was agreed that CT would provide the policy to JG/Phil Hughes and Alyson Salter.

Action - CT

The next meeting will take place on Friday 22nd March at 10am.