

## Minutes of UWESU Trustees Meeting

18<sup>th</sup> October 2012 at 5:30pm

**Present:**

|                  |                        |                              |
|------------------|------------------------|------------------------------|
| <b>Trustees:</b> | Emmanuel Okon (EO)     | President & Chair            |
|                  | Nina Gizzie (NG)       | VP Sports                    |
|                  | Louise Goux-Wirth (LG) | VP Community & Welfare       |
|                  | Olly Reid (OR)         | VP Education                 |
|                  | Annie Turner (AT)      | VP Societies & Communication |
|                  | Peter Brasted (PB)     | External Trustee             |
|                  | Chris Nicholls (CN)    | Student Trustee              |
|                  | Jonathan Bradley (JB)  | External Trustee             |

**Trustees Elect** James Clune (JC)

|                   |                   |                  |
|-------------------|-------------------|------------------|
| <b>Apologies:</b> | Craig Pocock (CP) | External Trustee |
|                   | Lise Seager (LS)  |                  |

**In attendance:** Hugh Boyes (HB) General Manger

Apologies received from Craig Pocock and Lise Seager.  
No conflicts of interest to declare.

**24/12 Minutes of the Previous Meeting:**

The minutes of the meeting held on 19<sup>th</sup> June 2012 were agreed.

**25/12 Matters arising:**

New contracts were issued to all officers.  
HB's objectives were sent to CP on 27<sup>th</sup> June, need to be followed up.  
The strategic review process was agreed at the August F&GP meeting.  
The options for the Glenside Student Centre were discussed and agreed at the August meeting of F&GP.  
The paperwork for PB to be a director of UWESU Services Ltd was completed.  
The budget for 2012/13 was discussed and agreed at the August meeting of F&GP at a surplus of £25,100.

**Action:** *HB & EO to discuss HB's objectives with CP.*

**26/12 Report from Elected Officers:**

The reports from the five officers were discussed and queries from the trustees answered. It was requested that in future should be no more than one side, in bullet type format showing both achievements and plans, preferably in a similar format.

**27/12 Report from the General Manager:**

The report was noted. In addition to the report HB circulated a paper bringing the trustees up to date about the position of the Finance Manager.

**Action:** *HB to proceed with recruitment of new Finance Manager.*

**28/12 Report from Staff Committee:**

The report was noted

**29/12 Report from Finance & General Purposes Committee:**

The report was noted.

**30/12 Draft Accounts**

HB distributed draft copies of the accounts and explained the reasons for the delay in producing the final version. It was agreed that the accounts should be agreed prior to the AGM. This would be done by HB and PB meeting with the auditors, then by circulating the accounts to all trustees and by HB meeting with the officer trustees and all trustees giving if willing their agreement. The auditors would present the accounts at the December meeting.

**Action:** *HB to circulate accounts and arrange for auditors presentation.*

**31/12 Appointment of Returning Officer & Election Complaint Procedure**

The appointment of Stuart Hook as Returning Officer was agreed and the Complaint Procedure noted.

**32/12 Gift Aid**

The donation of the profits of UWESU Services Limited for the year ended 31<sup>st</sup> July 2012 to UWE Students' Union was agreed.

**Action:** *HB to arrange for payment to be made.*

**33/12 Schedule of Meetings for 2012 and 2013**

The attached schedule of meetings for the coming year was agreed.

**Action:** *HB to put meetings in trustee diaries.*

**34/12 Items for Discussion at meetings**

It was agreed that trustees would review and let HB know of any items that should be added. It was agreed that the Risk Management would be discussed at the March meeting. Also agreed that the Board should undergo some sort of evaluation, HB was asked to look into some method of self evaluation for the Board to consider in December.

***Action: Trustees to let HB know of any additions. HB to bring proposal re self evaluation to December meeting.***

**35/12 Objectives and Management of the General Manager**

See item 25/12.

**Any Other Business**

After discussion it was unanimously agreed that James Clune should be put forward for ratification as an external trustee at the AGM in November ( JC was absent from the room whilst the decision was made ). JC agreed that he would attend the AGM.

***Action: OR to liase with JC re AGM***

**The meeting finished at 8:05pm.**

**Time and date of next meeting:** Thursday 13<sup>th</sup> December 2012 at 5:30pm

**Confidential Minute**

**Restricted to Trustees only**