

Minutes of UWESU Trustees Meeting

19th June 2012 at 7:30pm

Present:

Trustees:	Colin Offler (CO)	President & Chair
	Ariana Alexander-Sefre (AS)	VP Sports
	Louise Goux-Wirth (LG)	VP Community & Welfare
	Olly Reid (OR)	VP Education
	Peter Brasted (PB)	External Trustee
	Craig Pocock (CP)	External Trustee
	Hayley Wright (HW)	Student Trustee
	Safi Henderson (SH)	VP Societies & Communication
	Jonathan Bradley (JB)	External Trustee

Trustees Elect James Clune (JC)
Annie Turner (AT)
Nina Gizzie (NG)
Emmanuel Okon (EO)

Apologies: Chris Nicholls (CN) Student Trustee

In attendance: Hugh Boyes (HB) General Manger
Lise Seager (LS)

The Chair welcomed Lise Seager to the meeting as a possible trustee.

Conflict of interest, it was noted that the five elected officers for 2012/13 would all have a conflict for item 13/12. At this stage OR handed out a paper outlining a potential conflict regarding his sponsorship for part of a Masters degree. OR answered questions that trustees had and then left the room. After discussion the trustees agreed that given the disclosure the matter would not affect his ability to act either as a trustee or as an elected officer.

12/12 Minutes of the Previous Meeting:

The minutes of the meeting held on 4th April 2012 were agreed.

13/12 Matters arising:

Noted that the elected officers had all produced a written report.

The proposed Contract of Employment for Elected Officers was discussed with all present, during that discussion it was agreed that the paragraph on future employment should not exclude ex officers from working as student staff on the on-call register. Then EO, NG, AT, LG & OR left the room. After some further discussion the remaining trustees then agreed the contract be implemented.

CO had met with both EO and HB about the General Manager's objectives, as a result the draft objectives would be sent to CP for his input and then brought back to the next trustee meeting.

CO had succeeded in persuading LS to attend this meeting.

Actions: *HB to ensure new contracts issued to all officers.
HB & EO to finalise HB's objectives and send to CP.*

14/12 Report from Elected Officers:

The reports from the five officers were noted, it was requested that in future should be no more than one side, in bullet type format showing both achievements and plans. Although this should not prevent something different if the circumstances warranted it.

15/12 Report from the General Manager:

The report was noted.

16/12 Report from Staff Committee:

Report noted and that the Volunteer Support Co-ordinator has now been appointed.

17/12 Report from Finance & General Purposes Committee:

Report noted, in answer to a question HB confirmed that it is likely that the pension deficit contribution will increase significantly in October 2014.

18/12 Strategic Review

After some discussion it was agreed that UWESU should review its strategic plan and that external assistance should be used. HB to explore the option of using the expertise in the Bristol Business School. HB to put together a proposal to be sent to all trustees.

Action: *HB to approach BBS and to draft proposal.*

19/12 Glenside Student Centre

HB explained that we had commissioned a BBS MBA student who had experience in the restaurant and pub trade to review the Glenside operation and make recommendations. Unfortunately he is behind and his draft report is due on the 20th June. In addition the NHS has given up some space at Glenside and we have identified some that would be attractive to move into. The University have indicated that they will let us know within a month. Therefore HB proposed that once all this information is in he will send a report and recommendations to all trustees. This was agreed. PB asked that once a decision has been made that it is final.

Action: *HB to create and distribute report as soon as feasible.*

20/12 Appointment of Auditors & Presentation of Accounts

Noted the appointment of Baker Tilly as auditors. Agreed that auditors should present the accounts to the full Board of Trustees and that meeting will be on the 18th October 2012.

21/12 Appointment of director of UWESU Services Limited

Agreed there should be a third director of UWESU Services Limited and PB volunteered to be that director.

Action: HB to ensure necessary paperwork is completed.

AS had to leave the meeting at this stage.

22/12 Budget 2012/13

A lengthy discussion was held around the budget and the following decisions were made.

- Overall surplus to be between £20k and £30k;
- Capital spend agreed at £40k;
- HB & NG to put forward proposal for how sports club passport monies can be ring fenced, to apply to costs as well;
- Student Letting to continue, to be measured against the targets set;
- To employ a student placement position to support Web & IT;
- To employ an additional Student Rep Co-ordinator;

F&GP are to discuss the budget, PB requested that he be present and final version to be agreed at the next trustees meeting.

Action: HB to ensure necessary paperwork is completed

23/12 Objectives and Management of the General Manager

See 13/12.

SH requested clarity about whether the trustees thought that the new constitution for RAG should be agreed by the trustees or by the Societies and Communications Committee. The trustees agreed that the latter was the best place.

It was agreed that the request about the Smoothie Bar from VP Sports in her report be addressed at the next F&GP meeting.

CO thanked Safi and the external trustees for their time, commitment and assistance to him and the union over the year and CO was likewise thanked by the trustees.

The meeting finished at 9:20pm.

Time and date of next meeting: Thursday 18th October 2012 at 5:30pm