**Minutes of UWESU Trustees Meeting**

**11th December 2014 at 5:30pm**

**Present:**

**Trustees:** Charlie Roper (CR) President & Chair

Roisin Greenup (RG) VP Sports & Health

Scarlett Oliver (SO) VP Community & Welfare

Hannah Khan (HK) VP Societies & Communication

JJ Clark (JJC) VP Education

Craig Pocock (CP) External Trustee

Anthony Harding (AH) Student Trustee

Clare Davidson (CD) External Trustee

**Apologies:** James Clune (JC) External Trustee

Peter Brasted (PB) External Trustee

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

It was noted that this was the 5th meeting that JC was unable to attend and apologies had been given. It was agreed that HB would contact him to find out if he was able and willing to remain a trustee.

**12/15 Minutes of the Previous Meeting:**

Agreed the minutes of the meeting held on 23rd October 2014.

**13/15 Action Points from Previous Meeting:**

1. CR & HB to report back on any capital contribution agreed to the new building. ***A schedule of the latest position on the FFE budget was handed out which showed a shortfall in funding of around £295,000. CR has shared this with Steve West and is awaiting a reply.***
2. HB to report back at next meeting on action taken to reduce deficit and raise new income streams. ***HB had asked the SMT to look into this, whilst costs will be saved where possible, no new income streams were identified.***
3. HB to follow up with UBU on their trustees response to the recommendations in the NUS Stretch Diagnostics report. ***The CEO from UBU reported that their trustees were non-committal about the recommendations. However they might respond positively to a direct proposal***.
4. HB and CR to organise constitutional review actions to fit the timeline. ***The attached timeline was agreed and the working party will be JJC, SO, HB and Nerys Neath.***
5. CR and HK to sign the respective accounts. ***The accounts have been signed and lodged with Companies House and the Charity Commissioners.***
6. HB to amend terms of reference for Staff Committee. ***Done and the Bye Laws amended.***
7. HB to ensure that in future a quarterly finance report is included. ***Done.***

**14/15 AGM Motions:**

B) Removal of Polythene bags: Agreed with implementation.

F) LGBT Officer for Equality: Agreed with implementation.

E) Disposable Plastic Cups: Agreed to partial implementation and the Union would now use glass at all times with the exception of large events when disposables would be used. It was recognised that there was an annual additional cost of around £4,500 plus a one off cost of £3,000 for new washers.

**15/15 Student Survey:**

A discussion was held about the survey and the results. The results from the analysis of the comments and segmentation would be distributed in January.

**16/15 Student Representation Resource:**

After discussion it was agreed that the contract could be extended as proposed to August 2015, provided this could be achieved on a cost neutral basis.

**17/15 Recruitment of CEO:**

The President gave a verbal update and the meeting agreed presentation question and discussion panel topic.

**18/15 Items for discussion:**

The items were discussed without any conclusion about the Chair proposal. It was agreed that the training of new trustees and the handover could be improved. It was agreed that a more detailed paper should be presented to the next meeting.

**19/15 Reserves Policy:**

The attached policy was agreed.

**20/15 Investment Policy:**

The attached policy was agreed.

**21/15 Objectives & Management of General Manager**

The Board noted that no real objectives need to be set prior to the General Manager leaving. The President asked to endorse an objective of a handover document to be produced.

**Items to note\***

No prior notification was given to the Chair so the reports below were noted.

**22/15 \*Report from Elected Officers:**

**23/15 \*Report from the General Manager & SMT:**

**24/15 \*Report from Staff Committee:**

**25/15 \*Report from Finance & General Purposes Committee:**

**26/15 \*Quarterly Finance Report:**

**Time and date of next meeting:** Thursday 26th March 2015 at 5:30pm in 4F10

Thursday 2nd July 2015 at 5:30 in 4F10

**Action Points**

1. CR & HB to report back on any capital contribution agreed to the new building.
2. HB and JJC to report back on the progress of the constitutional review.
3. HB to amend Bye Laws to reflect the new LGBT Officer.
4. HB to ensure implementation of Plastic Bag and Plastic Cup decisions.
5. HB to report back on how the additional resource for Student Reps was achieved.
6. PB to bring a more detailed proposal and options around the position of the Chair to the next meeting.
7. CR and HB to look to the recruitment of both external and student trustees.
8. HB to contact JC.