**Minutes of UWESU Trustees Meeting**

**23rd June 2015 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

Laura Goode (LG) Student Trustee

Craig Pocock (CP) External Trustee

Clare Davidson (CD) External Trustee

Chris Clements (CC) External Trustee

Sarah Eden (SE) External Trustee

**Apologies:** Anthony Harding (AH) Student Trustee

**In attendance:** Tim Benford (TB) CEO

Jack Polson (JP) President Elect

Lauren Conen (LC) VP Education Elect

Adam Brittain (AB) VP Sports & Health Elect

**40/15 Minutes of the Previous Meeting:**

Agreed the minutes of the meeting held on 26th March 2015.

**41/15 Action Points from Previous Meeting:**

1. TB to report back on how the additional resource for Student Reps was achieved.

**TB reported this remains unclear but is in the budget as a one off spend.**

1. TB to present structure paper at the special Trustee meeting.

**Completed and an update on the process is in agenda point 45/15.**

1. CR to note new Trustees in his Student Council report.

**Noted and approved at Council.**

1. TB to action tender for brand consultant.

**Completed and an update on the process is in agenda point 46/15.**

1. TB and CR to speak to the university about support for the brand process.

**Completed, some funding for signage at Glenside has been secured other areas still in discussion.**

1. TB to look into VAT savings on the brand project.

**Completed and an update on the process is in agenda point 46/15.**

**42/15 Student Council Motions:**

The name of the new SU bar on Frenchay Escapes me – Declined – as part of the brand process all areas of the union with be prefixed or suffixed with ‘The Students’ Union’ and no further naming is planned.

Introduction of a Democratic Procedures Committee (DPC) to the Students’ Union – Agreed as a one year trial upon clarification of resolves 4 and 6 by JJC (LC)

**43/15 Constitutional Review:**

The progress and options were noted and that Headers of bylaws would be addressed first by SE, TB, JJC (LC) to resolve conflicting content and then further governance would be addressed.

TB to call the first meeting to commence the process.

**44/15 Block Grant:**

TB presented the revised block grant application and updated budget (from F&GP) depicting a predicted profit of £5,700 compared with the previous budgeted loss of £80,200.

Further positive commercial outcome were highlighted to the board and a final budget would be circulated in August.

TB as actioned to circulate the budget before the meeting so Trustees could be aware prior to the start of the financial year.

**45/15 Structure and Recruitment:**

TB updated the Board on the re structure process.

The following staff have left the organisation

Rita Abrahams

Nerys Neath

Karen Thompson

Emma Brown

Neil Clark

Tom Meredith

In addition we have reached an agreement with Karen Pawsey who will leave on the 1st August and the Board approved a revised structure to have a single Executive Assistant who covers HR and the Board of Trustees supported by external advise when required to replace the two posts in the previously approved structure.

The following new staff have been appointed so far.

Representation Manager – Kate Dawson – starting 29th June

Community Manager – Rachel Colley – starting 29th June

Commercial Manager (Retail) – Phil House – starting 6th July

Buildings Manager – Donna Prince – starting 6th July

Assistant Manager IT and Epos – Matt Ribbins – immediate move from his current role

The Board approved a further staff change with the internal appointment of Matt Ribbins to change the current web developer role to become web developer and videographer.

**46/15 Brand update:**

TB confirmed the appointment of RBL as UWESU’s brand consultants.

TB then presented the Brand Voice in full detail and followed that up with visuals for approval.

The Brand Voice has been completed following student focus groups at Bower, Glenside and Frenchay as well as staff groups and was completed by RBL

Following the presentation the board approved and confirmed the direction for the identity to be taken and directed TB to seek opinion to ensure all stakeholders are aware of the change and associated implications.

**47/15 Angela Francis complaint**

The Board were given the details of the complaint made by a jobshop advertiser and the decision that was reached by the CEO.

After discussion, the Board confirmed and reiterated the outcome of no longer advertising the role requested by Ms Francis.

TB to communicate this with Ms Francis.

**48/15 Pete Daw – Honorary Doctorate**

The Board were given the details of the submission and after discussion the Board decided not to endorse the request for an honorary doctorate.

**49/15 Objectives & Management of General Manager**

An update was given on progress on areas that aren’t covered in the agenda.

CP and TB to meet to finalise objectives prior to October meeting.

**Items to note\***

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

**50/15 \*Report from Elected Officers:**

CD commented on the quality of these reports and commended the officers for highlighting the fantastic work they have done this year.

**51/15 \*Report from Staff Committee:**

**52/15 \*Report from Finance & General Purposes Committee:**

**53/15 \*Quarterly Finance Report:**

**AOB**

CR Noted his thanks to the Board for their support over 2 years and thanked the current officer team for their work this year.

**Time and date of next meeting:** Tuesday 20th October 2015 at 5.30pm in the SU Building

**Action Points**

1. JJC (LC) propose options for DPC
2. TB to call the first meeting to commence the process of re writing the Headers.
3. TB as actioned to circulate the budget before the meeting so Trustees could be aware prior to the start of the financial year.
4. TB to seek opinion to ensure all stakeholders are aware of the change and associated implications of the new brand identity.
5. TB to communicate decision with Ms Francis.
6. CR to communicate with Pete Daw.