**TRUSTEE BOARD** Date **Tuesday 15 March 2011** Time **4pm**

Number **2**  Venue **The Committee Room, The Union,** **Riccarton, Edinburgh**

**In the Chair**: Stefan Kay, Trustee (SGK)

**Also Present**: Brian Hay, Trustee (BH)

Olga Kozlova, Trustee (OK)

Lara Rivans, Trustee (LR)

Susan Kirkman, Trustee (SK)

Simon Eltringham, President (SE)

Michael Bottom, President (elect) (MB)

Michael Ross, Senior Vice-President (elect) (MR)

**Apologies**: Murray Hope, Senior Vice-President (MH)

**In Attendance**: Alastair Grant, Financial Controller (AG)

Maureen McMillan, Assistant Director Estates (MM)

Jamie Nutter, Business Services Manager (Minute Taker)

**ACTION**

**2.8 Continue to Investigate Financial Side of Refurbishment AG**

**3.2 Investigate Liability Insurance SE**

**5.4 Consider Relationship with Trustee Board MB & MR**

**6.5 Copy of Organisations Structure and Strategy Document to OK SE**

**8.3 Investigate Legal Status of Ownership of Building SK, SE & MB**

1. **WELCOME**

1.1 The Chair welcomed the group.

1.2 The Board introduced themselves.

1. **REFURBISHMENT PROJECT**

2.1 SE explained the current position with refurbishment work. £250,000 grant had been given to the Union from the University to spend on refurbishment work. SE and others had met with two design companies and also visited Loughborough University to see the work of one of the design companies.

2.2 MM explained the challenge of spending the money by July. She was concerned by lack of clarity on what is required.

2.3 GMP have been commissioned to provide concept design by 7th April. This would cover the Disco, Foyer, Toilets, Kitchen and costs.

2.4 The Union has not been maintained over recent years. A survey done 5 years ago – fire DD4 compliance, services that could cause danger will be looked at by Estates.

2.5 AG hoped the University can release the refurbishment money to the Union. Waiting for the University to advise.

2.6 BH asked if competitive tendering was required. MM explained we would require a dispensation if we weren’t to go to tender. Possibly get quotes on smaller packages of work to reduce quote time. BH suggested using University maintenance to complete the work. MM explained that the University don’t have suitable staff resources.

2.7 The Trustee Board thanked the University for the contribution.

2.8 It was agreed AG would continue to investigate the financial side.

2.9 LR asked about the students’ reaction to refurbishment and not moving. SE explained the bar is moving back as it was conditional to overall move. The Union had held off informing students fully until confirmation is received.

2.10 MB explained plan to ensure a continuous maintenance plan for future years.

MM was thanked for attending the meeting.

MM left the meeting.

1. **APPROVAL AND SIGNING OF MINUTES AND MATTERS ARISING**

3.1 **Legal Status**: Trustees act as an interim group until accounts are approved.

3.2 **Liability Insurance**: Covered by University insurance. SE to investigate.

3.3 The Minutes were duly passed.

1. **FINANCE UPDATE**

4.1 A brief recap of position at last meeting.

4.1.1 **USS**: Section 75 induced. Bill received for £109,000. Auditors accounts not finalised due to this hold up.

4.2 **Management Accounts: Led by AG**

Staff savings from last summer keeping Union afloat

Reduced Commercial Services causing £200k down

Around £80k to £100k surplus

Shop performing as before, bar and catering down due to poor location of Elements.

Recommended increasing bar and catering at Union through bringing the bar back

Elements – last day run by Union will be 31st March.

Possible Block grant reduction of 4.5%

Union hoping to not be treated as a department to prevent reduction

Build strategy to find alternative financial services

University specified Block Grant not to be spent on Commercial Services so need to improve revenue to support these services.

4.3 **University Financial Oracle System**: To move to new financial system – staffing issue. Must not rush process.

4.4 **Draft 2011/12 Budget**: Should be in the process of putting together

To support Block Grant Application

MB noted new CEO should be involved

Trustees raised concern about 4 months until new financial year

AG and SE to aim for a draft for next meeting including caveator. Include known value and estimate.

CEO involvement with Executive.

SK requested Trustees see draft before next meeting.

Elements will cease being run by the Union on 31 March.

Geordies will re-open for final four weeks after Easter “as is”.

It is thought University will not open Elements for remainder of academic year.

Staffing for services will need to be looked at.

BH raised question of no depreciation in Management Accounts. This has traditionally only been accounted for at end of year.

Accountant to investigate monthly accrued depreciation to improvement management information.

Should be improved with Oracle System

AG was thanked for attending the meeting

AG left the meeting

1. **UPDATE FROM EXECUTIVE COMMITTEE**

5.1 **Elections**: New Officers elected.

5.2 **Strike Action**: Two strikes planned for Teaching Staff

5.3 MB explained pressure from this year on SE as acting CEO and President.

5.4 MB and MR asked to think about relationship with Trustee Board

1. **STUDENT TRUSTEE RECRUITMENT**

6.1 Drafted advertisement for Student Trustee – awaiting decision of selection panel.

6.2 MB expressed preference for student from SML as would suit their position.

6.3 Executive have opted for an appointment process rather than election. Agreed to run interviews in May.

6.4 The Panel were agreed as OK, BH and MB. BH will Chair the panel. Trustees will be involved in short-listing.

6.5 OK requested that organisational structure be circulated. A copy of the Strategy Document would also be sent to OK.

1. **CEO APPOINTMENT**

7.1 SK explains the process of selection

7.2 The interviewing panel were Murray Hope, Senior Vice-President (Chair); Caoimhe Sweeney, Vice-President (SBC); Jim Dickinson (NUS); Kevin Mallet, Group Financial Controller and Stefan Kay, Trustee.

7.3 Gail Edwards, NUS Wales was appointed.

7.4 Contract to go out this week.

7.5 Appointment to begin on 11th April. 2 year renewable appointment. Careful six month probationary period.

7.6 Review panel to consist of President, Senior Vice-President and one Trustee at six month period.

7.7 Trustee approval was agreed.

1. **FINANCE UPDATE**

8.1 BH questioned ownership of the building. The building is leased, pay depreciation on exterior.

8.2 BH requested legal details (including building lease) of Union’s position / legal status of building.

8.3 SK suggested contacting Auditors to check back on the status, SK, SE and MB to investigate.

1. **DATES OF NEXT MEETING**

9.1 The next meeting was scheduled for Tuesday 17 May in Edinburgh.

9.2 The meeting scheduled for Tuesday 28th June would be held in SBC.

1. **CLOSURE**

10.1 The meeting closed at 6.15pm.