



Minutes of the meeting of the Board of Trustees held on Thursday, 19th August 2010 in the Board Room Paisley Students' Union commencing at 11am.

Daniel Copithorn, Campus President Ayr, in the Chair.
Meeting Commenced 11.20am.

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| Thomas Reid | President |
| Susan Duncan | Depute President (Ed & Welfare) (DPEW) |
| Daniel Copithorn | Campus President Ayr (CPA) |
| Samantha Phillips | Campus President Hamilton (CPH) |
| Christopher Scott | Ordinary Trustee Ayr (OTA) |
| Garry Quigley | Ordinary Trustee Paisley (OTP) |

In Attendance

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| Caroline Sharp | General Manager/Returning Officer (GM/RO) |
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Apologies for absence – Arnaud Bastianelli, Sports President, Stephen Byrne (OTP), Garry Quigley (OTP) for late arrival and early departure from the meeting.

1. Minutes of previous meeting.

a. Acceptance

Minutes from the previous meeting of 26/07/2010 were agreed as an accurate record.

b. Matters arising

Minute 4a – GM confirmed that the application for the credit card has been sent away.

Minute 4c – CPA – no update has been obtained from BAM on integrating Facebook and Twitter on the website yet. CPA will liaise with the temp Marketing and Communications Assistant and Entertainments Manager on this after the meeting.

Minute 4d – expenditure has now been approved for SAUWS to enter the Green Impact scheme and DPEW will sign us up to it in advance of the deadline.

Minute 4h – volunteer recognition – President updated on discussions so far which include creating a bronze, silver and gold system of recognition to be developed. SP and CPH will liaise with the Employability Link on further development. CPH is now leading on this. The Board requested that CPH update them on progress following the next meeting on this topic.

Minute 4i – DPEW advised that the meeting has not occurred yet to develop a campaigns calendar for the year ahead, but it is hoped that the new Welfare, Campaigns and Activities Coordinator will now be able to be involved in this. The meeting is due to take place in the near future.

Minute 4l – DPEW advised of staff disgruntlement from other campuses that they were not included in these staff meetings. GM asked if the guidelines, agenda and minutes had been produced and circulated and it was confirmed that they had not. President agreed that future meetings will be minuted and that there will be guidelines drawn up and communicated. The chair

and minute taker will rotate and will be decided at the end of the previous meeting. Meetings at other campuses should also be minuted and all minutes stored on shared drive G. CPA and CPH to communicate this to staff on their respective campuses and feedback any response.

Minute 7a – President updated on the conference calling system and agreed that this would be trialled after the meeting to ensure everyone can operate the system. He further updated that video conferencing suites can be booked through UWS, although we might prefer to use conference calling.

Minute 7b – GM updated that the approved Estimates have been sent out to staff and officers with advice to confirm specifics with GM before acting.

2. Reports of the Office Bearers.

a. Acceptance –

- i. President – written report. DPEW asked for clarification on meeting with Counsellor, President advised that this was on a personal level (as offered by Counsellor during induction session with student services) and had been found quite useful. CPH added a thank you to all the sabbaticals who volunteered at Hamilton during MOD event.
- ii. DPEW – written report. No questions.
- iii. SP – written report. DPEW noted that her title had been quoted incorrectly and that SP should ensure that this is written correctly in future.
- iv. CPH – written report. No questions.
- v. CPA – written report.
- vi. OTA – oral report. CS reported that he had not been involved in much activity this month with the exception of contributing to general Board activity and attending the SAUWS H&S committee meeting.

b. Sabbatical Holidays.

- i. President – none
- ii. DPEW – week commencing 25th Oct (5 days)
- iii. CPA – half day 23 Aug
- iv. CPH – 29th Aug – 5th Sept

3. Reports from Committees etc. – none.

4. Business Introduced by Office Bearers.

a. Painting Update and Quotes

President – advised that he has obtained quotes from contractors recommended by Estates. President has prioritised the gents in Level 3 and the bar gantry area for painting. An independent quote has also been obtained for these two areas. Following debate on whether the painting was necessary, the Board visited the areas in question to assess their state of decoration. There followed a vote on which areas should be painted: gents – all in favour, bar - 2 in favour, 3 against, 1 abstention. The Gents toilets will be painted, accepting the cheapest quote including filling.

b. Signage Update and Quotes

President – quotes were circulated to the Board to consider. There was discussion over what a sign should say (Union or Students' Association), it was noted that the Union might be rebranded in the near future and therefore no decision can take place now. President will pursue enquiries

with Director of Campus for Paisley, Estates and Corporate Marketing to provide signage for us.

c. Notice Board Update and Quotes

President – updated on research done into picture boards. Suggested using a poster of staff and sabbs (for a 'who's who'), rather than actual Boards. GM suggested following a similar format to RGU's boards and putting pictures and names on one. GM agreed to get pictures of this to circulate to the Board to see how it could be adapted to display in all our Unions, etc.

d. CTC Review of SAUWS and Recommendations

President – following discussion, the Board agreed to consider at a separate meeting the recommendations of the report, whether we agree with them, and in which order they should be prioritised, and an appropriate timescale for scheduling pieces of work as well as discussing the support which would be required to carry out the recommendations (CTC or UWS, etc). DPEW agreed to take responsibility for setting up this meeting.

e. UWS Ayr to be linked with SAC Auchincruive

CPA – asked for input on what should happen with a view to the future shared location. The Board recommended that a carefully worded agreement be drafted which includes disciplinary procedures and guest entitlement. This can be taken to SRC at Ayr for approval. GM suggested checking the Union's operating plan to see what is included regarding entry.

f. Handbook

CPA – asked for approval on the plans for this publication. As it was not clear what had been proposed, it was agreed that this will be circulated after the meeting by CPA with agreement being sought by Monday 23rd Aug.

g. Ayr Students' Publication

CPA – updated on outcomes of a meeting with the Acting Editor (as voted by Ayr Student Council) - A4 matt publication planned. Ayr students have previously expressed a desire to keep this as a local production. The Board agreed that this would be of more value to all if it was produced on a cross-campus basis. CPA noted that the printing costs need to be looked at again. There was discussion over the benefits of having an Ayr-only or cross campus publication. After checking SRC minutes it was agreed that CPA should discuss with Catriona. CPH suggested getting a print partner. GM advised that the SAUWS environmental policy should also be considered.

h. Taxi Phone – Paisley Union

President – contacted the company and they said no. GM suggested contacting the Council to see if there are any initiatives on safety which may attract funding (like Safe Ayr initiative, www.communitiesscotland.gov.uk/stellent/groups/public/documents/webpages/cs_013472.hcsp). GQ agreed to take this forward.

5. Motions – none.

6. Elections – none.

7. AOCB –

a. President –

Proposed on behalf of SP that a PC be put at reception. GM advised that if PC is to be networked (and have internet access) it needs to be of the correct specification to suit the University's ICT policy (approx £350 +

screen + VAT). As we are nearly at the end of the summer – is this necessary? Maybe for next year?

b. President -

Advised that background information should be circulated and discussed in advance of Board meetings so that the meetings can be reserved for decision making.

c. President -

Noted that no formal decision had been made regarding the appointment of a second representative to University Court. The Board agreed that CPH should fill this position.

d. President -

Stated that he is quite happy to give feedback on maintenance issues on behalf of all campuses.

e. CPH -

Asked about Ayr's plans to employ an ents member of staff? CPA responded that this was to improve consistency and productivity, that it should bring technical skill and that it would be paid by the hour based on 20 hours a week. The position will be that of Ents coordinator.

f. CPA -

Smoking Ban on campus. The first meeting of Healthy Working Lives committee is on Tuesday, chaired by Director of Campus for Ayr. The Board were united on being against this total ban for reasons previously circulated. It was agreed to ask for total student consultation on the issue prior to approving any policy eg Survey Monkey through blackboard.

8. Staffing.

a. Acceptance

Minutes from the previous meeting of 26/07/2010 were agreed as an accurate record.

b. Matters arising – none.

Date of the next meeting: Friday 1st October, at 12pm, with Christopher Scott, OTA, in the Chair.

Meeting Closed 3pm.