



Minutes of the meeting of the Board of Trustees held on Wednesday, 22nd June 2011 in Level 1, Paisley Students' Union commencing at 10am.

Arnaud Bastianelli, Sports President, in the Chair.
Meeting Commenced 10am.

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Susan Duncan	Depute President (Ed & Welfare) (DPEW)
Arnaud Bastianelli	Sports President (SP)
Christopher Scott	Ordinary Trustee Ayr (CS)
Stuart McCabe	Ordinary Trustee Paisley (SM)
Garry Quigley	Ordinary Trustee Paisley (GQ)

In Attendance

Caroline Sharp	General Manager/Returning Officer (GM/RO)
Geoff O'Donnell	Marketing & Communications Assistant (GO) (for parts)
Alastair Adamson	Sports President Elect
Cara Lee	Depute President Education & Welfare Elect
Alison Aitken	Ordinary Trustee Ayr Elect
Scott Winchester	Ordinary Trustee Paisley Elect

Apologies for absence –

Daniel Copithorn, Campus President Ayr (CPA)
Laura Wiggins, Ordinary Trustee Ayr (LW)
Stuart McCabe, Ordinary Trustee Paisley – for early departure 1.30pm.
Alison Aitken, Ordinary Trustee Ayr Elect – for late arrival 10.50am.

Samantha Phillips, Campus President Hamilton (CPH) absent without apology.

The Chair opened the meeting with a welcome to the Trustees Elect and explained the standing orders for meetings and their role at this particular meeting as observers only.

1. Minutes of previous meeting.

a. Acceptance

Minutes from the previous meeting (20110526) were agreed as an accurate record.

b. Matters arising

Minute 1b – (GM Job Description) DPEW advised that this was still outstanding but that it would be completed before the end of the term in office and will be handed over to GQ to take forward for the next meeting's approval.

Minute 2aiii – (Acceptance of reports – CPH) SP advised that he had contacted CPH re absence who said that she would send a letter explaining the absence. This has not arrived; SP chased it up by email yesterday and has not yet had a response.

Minute 4 d – (Volunteers Report) GQ reported that he had emailed Louise thanking her for her contribution as a volunteer on behalf of board and had received an acknowledgement back with thanks.

2. Reports of the Office Bearers.

a. Acceptance –

- i. DPEW – written report. DPEW added that the SAUWS annual presentation to

University Court had been well received, and that the ICT concerns highlighted by both the recent ELIR and the meeting with the Scottish Funding Council were raised. Court had agreed that this will be monitored via SEG and that the helpdesk (currently used by staff) would be made available to students to log faults. DPEW confirmed that the UWS Smoke free policy was to be amended to include Union designated areas for smoking (exempt from the policy) in Paisley (in front of Union), Hamilton (caged area) and Ayr (near back entrance, closest to Union area).

- ii. SP – written report. No questions.
- iii. CPH – written report. It was noted that this report could not be accepted in the absence of CPH. The last meeting’s report also remains outstanding.
- iv. CS – written report. No questions. DPEW thanked CS for his work throughout the year on the UWS disciplinary board on behalf of SAUWS.
- v. LW – written report. To be accepted at the next meeting due to absence.
- vi. GQ – written report. No questions.
- vii. SM – written report. DPEW suggested that SM might want to get involved in the University’s Equality and Diversity think tank – see SRCoord for more info.

b. Sabbatical Holidays.

- i. GQ (President Elect) – 7th -8th July for graduation
- ii. CL (DPEW Elect) – 7th & 8th July for graduation

3. Reports from Committees etc. (reports attached)

a. LTAB

Handbook will be electronic and will have a search facility. DPEW advised incoming Board to keep an eye on what’s happening in relation to move from Blackboard to Moodle as this is currently ongoing.

DPEW

b. University Health, Safety and Environment Committee

DPEW

c. Education Funding Summit

DPEW

DPEW recommended that all the incoming Board make sure that they are conversant with the document which has been circulated.

d. Senate

Changes to SAUWS Code of Discipline were accepted – SRCoord will take this forward.

DPEW

e. Bar Manager’s Report Paisley

Bars

f. Java Report Paisley

Chargehand

g. Ayr Union Review

UMA

Alison Aitken joined the meeting 10.50am.

SP offered thanks to all staff for their hard work throughout the year on behalf of the Board.

h. Sports Union Report

SP

Oral report – SP has completed sports kit review. The Sports section of the Constitution has begun to be reviewed with SRCoord and SP Elect. This is to be presented to the first round of SRC for approval. SP has spent a lot of time focused on handover to SP Elect and wished to thank all students who have made contributions to sport throughout the year.

4. Business Introduced by Office Bearers.

a. Carbon Trust Loan

DPEW – presented this item on behalf of AT, who unfortunately was not present to answer questions. GQ raised concerns over the size of the initial costs, GM over existing accuracy and detail of billing from University and length of lease left to run. The Board mandated GQ to take this forward with AT.

b. CCF Funding

DPEW – again this was presented on behalf of AT who was not present. The Board agreed in principal to this and nominated GQ to confirm the details with AT prior to final approval (which may be given outside of the next Board meeting if required).

c. Student Representation

DPEW – UWS students studying at colleges are currently not able to stand for positions within college SA and also have no available positions within SAUWS. DPEW has met with Kim MacIntyre (UWS student representation) and Ian Patrick (Collaborative partnership chair) for further information. DPEW will hand this over to GQ to work on further, and recommended inclusion in strategic plan to make our system more flexible to allow these college students to become involved. A short term solution should be agreed for next year's students, with more of a long term solution to be worked on. SRCoord has been involved in this, but decisions need to be made by the Board members.

d. BAM optional deal

Marketing – BAM have asked for written confirmation that we do not wish to renew our BOSS contract. They have asked if we would still want to be included in national advertising campaigns on an adhoc basis. Commission rate will be 30%. The Board agreed to this and to Marketing sending confirmation letter.

e. Website Review -

Marketing – BAM have quoted £1000 to upgrade the site, which includes design concept from design team (compulsory). The Board agreed that we should revisit this once GO has visited the web team for training in the next 2 weeks as this may uncover some additional options available to us for the site. GO is invited to report back to the next meeting.

f. SAUWS Branding

Marketing – discussion of the SAUWS logo and importance of linking the Union and SAUWS so that students know we are one and the same. It was suggested that this should include the charity number, and to remove fuzziness caused by paper men infill. The Board agree that student consultation is required for a full rebrand to be agreed in order that the chosen design is accepted and attractive to the membership. It was agreed that the roll up banners should be designed with the SAUWS original logo and charity number on them with the potential to overlay this with an updated version when agreed, following consultation with students. It was suggested that some options could be put up for election from the student body.

g. Advertising Boards Update

Marketing – reported that the D block notice boards are here. Fire regulations preclude use of boards in main stairwell. Estates dept have been consulted regarding erection of external boards at the Union Paisley, and a proposal has to go to the advertising board of the council. They will notify if planning permission is required. Proposal for 4 size 0 boards at a cost of approximately £800. A decision is to be made on this expenditure at a later date. GO will follow this up with the council.

h. Office Space Allocation

GM – This item was brought forward from the previous meeting. It was agreed that GO should move to the development office with everyone else remaining in the same offices. Desks may have to be rearranged. DPEW proposed that the boardroom should be kept free during the day as much as possible so that it can be used as a confidential space for office bearers and staff to hold meetings and meet with students. GM also raised the issue of location for officer training as the Transition team currently occupy the boardroom. It was agreed that GM and GQ should investigate the most appropriate solution which may be to book out a room in the University.

i. American Football Quote

SP – Alastair and SP have reviewed the Pyros' kit from a H&S perspective. Pyros have suggested that 15 new kits are required (starter kit, helmet, pads, thigh and knee pads). SP thinks they need 10 kits to be able to play next year at £205.50 per kit plus delivery. Total £2092.50 excl VAT. 5-10% discount may be available if they do a combined order with Glasgow uni. This is accepted on the caveat that SP Elect will be must more strict with the enforcement of collection of membership fees and that there is no more spending this financial year from the sports union.

The Board noted the absence of CPH from the meeting without apologies. The following agenda items will therefore not be covered at this meeting and CPH is requested to resubmit any relevant items to the next meeting.

- j. CCTV Provision for Hamilton Union and EPOS**
- k. Budget Update**
- l. TV installation, update from SSUK? CCTV and TV installation**
- m. BAM update**
- n. Smoking Ban, clarification sought from DPEW**
- o. Trustee Training Update**
- p. SAUWS Tree (poster will be present for BOT)**

5. Motions – none.

6. Elections

a. Returning Officer

DPEW nominated NUS (seconded by CS)
GQ nominated GM (seconded by SP)
SM nominated SRCoord (not seconded)

The Chair proposed a vote in favour of electing NUS as official returning officer and this was voted unanimously in favour. GM was asked to advise NUS of this. DPEW will include internal RO duties within the job description of the GM.

7. AOCB

a. SP - CPH non-attendance at Board meeting.

The board noted that CPH was absent without apology for the second meeting in a row. Apologies from the last meeting are still not accepted as there has been no reason given. The last 2 reports of office bearer are to be tabled at the next meeting for acceptance. GQ to look into whether censures issues to date should carry over to a second term in office. It was unanimously agreed that the accountability of sabbatical officers needs to be looked at within constitution and GQ will take this forward.

8. Staffing.

a. Minutes of Previous Meeting

i. Acceptance

The minutes of the previous meeting (20110526) were accepted as an accurate record.

ii. Matters Arising

There were no matters arising from those minutes.

b. New Business

There were no items of business for discussion.

Date of the next meeting: Monday 1st August, 2011 at 10am.
Garry Quigley, President, in the Chair.

Meeting Closed 2.30pm.