



Minutes of the meeting of the Board of Trustees held on Wednesday, 9th November 2011 in the Boardroom Paisley Students' Union commencing at 10am.

Daniel Copithorn, Campus President Ayr, in the Chair.
Meeting Commenced 10.10am

Sederunt

Garry Quigley	President (Pres)
Cara Lee	Depute President Education & Welfare (DPEW)
Alastair Adamson	Sports President (SP)
Daniel Copithorn	Campus President Ayr (CPA)
Samantha Phillips	Campus President Hamilton (CPH)
Scott Winchester	Ordinary Trustee Paisley (SW)
Stuart McCabe	Ordinary Trustee Paisley (SM)

In Attendance

Caroline Sharp	General Manager/Returning Officer (GM/RO)
Jade Monroe	Transition UWS (JM) (for parts)
Geoff O'Donnell	Marketing and Communications Coordinator (GO) (for parts)

Apologies for absence –

Nick Targontsidis, Ordinary Trustee Paisley (NT)
Paul Friel, Ordinary Trustee Hamilton (PF)
Adam Kenyon, Ordinary Trustee Hamilton (AK)
Alison Aitken, Ordinary Trustee Ayr (AA)

1. Minutes of previous meeting.

a. Acceptance

Minutes from the previous meeting (20111006) were agreed as an accurate record.

b. Matters arising

Minute 1b 2a v (CPH report of office bearer) – President noted that self certificates had still not been submitted by CPH in spite of further absences and asked SP to collect self certs from CPH by Friday. This was agreed. GM asked if the absence policy was going to be revised for sabbaticals as it was clearly not being enforced. The Board advised that it was not. GM clarified that the absence policy would always be applied to staff and that any failure to comply would be breach of contract and dealt with through the disciplinary procedure.

Minute 4c (Hardship fund report) – President asked if all were contributing to the data now and suggested that the data is inputted at the time each student's case is dealt with and that means that the data is always up to date and we can get a clear picture of the status of the fund. Recent inaccuracies in our figures only further highlight the need for this.

2. Reports of the Office Bearers.

a. Acceptance –

- i. President – written report. In response to a question from CPH, President confirmed that 11 candidates were interviewed for the commercial manager post, with 2 going forward to a second interview. When DPEW asked about the

- effectiveness of the Surgeries, President advised that students have approached and asked questions. Being seen outside the office (all campuses) allows people to ask questions. President considers that the surgery can be held on the move, and doesn't have to be held in a fixed location. Judo society are thinking about doing a fundraising event at refreshers. SP suggested passing them onto the Commercial Manager for assistance on holding events. Report accepted.
- ii. DPEW – written report. DPEW confirmed that there has been a follow up meeting with Des Nicholls and SRCoord following the HEA event in Edinburgh. It has been suggested that the nomination questions are revised to fit with the enhancement theme and internationalisation. DN further suggested changing the name of the SLTA's to make it more fun sounding? Report accepted.
 - iii. CPA – written report. President noted the repeated use of the phrase 'General office duties' and asked what this means? CPA advised that it includes checking emails, going to the bank, conducting hardship appointments, producing ents posters and flyers, dealing with non-commercial PR staff, phone calls, talking to campus staff eg estates and LK. President suggested a bit more detail would be useful especially if reports are available online. CPA confirmed that the Halloween event had been attended by about 80 people. Notice boards are being installed in halls and an A frame in the laundry/common room. President had spoken to halls administrator regarding access to Halls for PR'ing. Suggests that CPA phones to advise when PR activity will be taking place in Halls – a fob is to be issued with limited access. Report accepted.
 - iv. AK – written report. Report not accepted due to absence.
 - v. PF – written report. Report not accepted due to absence.
 - vi. AA – written report. Report not accepted due to absence.
 - vii. SP – written report. President asked why the report was not submitted on time, this was due to domestic issues with electricity supply. Meeting with Principal – action point – to arrange meeting with Marcus Ross with a report on requirements for facilities backed up with breakdown of stats on club memberships and their current usage. SP trying to get free use of UWS facilities for sports clubs. AU forum at Aberdeen? Looking to see how the forum can help new office bearers and how more developed AU's could help out less developed ones. Report accepted.
 - viii. CPH – written report. Report from previous meeting not submitted. GM asked why report was not submitted on time for the last meeting? CPH reported being too busy to submit a report. President suggested speaking to other sabbs in instances where this occurs. SP suggested that reports should be submitted as soon as possible even if they are late. The report was not submitted for the last meeting at all. The Board agreed that the report should be printed off at the break in this meeting and deferred to the next meeting for acceptance. If report cannot be produced today, then a censure should be automatically issued. CPH agreed that the report could be produced. In considering the report for this meeting, President noted the improvement in the quality of information within the report. CPH was to produce a paper on the Smoke free policy for SEG meeting – to be sent today to President to look over. Football has been conflicting with some events, but Sky Sports is always on. Report Accepted.
 - ix. SW – oral report. Apologised for the report being late. Report accepted.
 - x. SM – oral report. Report was late due to illness. Report accepted.

No report submitted by NT. SP will speak to NT about his continued interest and participation as a trustee.

President noted that a 'Doodle' was sent to allow students to say when they were available before the meeting was scheduled. This was not completed. CPH was asked to speak to AT and PF regarding availability as their attendance at meetings is important.

The Board discussed whether or not a report should be accepted if the author is absent from the meeting. The Chair proposed a Vote which was unanimously in favour of not accepting reports when

people are absent, but carrying them over to the next meeting to allow for questions.

b. Sabbatical Holidays –

- i. CPH – 2nd Nov half day, 3rd Nov.
- ii. CPA – 15th Dec – 4th Jan, Jan 11th requested.

3. Reports from Committees etc.

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| a. Senate | President/DPEW |
| b. Learning, Teaching and Assessment Board | DPEW |
| c. Health, Safety & Environmental Committee | President |
| d. Healthy Body Healthy Minds | SP |

President missed LTAB with apologies due to attending a fitness to practice scheduled at the same time.

CPH missed LTAB due to being stuck in Hamilton with journalist students.

4. Business Introduced by Office Bearers.

a. Hardship Fund Report

Welfare – Pres asked about why the information was not being submitted and DPEW noted that parts of the paperwork is missing as it not being stored correctly. CPH agreed to improve the filing system and reporting on this. CPA suggests that the figures for Ayr are incorrect and will look at this urgently. There was discussion over whether a request should be made to the University for increased funding. Research is being done by volunteer currently, President will take this forward.

b. Commercial Manager Introductions

CM – GM introduced Ryan Lydon as the new commercial manager, 2 weeks into the position. CM presented on initial perceptions and short term plan of action including: lack of commercial focus, no real plan, week to week activity. Longer term plan required to identify where activity is required. Control of spending required, should be authorised in advance by management team and or sabbs. Wages spend needs to be controlled and have forecasts and wage targets, these can be compared to sales figures and allows us to react when business levels are lower than expected, etc. Target for this to be in place is January. More coherent procedures to track where the money goes and how it could be used more effectively. Opportunities to grow sales. Greater competitor analysis required. Make sure that we are providing the best ents and best offers to our students. New bar tariff has gone out with some keen promotions in the last week. To offset the impact of these promos, some products have gone up slightly eg 5 or 10p. Café – nachos added to menu, seems to be a good seller so far, should help achieve GP and available in the evenings. Grow hot beverage sales – missing this revenue, even though uni is getting good business from this sector. Will be looking at this in the next couple of weeks. NUSSL AOFG attended. Better offers for the bar, ents to be developed. Pub quiz is already more interactive and seems to be more popular already. Less theme nights on a Fri as this seems to be overkill a bit. Thurs for live music night. Control costs and grow sales. Refurb the building a bit, paint and signage, low cost. In response to a question, Fri more of a club night, better music, new DJs, better use of PR staff. SP asked about clubs and socs assistance in running events. CM will give support to help make sure that these nights are successfully organised. PR has to be more active and engaging with students. Operational plan needs to be created out of strategic plan. Refurb would focus on immediate activity at low cost, with more expensive plans having to be budgeted for. Contractors rules will apply and CM will ensure everything is risk assessed.

c. Advice Report

Welfare – info was not supplied so this item is removed from the agenda. DPEW will arrange a meeting with all relevant parties outside of this meeting to clear up confusion over what this report should cover.

d. Waste Job Description

Transition – JM introduced this job description to ensure that the halls reuse scheme could build on the good work done this year, once the Transition project has ended. Volunteers could help with this in future years, particularly in terms of sorting and washing kitchen ware and boxing in readiness for stalls, and for staffing the stalls. President asked if the whole thing could be done by a group of volunteers. It was suggested that this would be a good role for the current café chargehand (who was heavily involved this year) to undertake during the summer, although some work would have to be delegated to volunteers. 4 tonnes was collected this year and that should increase year on year.

Concerns raised include – estimation of hours is not realistic, probably will be higher, availability and engagement of volunteers, storage of items during the summer and until stall is held, coordinator would be better to have a driving license. Action – look at revising job description for Java chargehand to incorporate scope of the project. CM to take this forward.

e. Pyros

President – President raised concerns over the sponsorship deal with café Borgia as this seems to be taking any support of the Pyros away from the Union. SP has still to approve the sponsorship contract, which includes £1K and free post match hospitality and events run after matches. This is a weekend only deal and will not compete with the Union. On Thurs, a pre-season night out was arranged for the team after their meeting in the Union, intended to be held at a club in Glasgow. They then went to Borgia for a buffet (free) and then went to Glasgow. President noted that SAUWS heavily supports the Pyros (£20K) and that they should bring their business to the Union in preference of other clubs. DPEW noted that other clubs and socs do this too. SP assured that this is not going to be a regular occurrence and President asked for the sponsorship agreement to be scrutinised, and for socialising of clubs and socs to be actively encouraged to take place within the Unions. SP and President to consult with CM and Marketing re engaging more clubs and socs and students in general in the entertainments held within the unions.

f. NUS Zone Conference – changing the plan of work

President – Sat 19th. Note for the Board on the changes which have been proposed. The Board agreed these as submitted.

g. Committee Attendance

President – following from last BOT, President has drafted attached guidelines on non-attendance at committees. It was further suggested that any apologies and explanations should be included in sabb reports too. Board agreed.

h. Scottish Funding Council Consultation Response

President – updated on the education campaign. This has been circulated for comment and input and is provided for note.

i. Campaign Briefing – update on progress

President – each campaign to provide a briefing on progress to date by next Friday 18th. Going forward this would be useful to include in SRC reports and should be submitted to DPEW in advance of the next, and each subsequent round of council meetings.

j. Funding Collaboration

GM – advised the Board of a meeting of all GMs/CEOs from Scottish Associations/Unions to discuss some areas for potential collaboration. In particular, the Board's approval was sought for SAUWS to be included in a Scotland purchasing group through NUSSL to achieve greater retro payment and on the potential re-investment of increased funds for a collective fundraiser post. The Board confirmed that they would be happy to be included in this purchasing group, and that the funds could be used for collaboration, and happy to support a shared fundraiser. More info would be required to commit any additional funding, eg what would be the level of contribution and how would the 'benefit' be shared? GM agreed to feed this back to the group and update the Board on any developments in this area.

k. Student Engagement Staff

GM – asked for feedback from the Board on the effectiveness of these staff and whether they wished to continue using them. President noted benefit over freshers, not sure

what they do afterwards. They work better in Paisley where they are more closely managed than eg Hamilton. Ayr - Problems with getting materials in time. Need to be more effectively managed. GM raised point of GO not being dedicated to the Marketing and Comms role whilst filling in for ents manager. GM asked about the effectiveness of campaigns, to which the usefulness of the events and campaign assistants was noted. GM noted the Board's comments on communication required – when the shifts should be, when the staff are available, pre-planning the materials, ensuring that they are there for the start of the shift. GM reassured that GO is now fully back to dedicated role. Everyone thinks that these staff are beneficial. CPH confirmed that anybody in Hamilton will print off materials as long as it's notified in advance. CPA also confirmed that he will print materials if given enough notice. Both agreed to cooperate as far as possible to make this work. GM will speak with GO to ensure that materials and activity is planned and ready the week before.

I. **GOATing**

Marketing – GO

Introduced the concept of Goating for those new to the Board this year. First topic of the year should be on feedback (an ongoing campaign) to produce a baseline data so we can measure improvement. GO introduced the proposed questions to be asked, drawn up with SRCoord. The Board was consulted on the level of their target responses and it was agreed that there should be 30 completed questionnaires per trustee. Student engagement staff should be utilised in this feedback goating (1 hour each?). This will be considered for each subject as appropriate. GO asked for ideas for next month's topic. Student Hardship was suggested as this will take in the xmas period. GO will take this forward.

5. **Motions**

- a. **Armed Forces Recruitment on Campus** – this item was not submitted for debate by this group, just for advice that this is going to Students' Councils. This is aimed at generating interest and increasing attendance.

6. **Elections – none.**

7. **AOCB**

- a. **Distribution lists – CPH** raised that some inappropriate people are getting emails. GM advised that the centralised list emails are regularly updated and agreed to check them. GM further noted that 'groups' may have been set up by some email users and that these are under individual's control.
- b. **Budgets - SP** asked to arrange a date for a meeting for this. It was agreed that GM and all trustees should be included, and the meeting will be held on Thurs 24th Nov at 10.30am.
- c. **UWS staff and SAUWS competition rules – CPA** asked if they can win prizes. GM advised that we have rules and regulations for competitions and gaming machines which state that:
'Entry to and participation in any competition or quiz etc. Run by SAUWS will be open to Ordinary and Associate Members only, requiring on any entry form that the member enters his/her matric number.'
This excludes UWS staff.
- d. **Updating games in Ayr – CPA** suggested trading in old consoles in favour of an xbox. SAC will contribute to games. This proposal was agreed.
- e. **Painting of Stairwells – SP** asked if this cost could need to come to the Board for approval and it was confirmed that the Board would want to give approval for ideas first before costings.
- f. **CPH Report – CPH** was unable to provide the report from the previous meeting. This report is not accepted and cannot now be deferred to the next meeting. CPH is therefore issued with a censure.

8. **Staffing.**

a. Minutes of previous meeting

i. **Acceptance**

Minutes from the previous meeting (20111006) were agreed as an accurate record.

ii. **Matters Arising** – none.

Date of the next meeting: President will send out a doodle today for completion for the next meeting which will be held in December, 2011.

Alastair Adamson, SP, in the Chair.

Meeting Closed 2.50pm.