

## **University of St Andrews Students' Association**

### **Minutes of the Students' Association Board Meeting**

**Held in the Committee Room, 19<sup>th</sup> October 2017, 5:30 pm**

**Present:** Andy Goor (University-appointed trustee), Lewis Wood (Association President), Charlotte Flatley (Director of Student Development and Activities), Hannah Jacobs (Director of Events and Services), Zachary Davis (Director of Education), Claire Shirey (Director of Wellbeing), Lorraine Callaghan (student trustee), Pia Szabo (student trustee), Professor Lorna Milne (University-appointed trustee), Jacqueline Cassidy (lay trustee), Debbie MacCallum (lay trustee).

**In attendance by invitation:** Tom Abbott (Athletic Union President), Iain Cupples (Secretary to Board), David Whitton (General Manager), Christine Miller (Clerk to Board).

#### **1. Chairperson's Business**

##### **1.1 Apologies for Absence**

Due to technical issues, David Stihler (lay trustee) and David Scott (lay trustee) were unable to attend remotely as planned. Ruaridh McIver (Association Chair) was also absent.

Considering the absences of two lay trustees it was agreed that the election of Chair for 2017-18 should be delayed. Andy Goor agreed to chair this meeting.

Members were reminded of the eligibility requirements for the position of Chair of Board.

##### **1.2 Acceptance of the Minutes of the Students' Association Board Meeting of 15<sup>th</sup> May 2017**

Accepted.

##### **1.3 Matters Arising**

###### **a. Memorandum of Understanding**

The memorandum on IT had been agreed but a signed copy was yet to be returned from the University. It was noted that a proposal had been received to update the information-sharing protocol between the University and the Association and it was agreed that this could be incorporated, along with the IT memorandum and other existing agreements, into an overarching memorandum or similar structured agreement. Dave Whitton and Andy Goor would meet to discuss this.

## b. Strategic Plan

The revisions to the plan had now been agreed: the finalised plan was available on the website and would be circulated to board members.

## c. Updated Laws

The Laws had now been reviewed and updated and the current version was **approved**. It would be posted on the website as soon as possible.

## 2. Finance Committee Business

It was noted that the Finance minutes incorrectly included Charlotte Andrew as present at the meeting.

### 2.1 Approval of Budget 2017-18

It was noted that the projected income was ambitious but management were confident it was achievable after a strong start to the financial year. It was clarified that the variance in the General Committees budget covered the costs of the split of the Director of Representation role into two positions. The budget-setting process for student budgets would be revised to take account of funds held by subcommittees in separate bank accounts.

The budget was **approved**.

### 2.2 Capital Expenditure

It was explained that lighting expenditure included both replacement and additional lighting for the club, though most were the latter. Lights would be sourced second hand where possible.

The capital expenditure was **approved**.

### 2.3 Risk Register update

The Building Supervisor and Management Accountant had met to discuss this and a report would be presented to the December Board. It was recognised that this was a high priority for the Board.

## 3. Staffing Committee Business.

### 3.1 Deputy Building Supervisor

The revised job description was **approved**.

### **3.2 Resignation of Commercial Manager/Restructuring**

It was clarified that responsibility for increasing summer commercial activity would become part of the Food and Beverage Manager's job description, with support and guidance from the General Manager.

These changes were **approved**.

### **4. General Manager's Report**

The report from the Licensing Standards Officer would be circulated to Board members. Thanks to Tony McConachie, the departing Commercial Manager, were minuted and how best to acknowledge his contributions was discussed.

The Board noted the General Manager's report.

### **5. President's Business**

Lewis noted that his report focused on key areas and that activity in other areas, for example Alumni Weekend, was ongoing but had not been included.

Additional comments:

The second Brexit survey was discussed and it was noted that participation had been strong.

The Rectorial Election had now been held with a 33% turnout.

There was a discussion on KPIs, following from the Board discussion day held over the summer: Lewis indicated that he would bring updated figures every 6 months to the Board.

Lewis added that he intended to bring a revised Advocacy Review to the December Board.

With these additions the Board noted the President's report.

### **6. Director of Events and Services' Business**

The Board noted the Director of Events and Services' report.

### **7. Director of Student Development And Activities' Business**

The impact of the student project fund was highlighted. Charlotte explained how reports on how grants are used, the benefits to students and the contribution to the student experience are a condition of grants from the fund. These would be collated for the Board.

Progress on the volunteer recognition scheme welcomed. It was noted that a lay Board member would need to be added to the team overseeing the VRS: Charlotte would email members with a fuller explanation of the role.

The Board noted the Director of Student Development and Activities' report.

## **8. Director of Education's Business**

It was noted that a School President Forum had been held on Monday. Generally co-operation between School Presidents had increased and this was welcome.

The Board noted the Director of Education's report.

## **9. Director of Wellbeing's Business**

Claire commented that she had been particularly focused on building support networks for students and this was a theme for all of the areas mentioned in the report. Sexual Health Week was ongoing and activities were going well.

The Board noted the Director of Wellbeing's report.

## **10. Association Updates**

### **10.1 SSC/SRC Report**

Various activities including the STAR programme being finalised and other subcommittee events were discussed and noted. The Race2 charity hitch-hike destination had been decided: the importance of a strong risk assessment for this activity was noted. Charlotte and Zack had attended PG committee meetings in an effort to increase PG engagement.

## **11. AOCB**

### **11.1 GDPR**

It was noted that the intention had been to receive an update on this topic from David Scott but he was not able to attend. The Board recognised this as a priority and would ask David for an update to be circulated before the next meeting.

There was discussion of the potential of digitising records and making more use of online resources for administration, particularly in the area of student societies and alumni relations. Lewis noted that this would be a long-term project which would need commitment in terms of management time as well as financial resources, but he felt the benefits made such an investment worthwhile. The importance of setting

clear goals for such a project was stressed, and potential approaches to such a project were discussed.

It was noted that 2018 had been designated the 'year of young people' by the Scottish government. The potential of this for funding, activities and branding should be explored.

## **12. Date of Next Meeting**

6 December 2017