

**University of St Andrews
Students' Association**

Minutes of the Students' Association Board Meeting

Held in the Committee Room, 21st May 2015, 5:15 pm

Present: Mr Chris Marks (Chair of Board), Mr L O'Rourke (Director of Events and Services), Mr O Hajda (Director of Representation), Ms F Morrice (Director of Student Development and Activities), Mr Patrick Mathewson (Association President), Professor L Milne, Ms A Newman, Ms C Andrew, Ms J Cassidy, Mr D Scott, Ms F Bell, Mr A Goor.

In attendance by invitation: Mr Iain Cupples (Secretary to Board), Ms J Cowan (Management Accountant), Ms C Miller (Clerk to Board), Mr J Tantillo (Association Director of Representation-Elect), Mr K Blain (Association Director of Student Development and Activities-Elect)

1. Chairperson's Business.

Mr Marks minuted thanks to Mr Scott for deputising as Chair at the previous meeting. Mr Mathewson suggested that for occasions when the Chair is unavailable, it would be helpful to have a nominated deputy chair, and proposed Mr Scott for the role. This was **agreed**, and Mr Scott accepted the position.

1.1 Apologies for Absence.

Mr Whitton and Mr MacRae had been invited but were unable to attend.

1.2 Acceptance of the minutes of the Students' Association Board Meeting of 2nd April 2015.

The minutes of the meeting held on 2nd April 2015 were accepted.

1.3 Matters Arising.

- a. Society agreement.

Ms Morrice explained that she had been in discussions with both the University's Chief Legal Officer and Thornton's about this. She asked for approval to spend up to £1000 to cover legal fees: this was **agreed**. A report would be produced in time for the September Board meeting.

- b. MOU for IT

Mr Mathewson said that there was no update on this but he would pursue the issue.

c. Licensing agreement for use of trademark

Mr Mathewson reported that the issue of using more than one mark on a product had been raised by the Societies Officer, Robert Dixon, as societies would want to use both the University crest and their own branding on clothing etc. The agreement had been amended to take this into account and sent back to the University. Thanks to Ms Bell for her assistance were noted.

2. Governance and Nominations Committee Business.

2.1 Postgraduate representation at the Students' Association Board.

As requested at the previous meeting, an options paper had been prepared and was presented to the Board. There was wide-ranging discussion of the options, and the practical effects of each in terms of the operations of the Board. Members felt that options A or B were the strongest in terms of a way forward, **opting after some debate for option A.**

This option would now be put into effect. It was noted that a constitutional amendment would be required: Ms Evans, as Association Chair and chair of G&N, would deal with this.

This option would also require the recruitment of an additional lay trustee. A vacancy had arisen in any case, as Ms Bell had with regret announced her intention to leave the Board at the end of her current term. The Board agreed that these vacancies should be advertised and interviewed for at the same time. The interview panel would consist of Mr Tantillo, Mr Mathewson and Ms Cassidy. It was noted that at least one of the new lay trustees would ideally have a legal background: Ms Bell suggested a suitable venue for advertising for trustees with these qualifications.

3. President's Business.

Mr Mathewson said that the accommodation tour he had carried out with members of the University Court had been very successful and had a strong impact.

The Alumni festival had also been a great success, and this event would continue in future years.

4. Director of Events and Services' Business.

End of term events would include DJs in the Main Bar each night and karaoke, as well as a Eurovision screening on Saturday. Plans for Graduation Ball were well advanced with contractors and acts confirmed.

5. Director of Student Development and Activities' Business

5.1 Volunteer Strategy

Ms Morrice introduced a discussion paper on developing a volunteer strategy for the Association. The intention at this stage was to map out a way forward in these areas. It was recognised that the Association had much to do in this area to develop best practice in recognising, developing and overseeing voluntary activity, which was essential to the operations of the organisation.

It was agreed that there should be further discussion of this topic amongst the whole Board at the annual strategy day, as well as further internal discussions between sabbaticals, other trustees and relevant staff. External expertise and advice from other voluntary organisations would be sought.

A short-term steering group consisting of the Director of Student Development and Activities, the Director of Services, the Management Accountant and Ms Cassidy would be set up to examine the issues and the best way forward, as suggested in the discussion paper. Ms Morrice would report back to the next meeting on this.

The issue of staff resource to support volunteers was discussed: this would be explored further by the staffing committee and relevant staff in the light of discussions by the steering group.

It was noted that the Association had recently purchased volunteering software developed for SVS which would help to adminstrate voluntary activity.

6. Director of Representation's Business

6.1 External Trustee/Board Member Role Description

It was noted that the mentoring of sabbatical officers should be added to the role. With this amendment, the document was **agreed** as a skeleton role description, to be amended as necessary for student trustees, University-appointed trustees, and lay trustees.

6.2 NUS Referendum

Mr Hajda notified the Board that following a decision by the SAEC, there would be a referendum on whether to join NUS in November. There was some discussion of whether the Board would commission an independent audit of costs and benefits for the benefit of voters, or produce an internal analysis instead.

It was **agreed** that the Board's highest priority was to ensure a fair referendum. It was also the feeling of the Board that they would respect the right of the student body to decide and not adopt a formal position on the issue. This would best be done by a focused presentation of factual information which the relative Yes and No campaigns could then make use of. The Board **agreed** that this information should be prepared internally unless the NUS agreed to pay for an external audit.

7. Postgraduate Engagement

Ms Morrice reported that she was developing a postgraduate survey.

8. Redevelopment

Mr Mathewson noted that the current completion date was July 30th.

9. AOCB

Dates of Board meetings for next year would be circulated.

A date for the strategic planning meeting would be agreed and notified to all concerned.

9.1 Board Dinner

Thanks were noted to all who had helped organise this year's event. A provisional date for next year was agreed – Mr Mathewson would action the booking.

Mr Chris Marks
Chairperson