

**University of St Andrews
Students' Association**

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

**Held in the Committee Room
29th January 2014**

Present: Dr K Dunion (Chair), Ms F Bell, Mr K Grainger, Mr C Marks, Prof L Milne, Ms C Hill (President), Ms K Gold (Director of Student Development and Activities), Mr D Palmer (Director of Events and Services), Mr T Woodhouse (Director of Representation), Mr M Baldi, Ms C Lewis, Ms H Mohamud Yusuf, Mr S Schorr (in attendance by invitation), Ms J Cowan (in attendance by invitation), Mr I Cupples (in attendance by invitation), Ms C Miller (Clerk to the Board)

1. Chairperson's Business

Dr K Dunion welcomed everyone to the meeting.

1.1 Apologies for Absence

Apologies for absence were received from Mr A Goor and Prof P Clark.

1.2 Acceptance of Minutes of Students' Association Board Meeting of 12 December 2013

The wording under 4 President's Business last paragraph was questioned and it was agreed to change this to "Professor Milne looks forward to the next update and recognised the Boards preference for communication through herself and Mr Goor as the appropriate channel in the future"

The minutes of the Students' Association Board Meeting of 12 December 2013 were accepted pending this change.

1.3 Matters Arising

a. Blackwells – The meeting was informed that Blackwells have now moved in to their new premises and started trading on Saturday 25th January 2014. Dr Dunion thanked Ms Bell and Ms Cowan for all their help with the Blackwells lease.

b. Presidents Business – Lack of dates in the memorandum regarding when report updates were due – it was noted that clarification was provided after the meeting that dates had been in the possession of the Students' Association Board Chair and Students' Association President.

2. President's Business

Ms Hill gave a brief update on what she has been doing.

- Housing subsidies paper was agreed at Court and will now be presented to students.
- 50th Anniversary celebration - alumni have been contacted including past sabbaticals/presidents. This has gone very well.

2.1 Governance Review

SAB Membership: Ms Hill presented the paper regarding SAB subcommittees.

A lengthy discussion proceeded following Ms Hill's explanation that this proposal had been put together using recommendations from the Bonnar Report, our Constitution and contributions from the majority of Trustees and Sub-Committee members.

Consideration was given to whether any Nominations Committee should be chaired by an external person, whether to maintain the current practice of student sabbaticals chairing subcommittees and to whether the functions of some subcommittees should be merged. No final decision was reached on any of these points.

It was agreed that Terms of Reference were needed to ensure there was no overlap with one another. It was also agreed that papers should not go to more than one sub-committee as all proposals have to go to Board for approval. It was agreed that sub-committees should not hold delegated powers.

Further proposals will be brought to the next Board Meeting in April

A paper had been presented to the joint councils on suggesting non sabbatical student trustees should be directly elected by the student body but this had been rejected.

Ms Hill asked if there could be clarification on what the Clerk of Board and Secretary to Board duties were. Mr Cupples will send Ms Hill a paper outlining the duties of each position.

Ms Hill presented the Membership of Board paper and it was agreed that they would be removed from the Board as non voting members but may be invited to be in attendance.

The Operating procedures were also presented to Board and the following points were agreed:

- a. Agenda items should normally be notified to the Chair via the Clerk at least 10 days in advance.
- b. Only the Chair could decide whether we accept any late business.
- c. Members that cannot be present at the meeting could attend by video conference.
- d. The procedure to review absences should be dealt with by Governance and Nominations Committee.
- e. Only numbers should be recorded when voting.
- f. Terms of Reference for each sub-committee should be added to the Operating Procedures paper.

3. Director of Events and Services Business

Mr Palmer gave a brief up date on what he has been doing

- He has fifteen back to back events over Refreshers and Rag Week
- Slowly coping with the main bar being shut but have now opened the Building Site Bar
- Managing through a disruptive redevelopment
- Have medium size events coming up
- Working with Mr McConachie on the Coffee Shop

4. Director of Student Development and Activities Business

Ms Gold gave a brief update on what she has been doing.

- There are so many student groups and not enough space – working on impact report.
- Refreshers Fayre - biggest ever – 140 societies.
- Rag Week next week
- On The Rocks going ahead
- Race 2 Berlin has taken place.

- There will be an alumni event in June. Will be in new Bar if it is open.
- Writing two pages for Alumni Chronicle about the Students' Association

5. Director of Representation's Business

Mr Woodhouse gave a brief update on what he has been doing.

- Have received Learning and Teaching review report CAPOD carried out.
- Working on elections – got a set of rules. Elections take place the first week of March. Mr Woodhouse is Senior Elections Officer and Mr Palmer is Deputy.

6. Redevelopment

Phase two of the redevelopment has started. We should have the keys by mid June. Phase one has not been finalised. We should have the keys for the café in February but we may not have the retail unit until later.

Ms Hill requested that the café be opened separately if the retail shop is not ready on time. It was agreed that this decision should be the responsibility of the Commercial Manager. The earliest it could open is 28th February.

There has been disruption to power in the building for the past three Thursdays.

The recasting of the budget will now be brought to the Finance meeting on 26th February.

7. AOCB

Ms Hill said that she would like to concentrate on fulfilling the manifesto she was elected on and requested that she hand over the Governance Review to another member of Board. Mr Baldi agreed to take this on.

As this was Mr Baldi, Ms Lewis and Ms Mohamud Yusuf's last Board meeting Dr Dunion thanked them for all their hard work and attention to detail whilst serving on the Board.

Dr Dunion informed the meeting that his three year term of office was ending in October and would be stepping down as Chair and a Board member. Procedures need to put in place for nominating a new Board member and Chair.

The next Board meeting will be held on Thursday 10th April 2014.

Dr K Dunion
Chairperson