

Minutes

Subject:	Management Committee Minutes: 26 February 2019
Produced by:	Tony Moore
To:	Management Committee
Action:	To approve
Status	Closed
Paper:	MC 18.19 10

Present: Georgina Burchell (GB) *for latter part of meeting*, Jenna Chapman (JC), Toby Cunningham (TCU), Martin Marko (MM)

In attendance: Tony Moore (TM), Caroline Wilson (CW) Tim Cave (TCA)

Chair: Sophie Atherton (SA)

Apologies: Oli Gray

Executive Summary

- Agreed Interim Management Structure and Plan
- Agreed to payment for the Union's use of an unlicensed image

Action Points: Immediate

Required	Assigned
CEO to meet Josh Clare to investigate possible 5 tab design for website	TCU

Action Points: Long Term

Required	Assigned
Fitness of Budget Estimates Bye-Law to be investigated	SA/OG
Other Universities' approach to campus catering to be investigated	TCU
Possibility of Refreshers' Ball type of event to be investigated	TCU
New policy proposal on Sport to go to Union Council	OG
MSL to be contacted at start of summer on website login issues; all arrivals staff to be adequately brief on guidance on login	TCU
International students not having UK bank accounts for Freshers	TCU
Events to be asked about working of extra capacity at Freshers	TCU
Push for representation at all Faculty Executives	All
Wristband/ticket interface and Waterfront capacity at Freshers to be looked at	TCU
Catering price changes/significant product changes to be reported to Management Committee – this will be before Easter	TCU

MC 168 Minutes, Apologies, Matters Arising

SA noted apologies from OG and GB

The minutes of the meeting held on 7 and 12 February were agreed.

SA noted completed Action Points. Image done coming SOC

MC 169 Operational & Key Relationship Updates

TCU:

- Productive Thursday Afternoon Live
- No immediate reaction from University as to hard-hitting decolonising the curriculum email
- Confirmed AD of Charity Services' priorities
- Upcoming- student staff meeting - planning 121s - election work

SA:

- Reclaim the Night organisation
- Pro-VC presentation
- Deli Supervisor interviews
- Upcoming - Union Council
- Up Brexit planning meeting

JC:

- Appointed to working group on lecture capture
- Catch up with Neil
- Met with ET

CW:

- JCNC
- Relationship with GMB

MM:

- PG Committee
- Met with PGR Executive on inductions
- Met Research Institute on collaboration
- Met IT on extensions for PGR's UEA accounts after dissertation
- Associate Dean meeting

TCA

- Upcoming meeting of SUSS pension trustees
- Insurance update
- Collating forecast

MC 170 Social Enterprise Updates

TCU noted a recent report, from the AD Social Enterprise and TCA, which provided a half-year snapshot on trading.

TCU highlighted the following areas:

Bars.

Bars – behind. TCU noted that the reason given had been that this was due to the smaller number of gigs. TCU believed the reasoning did not hold up as Club Nights had continued and offered sales opportunities: TC noted they would investigate further.

ENTS

Ents- improved performance. No poor gigs – better Club Nights

Retail

Explanation for being behind had been – the late opening after refurbishment – but no longer valid – beginning to improve but urgent need for accurate figures for GP

Unio

Good performance but not a big enough operation to have major impact on the overall figures

Waterfront

Good performance and better GP

Overall

Turnover down and GP down. Performance against budget was up on last year but down against the current year's ambitious budget.

TCU summarised the situation as: if the Union wanted to achieve the Charity's aspirations, it would need more money to fund any extra posts.

TCA advised that there was not enough income to grow activities and that the Union was nearing the limit as to the funding it could expect from commercial activities.

TCA advised that there was one action that might be taken. TCA noted that the money unspent but set aside for the salaries for unfulfilled posts might be factored into the budget: TCA recommended that this be considered by the Board.

MM wondered whether employing more student staff would be more cost effective.

TCU advised that this would not, necessarily, be so. TCU noted that the Union always looked when making appointments as to whether a student could undertake the role but there were many roles where this would be inappropriate in terms of workload and responsibilities.

TCU advised, as to University funding, that they had met with the University's Chief Operating Officer and had the impression that the University and the Union were becoming more strategically aligned: they get what we are saying. TCU

noted that the Chief Resources Officer was looking at other universities' funding of their SUs.

TCU advised that there would be another University meeting in May where the Union would present its charity strategy. TCU noted the focus would be on delivering outcomes: any requests for extra funding would be for projects whilst the block grant would fund central support services.

TCA advised that a potentially fruitful approach would be to lobby for ring-fenced capex funding.

MC 171 Staffing (Closed business)

MC 172 AOB

Union Website

JC raised issues with the website and argued that the Committee should have more control over its design: JC noted that, when interviewed, all the recent job candidates mentioned having difficulties finding information on the site.

MM agreed and stated that key information for PGs was dispersed across different sections.

TCU advised that a possible approach would be to devise an immediate sticking plaster solution and then for long term strategy formation with discussion of funding to take place at the Board's Strategic Development Weekend.

Redacted.

MM believed the flow of information could be improved by having five clear tabs.

SA asked TCU to meet with the Charity AD to investigate a five tab structure for the site. TCU to put the long term approach to the website on the agenda for the Board's Strategic Development Weekend. **AP**

MC 173 Time, Date and Place of next meeting

TBC