

# Minutes

Subject:	Management Committee Minutes: 6 August 2019
Produced by:	Tony Moore
To:	Management Committee
Action:	To approve
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Paper:	MC 19.20.6

Present: Martin Marko (MM), Ali Perez (ALP)

Chair: Callum Perry (CP),

In attendance: Tony Moore (TM), Josh Clare (JCL), Tim Cave (TCA), Andy Watts (AW)

Apologies: Caroline Wilson (CW), Toby Cunningham (TCU), Amelia Trew (AT), Sophie Atherton (SA)

## Executive Summary

- Agreed Black History Month funding request
- Budget Estimates in light of University funding decision discussion
- Agreed in principle to Project Brand New and Talking About Welcome

## Action Points: Immediate

Required	Assigned
FTOs to send to JCL any comments on Project Brand New and Talking About Welcome	FTOs
BMH theme for 1 October Damned Good to be discussed	ALP/SA
Finance: response to the University and approach to the funding model would be further discussed at the next meeting	TM
WONK FEST – JCL brought proposal but not discussed to be considered at 20 August meeting	JCL/TM

## Action Points: Long Term

Required	Assigned
Logistics for Arrivals – to come to 20 August meeting	JCL/TM
JCL to assist MM in drafting a revised Union Procurement Policy	MM/JCL
MM to meet JCL to discuss staff support for PGs	MM/JCL

Enquiries to be made into membership/functioning of University Committees and to be reported	JCL/TCU
60 second limit on update agenda item to be reviewed after three meetings	SA
Officer usage of Instagram at other SUs to be looked at	JCL
Report with recommendations on marketing in Union House to be brought to future meeting	JCL
Welcome Week programme – review to split daytime/evening – to come to early September meeting	TCU
BHM info for the Committee to note - to come to early September meeting	JCL/TM
MM to bring constitutional amendment on major post holders to Union Council	MM/TM
Other Universities' approach to campus catering to be investigated	TCU
MSL to be contacted at start of summer on website login issues; all arrivals staff to be adequately brief on guidance on login	JCL report after WW
International students not having UK bank accounts for Freshers/International Office to be lobbied to adopt INTO's practice of walking students over to bank	JCL report after WW
Events to be asked about working of extra capacity at Freshers/management of customer flow within existing capacity to be looked at	TCU report after WW
Wristband/ticket interface and Waterfront capacity at Freshers to be looked at	TCU report after WW
Use of Never OK marketing material for Change the Culture be reviewed after Welcome Week	JCL report after WW
Union Annual Student Survey to be discussed at first meeting in October	TCU/TM
Student Staff evening event– planning to come to last meeting in October	TCU/TM
Staff Day planning – to come to late October meeting	TCU/TM
Go Global event planning – to come to first meeting in November	TCU/TM
Damn Good themes and Refreshers plans – to come to mid-November meeting	TCU/TM

### **MC 247 Minutes, Apologies, Matters Arising**

The minutes of the 22 July were agreed.

CP noted the completed immediate action points.

### **MC 248 Operational & Key Relationship Update**

CP noted that, because of the number of members absent and the shortened time available, this item would be held over until the next meeting.

### **MC 249 Black History Month Funding Request**

ALP noted that, at one point in the paper, an error had been made and a total of £6000 had been referenced when the actual figure was £660.

CP noted that SA, when submitting the request, had noted that it had been prepared in full consultation with the Ethnic Minorities Officer and after taking into account feedback from BAME students after last year's event which had made the specific request to have re-usable flags and bunting in the Hive.

MM wondered as the request was for funds from the Campaigns Budget that the matter had not been considered by SOC.

JCL advised that, by convention, decisions on campaigns that took place in the early part of the academic year, were taken by Management Committee during the summer to allow for everything to be in position at the start of term.

*The Committee agreed to the funding request for £660.*

### **MC 250 Finance Updates**

TCA reported that the trading figures, including an estimate for July, would provide a net income for the year of £242K against a forecast of £300K. TCA advised, given the University's decision to limit its discretionary funding to £100K, the figures meant the Union would need to consider using its Reserves to cover the current shortfall.

TCA advised there a problem with the figures as to the Reserves. The Board had set the minimum level as enough to pay staff for three months in the event of a crisis or closure: a subsequent increase in staff had increased the figure to be held for this purpose. TCA advised that the Board had asked that any spending from Reserves should be temporary and based on confidence in the future financial position. TCA advised that it would be difficult to provide an assurance as any funds from the Reserves would be used to cover a deficit caused by an increase in spending accompanied by no increase in income.

TCA asked the Committee to bear in mind that the revised Budget Estimates included both the money from Adrian Flux for the Waterfront name rights and the money from the University whilst not including money for the two Director level posts that were included in the desired staffing structure.

TCA advised that income forecasts in the Estimates were all up but noted caution as to reliance on the Shop getting back to pre-Spar levels in the coming year: it might be wise to look at taking £100K from the Shop forecast and making savings elsewhere: such as £50K from overheads and £50K from capex.

On capex, TCA advised that the philosophy would revert back to: 'mend it when it's broke'. TCA noted that for one area, expenditure to meet licensing requirements, the University might be approached for funding for the extension of CCTV coverage, for example.

As to cuts to overheads, TCA advised that areas that the Committee might wish to consider would be: HR support, funding of GMB membership for student staff, and PG support. TCA advised that the Committee might look at the levels of budgets for Campaigns and for Society Grants as these were historically set at a high annual level and tended to be underspent. TCA advised that the Media Collective might be encouraged to look for some external funding.

TCA noted, in conclusion, that one of the approaches the Committee might consider would be to reply to the Vice-Chancellor with concerns as to the immediate funding situation; another approach would be to use the future talks on long-term funding offered by the VC to highlight the ongoing financial problems. TCA advised, as to when Finance Committee considered the revised Budget Estimates, that Martin Jopp (Finance's External Trustee member), was

extremely sceptical about using the Reserves to fund deficits and Finance Committee might ask for another approach to be taken. TCA further noted that the Estimates did not have the capacity to factor in any inflationary or trading disruption caused by a No Deal Brexit and it might be questioned why the Union would reduce its Reserves exactly at the point it might need them most.

MM wondered whether the University had set any targets related to the £100K funding.

JCL advised that the wording was somewhat vague but JCL assumed that the University would expect some reports as to progress on well-being.

***Redacted due to commercial sensitivity.***

AP noted, as to funding available across the University, that the WP ring-fenced post had come from the central WP pot which had been cut.

MM thought there might be synergies and savings made by achieving charitable outcomes from Social Enterprises. MM believed that PG events might be managed as ticketed events with catering by Social Enterprises. MM noted that this approach had been taken by York GSA and had generated savings.

*The Committee agreed that the response to the University and approach to the funding model would be further discussed at the next meeting. AP*

***Commercial Updates***

AW advised that the update would only cover Events as W Storey had been unable to attend the meeting.

AW reported that the Exit Ball had been slightly down but this had been made up for by increased income from the Grad Ball.

On shows contribution for January to July, AW noted that the LCR had had the same number of shows but was down around £6K, the Waterfront had had the same number but was up around £6K whilst the Waterfront Studio had had less shows but around the same contribution.

AW noted they had analysed year on year advanced ticket sales for September to December and these were up by 41% for both September and December with more sell-out gigs.

AW advised that the above two developments were cause for cautious optimism.

AW highlighted:

- Welcome Fest – detailed paper to come to next meeting, headline acts booked to include comedy evening
- Digital Screens ordered
- Adrian Flux deal completed – brand launch on 13 September
- Waterfront – football away days being launched – new revenue stream
- Improvements to LCR bar servery, changes to range, new soft drinks dispenser for speedier service
- Banister on stairs from LCR to bars installed

- Developing stronger relationship with police and UEA Security

ALP asked as to Black History Month being a theme for the 1 October Damned Good night. AP noted there had been an agreement for one Damned Good to be BHM themed but that the organisers would prefer for this to be for the 1 October but there appeared to be a problem as this date had a sponsor organised.

AW noted they would meet ALP and discuss further. **AP**

#### **MC 251 Cost of attending WonkFest**

CP noted that, in the light of the previous discussion on the budget, this might need time for further consideration and would be discussed at the next meeting.

**AP**

#### **MC 252 Staffing (Closed business)**

*There were no staffing items.*

#### **MC 253 AOB**

##### ***Project Brand New***

*Agreed in principle, FTOs to send JCL any comments.* **AP**

##### ***Talking about Welcome***

*Agreed in principle, FTOs to send JCL any comments.* **AP**

#### **MC 254 Time, Date and Place of next meeting**

1 pm, 20 August, in Room 2.