

MEETING OF THE BOARD OF TRUSTEES HELD ON

Thursday 30 June 2011 at University House

Present: David Lloyd, Chair & Trustee
Trustees: Aidan Mersh (President), Ash Armitage (VPS Elect), Matthew Barrow (VPE),
Matthew Brown (VPSc), Ash Lord (VPS), Suzie Morris (VPW), Tom Peel (VPC),
Phil Pocknee (VPW Elect)
Student Trustees: Jose Garcia Estrada, Helena Moore, Simon Schofield

Attending: Paul Tatton, Chief Executive
Graham Jackson, Finance Manager
Sally Bates, minute taker

1. **Apologies** Trustees: Duncan Batty, Lisa Cowan, Robert Kidson
James Brooks, Director of Commercial Services & Marketing

2. **Minutes of last meeting**

The minutes were agreed as a true record.

3. **Matters arising**

The risk management review remained outstanding and CE apologised. Carried forward.

4. **Report of the Trustees**

(i) **President's Report**

President reported that since the last meeting he had been working on budgets, operation plans and negotiating with the University on subvention. An organisation called Student Aid who sell marketing to companies directed at students had approached Scarborough wanting to put boxes on beds in the halls of residence. It had been agreed to trial this in Scarborough through BAM (not Student Aid) but not in Hull unless the University decree it as there could be a potential loss of £80K and licensed trade to HUU. Planning for Welcome Week is underway and negotiations have taken place with Stagecoach for additional bus routes. It was confirmed at the last University Council meeting that there would be a £15m budget to refurbish Brynmor Library with some initial short-term work agreed. Small changes on timetabling had been agreed on the feedback campaign and we will be involved with the Higher Education Achievement Awards. Reviewing the marking culture will be a significant project over the summer, looking at the areas where students' results are consistently poorer than in other departments.

VPS reported that a new kit deal had been signed with Kukri which included a £3K gift in kit for the clubs and 8% of spend back at the end of the year in kit. He had also been approached by an accommodation company offering £3K in sponsorship for putting their logo on kit. He will ensure this does not conflict with ClubEasy contract.

VPC had attended a Hull City Council meeting to discuss the Article 4 HMO directive – which would require properties in the Newland Ward to obtain planning permission for converting homes into flats. As part of his campaign he has written a report, which will be presented to the Hull City Council Cabinet.

In addition to the areas that President had already covered, VPE has been going through the HE White Paper and has met with PVC L&T regarding the Code of Practice and planned campaigns.

VPSc reported that he had been working on Welcome Week and ensuring that every house is covered for Freshers and preparations are underway for the fair.

(ii) **Chief Executive and Directors**

CE reported that an offer had been made with regard to Julie Watson's replacement. Progress had not been made with the University House lease and CE is in discussion with the University solicitor and the Registrar to ensure this is resolved as a matter of urgency.

CE has conducted a SUEI audit at Warwick University and obtained some useful ideas. He has been asked to take on the role of Chief SUEI Auditing Assessor, a paid position, and will advise the Trustees what this entails in due course. The soft loan from the University for the first floor redevelopment remains unconfirmed and may be for a while longer as the current CFO is leaving.

CE went through DCSM's report in his absence. Commercial Services are having a good year and will come in on budget. The only significant weak area is Quickfix which has been previously reported.

Chair recorded his thanks to DCSM and his team.

5. **Financial Update**

(i) **Period 9 Results**

FM reported on this busy period. The Limited Company had done very well. Changes to staffing and moving the catering around in 2009 had contributed to an increase in profit of £264K which more than paid for the moves. Bars were £5.6K below budget but this should be adjusted at the end of period 12 when a stock take has been completed. The shop had excellent conversion rates and was £10K better than budget. Ents were £13K better than budget as the ball is not budgeted for a surplus. Quickfix will be reviewed.

Within the Charity, there were small variances to budget with the exception of Sport Zone where events like the tour and trophy presentation had impacted the figures. However, figures will be finalised when all costs are known. Scarborough did well which has helped the year to date position. Overall we are £1K below budget for the year.

SS asked why variances are so high – FM said that these were timing issues and nothing to be concerned about.

(ii) **Budget update 2011/2012**

FM circulated an amended budget summary and gave a brief overview. He said further work is needed to tighten up the plans to take account of the fact that additional funding may not be received. The summary shows a year end loss of £89K offset by potential income of £11K from the University and a VAT advantage of £40K. Although a loss of £39K for the year could be acceptable as a one-off, it would not be over a longer period. President reiterated that at least a breakeven budget must be back in place for 2012/2013.

The problems for Sport Zone were discussed in detail as there is a significant difference between the budgeted and projected figures. VPS said the zone has always overspent and the budgets have not been realistic. Chair asked whether Sport contributes effectively – and if not and it is overspending, the solution is not to transfer funds from other Zones. He asked whether the tour contributes to strategy – VPS said it doesn't but it is profitable. VPS reported on the unexpected costs and issues but Chair said that realistically Sport had never been profitable. CE said a vibrant AU was essential.

Options discussed included restricting teams to 2 per club in BUCS, cutting BUCS transport costs and involvement in more local and regional events to cut cross country travel expenses and not incurring the extra costs in Admin. Chair suggested the overall Zone budget be increased to £511,777 and re-examine and set a realistic budget eg £60K and find the difference from between the Zones. He said ultimately Sport must have a budget they are comfortable with. This was agreed in principle.

6. Elections

President has been reviewing the effectiveness of past election campaigns. He set up a team to look at the impact continuing officers can have on candidate numbers and voter turnout and has been developing a strategy for elections for 2011-2014. Two distinct publicity campaigns are being proposed for use for the next three years which President summarised and circulated initial proposals for imagery for the branding. The strategy was approved, setting aside the imagery which could be tied into the branding review.

7. Any Other Business

Chair thanked VPS and VPW for their contribution over the last year and wished them well. Duncan Batty's term of office had also come to an end. CE would organise an appointments panel for two new selected Trustees, one for this year and one for next year.

CE agreed to update Trustees with regard to branding after the consultant had addressed the next UEC meeting.

8. Reserved Business

None reported.

9. Next Meeting

Meetings were agreed for the third week in November, January, April and June. Dates to be advised.