



Minutes of the meeting of the Board of Trustees held on Thursday, 26<sup>th</sup> January 2012 in the Boardroom Paisley Students' Union commencing at 10.30am.

Alastair Adamson, Sports President, in the Chair.  
Meeting Commenced 10.35am

### **Sederunt**

Garry Quigley	President (Pres)
Alastair Adamson	Sports President (SP)
Daniel Copithorn	Campus President Ayr (CPA)
Samantha Phillips	Campus President Hamilton (CPH)
Scott Winchester	Ordinary Trustee Paisley (SW)
Stuart McCabe	Ordinary Trustee Paisley (SM)
Paul Friel	Ordinary Trustee Hamilton (PF)
Alison Aitken	Ordinary Trustee Ayr (AA)

### **In Attendance**

Caroline Sharp	General Manager/Returning Officer (GM/RO)
Andrew Taylor	Welfare, Campaigns & Activities Coordinator (AT) (for parts)
Geoff O'Donnell	Marketing and Communications Coordinator (GO) (for parts)

### **Apologies for absence –**

Cara Lee, Depute President Education & Welfare (DPEW)  
Nick Targontsidis, Ordinary Trustee Paisley (NT)  
Garry Quigley for early departure at 12pm  
Scott Winchester for late arrival.  
Alison Aitken made apologies for missing the previous meeting.

Adam Kenyon, Ordinary Trustee Hamilton (AK), absent without apology.

## **1. Minutes of previous meeting.**

### **a. Acceptance**

Minutes from the previous meeting (20111201) were agreed as an accurate record, with the following change requested by CPH – removal of sentence beginning 'CPH asked for GM...' and insertion of the sentence, 'CPH asked GM for staff discussion on the policies to take place outside the Board meeting'.

### **b. Matters arising – none.**

## **2. Reports of the Office Bearers.**

### **a. Acceptance –**

- i. President – written report. Retention meeting with Stewart Maxwell – will put pressure on Universities Scotland to create some kind of standardised report on drop out rates and how these are measured. Report accepted.
- ii. DPEW – written report. Report not accepted due to absence.
- iii. CPH – written report. Report accepted.
- iv. CPA – written report. AA noted that a lot of students are still unaware of the location of the Union in Ayr. CPA will try to come up with a solution for

advertising where we are located. Report accepted.

SW joined the meeting – 11am.

- v. PF – written report. Report accepted.
- vi. SW – written report. Report accepted.
- vii. SM – written report. Discussion over risk assessment and availability of chairs for wheelchair race. Report accepted.
- viii. SP – 2 x written reports. Both reports accepted.
- ix. AA – on placement until 29<sup>th</sup> Jan plus exams and essay. Accepted.

No reports were submitted from NT, and AK.

There followed a short discussion regarding the non-submission of reports from ordinary trustees, whether there should be specific remits for these posts, and how OT's could be more involved in the work of the Association. It was agreed that these points should be discussed during a review of the constitution.

#### **b. Sabbatical Holidays**

- i. DPEW – 17<sup>th</sup> Feb
- ii. CPH – 27<sup>th</sup> Jan

### **3. Reports from Committees etc – none.**

GM noted that several sabbs had stated that they had attended committees in their reports although there had been no reports submitted on these. Student Experience Group? 12<sup>th</sup> Dec. Senate 14<sup>th</sup> Dec? 10<sup>th</sup> Jan LTAS implementation group? President noted that they should agree at the start of the meeting who is going to write the report.

CPA missed LTAB for car parking and senate for SRC.

CPH missed LTAB due to student problem regarding hardship.

SP missed mental well being group yesterday due to illness/Dundee.

### **4. Business Introduced by Office Bearers.**

#### **a. Financial Accounts to end Nov 2011**

GM – accounts to end Nov have been circulated, no questions have been submitted. GM noted that the trading contribution is significantly behind the position for the same time last year and warned that we really need to control all spending and focus on improving sales. Hamilton and Ayr doing quite well. There were no questions. Update requested from all commercial operations on activity to date and trustees will ask any questions in advance of the meeting to be answered on the day. No need for them to attend. SWOT analysis and example of weekly rota (including what was on). GM will request this in time for the March meeting which will lead into next year's estimates.

#### **b. Hardship Fund Report**

Welfare – this item was withdrawn from the agenda due to the absence of AT.

#### **c. Transition Progress Report**

Welfare – this item was withdrawn from the agenda due to the absence of AT.

#### **d. Lighting Proposals**

Welfare - this item was withdrawn from the agenda due to the absence of AT.

#### **e. Volunteer Policies**

Welfare – this item was withdrawn from the agenda due to the absence of AT.

#### **f. Glass Recycling**

CPA – Kristina (CCF) outlined Ekko glass contract for glass recycling. 2 x 240lt wheelie bins deposit of £20 per bin. £14 per month for uplift (2 uplifts per month). Bins to be stored in refuse area and collected from back door. £25 annual charge for waste transfer note. Will limit contract from Sept to May, and can manage the account according to our needs. Kristina will do some further research into getting the Uni to pay and the Board agreed that this decision can be made locally by Ayr.

#### **g. Green Consumables**

CPH – Kerry (CCF) introduced this item on trying to get us to change our cleaning materials to be more environmental. Board requested some sample products for each operational area to trial to see that they give a good result on our particular surfaces. GM asked for the information on the products to be sent to UMA, UMH, Bars and Chargehand so that they can give opinion and compare costs. Kerry to contact Fiona Kearns regarding equipment requirements.

Fuel efficient driving lessons – this wouldn't save us any money, however a campaign for raising awareness to students and staff that this is available would be welcomed instead – go green week would be ideal.

Re-usable plastic cups – the Board suggested speaking to Bars, UMH and UMA/AUMA regarding their reasons for choice of glass/plastic on different occasions. Look into costs for bio-degradable plastics too. (It should be noted that speed of service and clearing up is also an issue on event nights).

**h. Student Email Protocol**

President – noted that all student emails are being sent out indiscriminately. Emails should be run past sabbis and endorsed by them before going out. President will take this forward to ensure that all emails are run past a sabbis before being sent out and they will know whether another sabbis requires to be consulted or involved. Communications strategy has been identified within strategic plan.

**i. Post-16 Consultation Process**

President – noted this response to the Board. No questions.

**j. GOATing**

Marketing – Hardship results are not completely analysed yet but will be sent round in full once all data has been entered. GO gave an outline of the results so far. GO also advised the Board of the comments which had been received on the feedback questions. GO asked for ideas on a topic for the next round of GOATing. The Board suggested PDP for the next topic. GO will discuss with President and DPEW to get more focus on what evidence we would like to collect – ie what are we trying to prove?

**5. Motions – none.**

**6. Elections – none.**

**7. AOCB**

- a. Implications of Independence for Scotland on Universities' funding, NUS etc – AA asked for this to be discussed at the next meeting – perhaps President could lead this.

**Date of the next meeting:** a doodle will be circulated to agree a date for February meeting. Samantha Phillips, Campus President Hamilton, in the Chair.

**Meeting Closed 1.50pm.**