

Agenda item 4

Trustee Board
23 November 2018

**Minutes of the Trustee Board of the University of York Students' Union 21st
June 2018**

Date: 21 June

Time: 17.00-19:45

Venue: LMB/102b Law and Management Building, Campus East, York

I. Present

Directors/Trustees

Alex Urquhart (President) – Chair

Laura Carruthers (York Sport President)

Mikey Collinson (Student Activities Officer)

Julian Porch (Academic Officer)

Mia Shantana Chaudhuri – Julyan (Community & Wellbeing Officer)

Jamie Sims (External Trustee)

Robin Brabham (Student Trustee)

Zac Sheppard (York Sport President elect)

Steph Hayle (Community & Wellbeing Officer elect)

James Hare (Academic Officer elect)

Fin Judge (Activities Officer elect)

Songtao Who (External Trustee elect)

Maryam Taher (Student Trustee elect)

Christian Stickels (Student Trustee elect)

In attendance

Ben Vulliamy (Chief Executive)

Cate Tracey (Director of Finance & Resources)

Rachel Barber (Director of Student Support and Representation)

Gemma Vessey (Director of Communication and Activities)

Laurie Smith (Director of Commercial Services)

Szczepan Swiatkowski (HR & Administration Manager)

Apologies

Ingrid Jenner (External Trustee)

Eran Cohen (Student Trustee)

James Durcan (President elect)

2. Declarations of interest

2.1 Verbal declarations was heard at the beginning of meeting. Nothing was declared.

RESOLVED (TB06/18-2)

- (a) To note the verbal declarations of interest

3. Minutes of the meeting held on 15 March 2018

- 3.1 RBR asked for initial of all attendees to be included at beginning of meeting minutes for clearer identification.

RESOLVED (TB01/18-3)

- (a) Approved change to future minutes and approved the minutes as a true and accurate record subject to minor wording corrections.

4. Finance Subcommittee Minutes 31 May 2018*

- 4.1 Noted without discussion as a starred item.

5. HR & Audit Subcommittee Minutes 19 April 2018*

- 5.1 Noted without discussion as a starred item.

6. Matters arising

NOTED (TB06/18-6)

- (a) Covered in Agenda Items

7. Chief Executive Report

- 7.1 The Chief Executive updated Trustee Board members on key work being undertaken to further YUSU organisationally, strategically and sustainably.

RESOLVED (TB06/18-7)

- (a) To note the report.

8. Sabbatical Officers report

- 8.1 Sabbatical Officers updated Trustee Board members on full year achievements.

RESOLVED (TB06/18-8)

- (a) To note the report.

9. Management accounts as at 30 April 2018

- 9.1 The Director of Finance and Resources updated Board that accounts have been reviewed by Finance Committee.
- 9.2 The Director of Finance and Resources presented financial position of YUSU Charity and Commercial Services as 30 April 2018.

RESOLVED (TB06/18-9)

- (a) To review and note the third quarter management accounts.

10. 2018-19 Draft Budget

- 10.1 The Director of Finance and Resources updated Board that 2018-19 Draft Budget have been reviewed by Finance Committee.
- 10.2 The Director of Finance and Resources explained budgets for 2018-19 for Charity and Commercial Services Ltd.

RESOLVED (TB06/18-10)

- (a) To approve the annual budget for monitoring purposes as recommended by the Finance Committee.

11. Venue update

- 11.1 The Chief Executive updated trustees on discussions at Finance Committee about the development and expansion of YUSU CS.
- 11.2 The Chief Executive explained that expansion will help to sustainably grow income, increase the range of student opportunities, improve the satisfaction of students with on campus venues and facilities and demonstrate YUSU's expertise and credibility as a venue and service provider as we approach further and wider estates development.

RESOLVED (TB06/18-11)

- (a) To mandate the CEO and Laurie Smith to proceed to expand YUSU CS venues and trading from September 2018
- (b) To request a formal review of the transition and future opportunities at the Trustee Board in term 2 2018/2019 from the head of commercial operations.

12. Risk Register review

- 12.1 The Director of Finance and Resources presented the risk register to ensure that trustees understand key organisational risks and how these are monitored and mitigated.

RESOLVED (TB06/18-12)

- (a) To agree the attached risk register

13. Incorporation Update

- 13.1 The Director of Finance and Resources presented progress towards formally linking the unincorporated charity to the newly incorporated charitable company limited by guarantee.
- 13.2 JS asked for "future liability" to be added to point 3.1 point 1.

RESOLVED (TB01/18-9)

- (a) To note the progress in formally linking the unincorporated charity to the incorporated charity.
- (b) To a resolve to amend the constitution and appoint the incorporated charity as corporate trustee under Section 280 of The Charities Act 2011. Trustees approve the motion in their capacity as Trustees of the unincorporated company.

14. Big Student Survey initial highlights

- 14.1 The Chief Executive and Director of Communication and Activities gave an update on the annual membership survey.

RESOLVED (TB06/18-14)

- (a) To update the board on the annual membership survey.

15. Trustee Board and Committee dates and membership 2018-19

- 15.1 The Director of Finance and Resources presented committee dates for 2018-19
- 15.2 The Director of Finance and Resources asked Elected Officers and Trustees about attendance to Subcommittees.

Finance Subcommittee: Steph Hayle (Community & Wellbeing Officer elect)
 James Hare (Academic Officer elect)
 Christian Stickels (Student Trustee elect)

HR Subcommittee: Zac Sheppard (York Sport President elect)
 Fin Judge (Activities Officer elect)
 Maryam Taher (Student Trustee elect)

16. Action and Attendance Log*

- 16.1 Noted without discussion as a starred item.

17. Cash flow*

- 17.1 Noted without discussion as a starred item.

18. Any other business

- 18.1 No other business raised.
- 18.2 BV thanked outgoing Board Members and welcomed incoming Board Members.
- 18.3 AU thanked outgoing and incoming Board Members.
- 18.4 AU thanked SMT for their help and support.

15. Date of next meeting – confirmed as Thursday 22nd November 2018.