

TRUSTEE BOARD

Via Video Conferencing

Minutes of meeting held on 19<sup>th</sup> May 2015.

PRESENT:

Mark Bell (Overall President), Declan Shiels (Sports President), Colum Mackey (VP Academic and Student Affairs Jordanstown), Micky Quigg (VP Academic and Student Affairs Magee), Robbie Banham (VP Academic and Student Affairs Coleraine), Jim Coyle (External Trustee), Sarah Curran (VP Campaigns and Communications)

IN ATTENDANCE:

Emmett Mullally (General Manager), Clodagh Kennedy (Finance Manager)

APOLOGIES:

Sarah Gordon (VP Academic and Student Affairs Belfast), Aoibheann Fearon (External Trustee), Kellie Murnion (Student Trustee)

1. MINUTES OF THE LAST MEETING

The minutes of the last meeting on the 4<sup>th</sup> April were approved.

2. MATTERS ARISING

- NUS Strategic Support Unit Recommendations- There was an update given on some of the progress to date:
  - The NUS/USI Senior Development and Campaigns Advisor will be the point of contact for NUS and a meeting has been arranged for the 3<sup>rd</sup> June which will be attended by the Overall President, Overall President Elect and General Manager.
  - Commercial Services Review- The Group had met and discussed commercial performance this year and agreed that the Finance Manager would prepare a summary of all indirect costs associated with each individual outlet.

- Key Performance Indicators- The Chair asked where the ultimate responsibility lay to ensure these were robust and closely monitored. The General Manager's role is to ensure KPIs are in place for all areas of Union activity and regular reports should be given to Trustee Board so it can ensure key objectives are being met. The issue of KPI'S for officers can be more difficult to quantify but this will be covered in officer training.
  
- Strategy - The Planning Group had met on the 13<sup>th</sup> May and had a robust discussion about what the priorities should be for UUSU going forward. The Group had focused on what key activities we should be doing and will meet again on the 22<sup>nd</sup> June to discuss how we resource them.
  
- Union/University Relationship - The Overall President Elect will contact the Vice University to arrange a meeting with the new Vice Chancellor when he commences post. A meeting will also take place with the University Secretary at the beginning of June to discuss the NUS report.
  
- Governance Review - A lot of work had been completed on this topic and the issue of decision making/processes should be covered as part of the discussions with NUS/USI on the 3<sup>rd</sup> June, as they may be able to provide more expertise in this area.
  
- New Belfast campus- The paper outlining UUSU's position on new café/bar had been presented to the University and Students' Union Forum meeting on the 20<sup>th</sup> April. A follow up meeting with the University is being arranged to discuss the matter further.

### 3. Chairpersons Communications

James Copeland has notified the Chairperson that he has stepped down from the Trustee Board as he is unable to commit the time required for the role. The Chairperson asked that the Board's thanks to James for all his hard work be noted, particularly his involvement with the Governance sub group.

#### 4. 2015/16 Budget Submission

The Finance Manager presented the draft budget which will be submitted to the University Resources Committee on Monday 1<sup>st</sup> June. The projected deficit for the current year is £55,816 which is significantly greater than budget. This is a result of restructuring of administration and commercial services staff which has meant five staff being granted voluntary redundancy. The total redundancy costs are £71,036 and the projected savings thereafter are £31,000 per year.

In 2015/16, there will continue to be a focus on representation and student engagement, although the extra funding from the University for the Volunteering staff post has ceased. Commercially, Jordanstown catering, Magee catering and Magee shop are projected to still perform well and discussions are continuing with the University about the product range in the Coleraine shop.

The annual payments to the SUSS pension deficit are significant and will be almost £154,000 in 2015/16.

The 2015/16 budget is projecting a surplus of £9,858.

The budgets for Coleraine and Magee club bars were also presented for the Boards' information. Magee Club has had a difficult trading year and turnover decreased by 20% compared to 2013/14. It is projected to have a deficit of £2306 for 2014/15 and a deficit of £832 in 2015/16 though costs will have to be closely monitored to ensure it remains viable.

Coleraine club has had a number of exceptional costs this year such as the start-up expenses associated with a new business and also the absence of two staff on long term sick. Despite a turnover of approximately £100,000 the club is projected to make a deficit of £20,986 at the end of the 2014/15 year. There is a surplus of £4,714 budgeted for the 2015/16 financial year but the Club requests that the Students' Union provides a letter of support in the interim - This was agreed by the Trustee Board.

The Budgets were approved by Trustee Board.

#### 5. Date of next meeting

The next meeting will take place on the 25<sup>th</sup> June and will be attended by the new sabbatical team.

