



Title: HAUSU Teleconference Board Meeting

Date: 9th April 2018 (10:30 – 13:15)

Present: Bobby Barbour (BB), Steve Bolton (SB) (part meeting), Dave Johns (DJ), Sue Bryan (SBr), Charlotte Garbutt (CG)

Apologies: Johnny Dymond (JD)

1	Minutes and Matters Arising
1.1	Minutes from the previous meeting were not agreed at this time and will be formally ratified at the next Board meeting in June
1.2	Recognition and credit to Charlotte and her handling of challenges of April very professionally and very well.
2	To discuss: First draft of budget 2018/19
	<ul style="list-style-type: none"> ● BB seeking clarification: <ul style="list-style-type: none"> ○ Predicted deficit of £40,000 – there are numbers in the budget, but with little in the way of assumptions and reasons – please include as part of making the case to HAU ○ Sponsorship – CG suggested that sponsorship could be increased but have a strategy as to what we would intend to achieve with this increase, but only if achieved. ○ Multigym – the increase is based on an increase in membership. This should be included in the assumptions and measure as a KPI. SBr asked if a capacity report has been carried out and suggest that one should be carried out this year. Task this to Andy Jefferies. Minimal capital expenditure expected this year as leasing agreement covers equipment. ○ SU Bar – Sound leakage and investment in reducing sound complaints will need investment this year. Preliminary investigation founds identified this as being minimal. ○ Clubs – No issues, require clarification on reduction in grant to clubs from 80k to 60k. It is accepted that this reduction is as a result of tighter budget overall. Will this reduction be detrimental to student experience and what we want to achieve? CG suggest that will have a knock-on effect on student satisfaction if we have to make reductions. This will form the basis of the case with HAU. ○ Shop – this was based on the current year as this area will need a new approach and understood that a breakeven/small margin would be a sensible approach. Opportunities have been identified this year, that could be moved forward in the next year

- Summer Ball – Recognised a good surplus generated in Xmas, but focus should be on ensuring not complacency. Suggested that the budgeted deficit was not correct and that the ball should breakeven. A policy position was agreed a number of years ago that a small surplus should be generated to reduce risk.
- P&L Social – Asked for clarification on ‘Social Fund Expenses’, would like an explanation as to what this is.
Freshers’ Ball costs for £20k. Overspent last year but deemed that this should be approx. £23k. Overall Freshers’ Week expenses need to be reviewed again.
CG – ‘Ben’ the acts guy has been a very good investment and has managed to get very good discounts. It was suggested that the learnings from this year could be applied and continued on a contractual basis for the coming year to make additional savings. These saving could be used as part of the case to HAU to show we are doing our utmost to reduce the SU cost base
- BAR – No issues with the margins and savings this year should be driven into the next year.
Is the increase of £5k feasible? CG – Increased activities on campus and better utilization of the bar, better planning next year should result in an increase. BB asked that this be written in to a strategy for the coming year so that the good work and commitments continue.
- General – Reduction of subvention is based on the removal of WP. VP role will result in WP and therefore should be included in the budget case to HAU.
£16.5k adequate for insurance? Clubs will need to cover additional costs of activity and should form part of the dragon’s den process. Management accounts zero for next year, expected this will be taken in house. The potential risk should be considered when making this decision.
- MSL Licence – Will previous discussions and functionality increase cost. CG to investigate if this functionality is already part of the current package.
- Training Expenses – Separate to cover professional memberships and training
- Professional Fees – Contingency
- Wages – All salaries have been increased in line with inflation and CG to investigate the stipulations in Vicky’s contract.
DPO was advised as someone required, this has been budgeted for in case for the coming year. Suggest that specialist GDPR training is sourced for the person who will take on DP responsibility. Nominated person will need to be identified and put on the SU website.
General Manager position salary increased based on previous conversations and making the position attractive to the right candidate. Antony Bradshaw clarified that this figure is sensible amount.

	<ul style="list-style-type: none"> • BB thanked Vicky and Charlotte for getting the draft budget over for discussion and asked the board to forward additional queries to Vicky and Charlotte over the coming days.
3 & 4	To discuss: Kevin's departure and subsequent General Manager Vacancy/Interim Manager
	<ul style="list-style-type: none"> • CG - There is an understanding that General Manager interviews were rushed and as a result, the correct person for the job was not selected. • Suggest that there has not been an opportunity to see the new structure working in its entirety and there are learnings to take account of when identifying the next candidate. • CG – Put forward the idea that we should put in place an interim manager with the necessary and relevant experience. This person would be in a position to move the SU and new structure forward and begin actioning the internal governance recommendations. • CG – Keele University may have a suitable candidate to put forward and Antony has been briefed on the issues also to put forward suggested Interim Manager • SB – Suggested that this person should be seconded for a fixed period of time. • CG – Agreed that working closer with Keele University would open new opportunities and CG has been working on building these ties • CG – Suggest this person starts ASAP so that there is a hand over with the current president • BB – Suggest that this might be a 12-month contract, with a three, six and nine-month review periods. CG should decide what is best given the work she has put in so far. • Agreed that clear objectives for the year should be set to ensure the SU gets the best value • Agreed that the position of General Manager is an important role for the continued success of the SU, but that an Interim Manager with the relevant experience would be beneficial to getting it off the ground. • Agreed that CG would go away to approve the selection process and subsequent contract with SB as soon as possible.
5	To discuss: GDPR
	<ul style="list-style-type: none"> • SB sought clarification on the University's understanding and that they can no longer share data with the SU. • CG clarified this position, saying that HAU do not have a legitimate interest, adding that there will be more pressure on the budget as HAU are requesting that we take on the expertise of a DPO. • Guidance has sought from Keele and NUS. This has been submitted to HAU for discussion. • HAU, it would seem, is taking the worst-case scenario as a starting point. There is an onus on the HAUSU that we comply and ensure that we are following the principles of the GDPR. This will show willing and encourage partnership with HAU.

	<ul style="list-style-type: none"> • GDPR is a principle-based regulation and it has been identified that the implications are not fully understood at this stage • Agreed that MSL has the functionality and should be investigated. Amendments should be made and actioned to ensure compliance before May 25th, 2018. • Privacy policy should be updated and made available on the HAUSU website. HAU will help in drafting this policy
6	To agree: Proposed write down of shop stock
	<ul style="list-style-type: none"> • The Board recognised and thanked Vicky for the report submitted. • The write-down represents a lot of money. • Suggested that there may be a work around to ensure the best value is achieved while also reducing the holding of out of date stock. • CG proposed that there should be a couple of sales between now and the end of the year and turn the 'Sale' into an event. Invite stalls and local enterprise to turn it into a 'fayre'. <ul style="list-style-type: none"> ○ % of the items sold at cost ○ % of the items sold with a slight mark up (as they have a larger mark up currently) ○ % of the items sold below cost ○ There should be a number of mark downs on a phased basis ○ Online sale at the end of the year could support clearing the rest of the stock. • CG to action the above
7	<p>AOB</p> <p>To discuss: Dave Johns' role as Summer Ball Site Manager</p> <ul style="list-style-type: none"> • DJ raised and requested for discussion his role as SB Site Manager as he had been asked to take on the role again this year by the committee • It was identified that there are conflicts of interest and these should be made clear from the outset • Although there are conflicts, it was deemed that the potential risks outweigh these and given the pressure and flux this year, having DJ's experience available would help manage the risks. Strong controls in place to ensure the ball doesn't make a loss • BB asked that last year's learning be taking into account when defining the parameters of the role and that these are distinct from his role as trustee. • It was agreed that the question of conflict and SB Site Management should be addressed clearly and planned properly before the 2019 SB. CG to forward letter and seek clarity finally from Tozers. • Agreed that the constitution should be updated and amended as per the internal governance recommendations and ratified at the Presidential Elections <p>Trustees:</p> <ul style="list-style-type: none"> • Expressions of interest for external trustee position has been received by CG from Alex

	<ul style="list-style-type: none"> • Expressions of interest were also received from a current Keele SU member of staff with financial background • Agreed that these expressions should be investigated <p>Office Hours:</p> <ul style="list-style-type: none"> • CG put forward a suggestion that the Faccenda Centre foyer should have a SU Kiosk so that administrative task could be actioned and dealt with more efficiently and ensure the staff in the office have more structure when it comes to running the SU • DJ highlighted that MSL has an online PO request function that could be used and may be part of our current package • Administrative position as per the budget could enable this <p>VAT:</p> <ul style="list-style-type: none"> • Agreed that the suggestion put forward by Danes should be pursued • Agreed that events should be identified as 'Fund Raising' events going forward and that the resourcing of this process should be considered.
	Meeting ended at: 13:15

Signed and approved:

 Bobby Barbour
 HAUSU Trustee Chair

 Date

 Charlotte Garbutt
 HAUSU President

 Date