

# Trustee Board

date: 28<sup>th</sup> Jan 2010  
 time: 18.00  
 location: N1.02



## Minutes

**Present:** Tom Foy (Chair), Chris Clark, Chris Miller, Susan Morrison, Janie Grover, Mal Edgson (Secretary)

1.		<b>Welcome &amp; introductions</b>	<b>ACTION</b>
	1.1	<b>Apologies for Absence:</b> James Lloyd. It was noted that James has also given notice of apologies to the 6 <sup>th</sup> May meeting due to the likelihood of the General Election being held that day. He has offered to retire as a trustee to allow the Union to recruit a trustee with more time to devote to the task. It was agreed to thank James for his contribution during his three years as a trustee and to accept his resignation and move forward to recruit a new trustee to his position. <b>Action TF</b> to write to James. <b>Action ME</b> to begin recruitment	<b>TF/ME</b>
	1.2	<b>Minutes:</b> To approve the minutes of the meeting held on 1 <sup>st</sup> October 2009: These minutes were approved as a true and accurate record.	
	1.3	Matters Arising	
	1.3.1	<b>Trustee Board Observers:</b> TF reported that the recruitment of Observers from the ranks of the students working on our newspaper had not provide fruitful. The positions would however be advertised in the forthcoming round of elections for next years committees.	
	1.3.2	<b>Future Audit Timetables:</b> ME reported that an improved timetable for the annual audit and preparation of the accounts has been agreed.	
	1.3.3	<b>Accounts Submission to the University:</b> ME reported that unsigned accounts were submitted to the University's Resources Committee on Tue 3 <sup>rd</sup> November 2009.	
	1.3.4	<b>Monthly Accounts Preparation:</b> ME reported that Frances Plows of HCW is verifying monthly accounts preparation and will continue to do so.	
	1.3.5	<b>Quarterly Finance Summary:</b> ME reported that HCW have written a programme to generate full accounts + our Monthly Financial Summary directly from a Trial Balance. This is not working correctly yet but has been configured correctly for October accounts.	
	1.3.6	<b>Adoption of new accounting package:</b> This has proved unnecessary to achieve the above.	
	1.3.7	<b>Gaps in the Union's Finance Function:</b> A report has been received from HCW on this which is being considered as part of the agenda.	
	1.3.8	<b>Organisation of Finance Function</b> – benchmarking. ME reported that a visit to Teesside Students' Union has been arranged. They have been chosen because they are a similar size to ourselves, they use TAS books and because they have in house chartered accountant qualified staff. ME agreed to report back after his visit. <b>Action ME</b>	<b>ME</b>
2		<b>Financial Business</b>	
	2.1	<b>To approve the Audited Accounts</b> and Audit Findings Report for 2008-09 including review and discussion of audited accounts and audit findings: <b>Approved</b>	
	2.2	<b>To note the Grant for 09-10 and approve the Union's Budget for 09-10</b> and review and discussion of full year 2009 vs. the budget: <b>Approved</b>	

	2.3	<b>Discussion of Lessons Learned from the First Full year of Big Deal:</b> The circulated paper was <b>noted</b>	
	2.4	<b>To finalise and approve a reserves policy: Approved</b>	
	2.5	Report to the Board on Students' Union Monitoring Group Meeting	
	2.6	To receive the Management Accounts to October 2009 & November 2009	
	2.7	To receive an update on redrafting Financial Procedures	
3		<b>Planning</b>	
	3.1	To approve the revised 2012 Plan including departmental objectives: The detailed Union plan was noted . JG emphasised the importance of encouraging the University to develop an Alumni and how helpful that could be to Union fundraising. A number of potential opportunities were discussed. TF agreed to take these up with JG outside the meeting. <b>Action TF</b>	<b>TF</b>
4		<b>Staffing &amp; Compliance Issues</b>	
	4.1	To note the revised Staff Tree	
	4.1	To note recent and upcoming appointments	
5		<b>Constitutional</b>	
	5.1	To note the model constitution developed by NUS in conjunction with the Charity Commission and to agree how we should use the document. To re-address the question of whether to Incorporate or not. It was agreed to pursue incorporation as part of the registration process. ME to produce a paper indicating the issues and costs. <b>Action ME</b>	<b>ME</b>
6		<b>Membership &amp; Engagement</b>	
	6.1	To receive an update on our engagement strategy; ME gave a short presentation on our engagement work outlining how we are encouraging students to become more involved. The possibility of benchmarking with other Unions was discussed.	
	6.2	To receive a report on uptake of involvement opportunities: A paper detailing the involvement of students in activities across the Union analysed by demographic group and compared to the university population as a whole was discussed and plans for refinements in data capture and analysis noted.	
7		<b>To note minutes from other meetings – All were noted without comment</b> <b>Finance &amp; Staffing:</b> 5/10, 2/11, 7/12, 5/1 <b>Senior Management Team:</b> 28/9, 12/10, 26/10, 9/11, 7/12, 4/1, 18/1 <b>Exec:</b> 8/10, 22/10, 5/11, 3/12	
8		<b>Any Other Business</b>	
	8.1	<b>Sports Policy:</b> The circulated paper was <b>Approved</b> and will be adopted as Union policy	
9		<b>Date of Next Meeting: 6<sup>th</sup> May 6pm</b>	
		<b>Future meetings:, 29<sup>th</sup> July 6pm.</b> It was noted that this date is inconvenient for most people and should be changed. <b>Action ME</b>	<b>ME</b>