

Minutes

Subject:	Management Committee Minutes: 27 July 2018
Produced by:	Tony Moore
To:	Management Committee
Action:	To approve
Paper:	MC 18.19 1

Present: Georgina Burchell (GB), Jenna Chapman (JC), Martin Marko (MM).
Jenna Chapman (JC)

In attendance: T Cave (TCV), Lou Chiu (LC), Tony Moore (TM)

Chair: Oli Gray

Apologies: Sophie Atherton, Toby Cunningham

Action Points

- *NUSSL letter to be sent LC*
- *Krispy Kreme decision communication to members LC*
- *Sophie to be asked whether they want to rep on ARM Executive Oli*
- *How to recruit non-sports members to Sports Executive LC/Oli*
- *Staff to be alerted not to send emails to other Oli Gray student Oli*
- *Outlook Calendar invites to be sent TM*

MC1 Minutes, Apologies, Matters Arising

In the absence of SA, Oli Gray took the chair.

Management noted that the minutes of the previous meeting had yet to be collated and would be presented to a future meeting.

Operational & Key Relationship Updates

LC

- Met with Careers about Volunteering Fair – positive discussion – they are happy with UEASU approach
- Outlook Calendar Training for Officers
- OIA consultation on non-academic discipline working on submission
- NSS results released later in day – team working on press release

JC

- meeting IQA group session on timelines
- AHRC group meeting
- HUM LTQC – Uni changing self-certification; 2x3 days some flexibility Moderation and Assessment Working Group

MM

- IQA
- £9200 spend approved on PG activities
- SSDC panel training
- New tea and PG cake sessions PG
- Sexual Misconduct meeting with STS
- meeting with SPO from CHE (rep elections: encouraging people to run)

TCV

- Chasing University as to payment for the HSC representation/engagement
- University agreed to fund £100K of capex from Uni
- Year end: tidying up. First cut on numbers.
- Preparation of wish list for 5 years Capex

GB

- Attended AHRC
- Good Neighbour Scheme meeting
- Sexual Health meeting with STS on wellbeing

Chair reported that SA had skyped into the VC pay committee – the first time UEASU had had a representative at this meeting

OG

- Derby Day research/ looking at other Sus approach including ticketing at some events
- Conference attendance

MM left the meeting

MC2 Social Enterprises Updates

TCV noted:

- June trading was slightly positive as to forecast
- A good mitigating performance by the Retail team at Carrow Road but all services took a hit due to graduation being moved. TCV noted the necessity of getting graduation back on campus

LC noted the importance, if in graduation was still at Carrow Road the following year, of the University providing coach transport and for the gown return to be on campus.

LC advised a full appreciation of recent trading would need to wait until the figures for the Exit Ball were available.

GB noted the draft letter to NUSSL that had been added to the agenda papers. GB thought the Union should not sign up to what were the unreasonable demands that NUSSL had made with their

attempt to impose unfair, backdated conditions.

MC approved the text of the letter to be sent.

LC to send to NUSSL. **AP**

MC3 SOC Expenditure: Rainbow Laces for Take a Stand

Chair noted the present campaign would end at the end of the month and that, if it were to be continued forward, Management would need to agree, on behalf of SOC, to spend funds leftover from last year's SOC budget. Chair highlighted the new bands for Club Captains and the importance of endorsements from the leadership across Clubs. Chair noted the total would be about £1,860 out of the SOC budget and that most items would be able to be used in future years if all were not given out in the current year.

TCV advised that the items were not VAT liable so the overall amount to come from the budget would be less than the original estimate.

Management agreed to the funding of the new campaign; funding to come from the remainder of the 17-18 SOC budget.

MC4 Krispy Kreme

GB noted that Krispy Kreme products were very popular in the Shop and the company were willing to supply a stand-alone box store at no cost; the only cost implication would be £300 to install a water supply. GB noted that, in the proposal, coffee marketed under their own brand by a UEA student would also be sold; thus encouraging student enterprise. GB noted that the stall would be run by Shop staff in UEASU tee-shirts and there would be a Union banner above the stall. GB thought the best location would be in the usually unused space in the Hive by SUAdvice reception. GB thought the stall would not affect sales in Unio but it might hit Brown Bread's sales.

JC voiced two reservations: that the stall should not detract from the Union's drive to improve the overall coffee offer and that Societies' bake sales might be affected.

Chair noted that Opportunities had been encouraging Societies to look at alternative fund raising activities to bake sales but agreed there might be some loss to Societies.

TM advised there might be some objections from ethical and environmental Societies over the sourcing of some of Krispy Kreme ingredients as well as anti-obesity concerns.

GM noted that Krispy Kreme products had been on sale in the Shop for some time and there had been no concerns raised. GM believed it important to focus on the ethics of the Charity delivering good, revenue raising retail services.

Chair thought the placing of the stall should be flexible with it being moved during Freshers Week. Chair asked that its performance

should be monitored in the Social Enterprise Report and that there should be a review after a year and there should not be an automatic renewal. Chair believed it important to know what effect it would be having on Unio and the Grab and Go.

LC advised it would be important to communicate the reasons to members for opening the stall (promotion of student enterprise and widening the food offer).

Management agreed to the proposal.

Management asked that the following actions being taken on implementation:

- Performance to be reviewed with regular updates
- Renewal after a year by Management Committee
- Healthy eating alternatives in the Grab and Go to be promoted
- Alternative to bake sales for fund raising to be promoted

The above will be incorporated in a communication to members. **AP**

MC5 University level Committees 18-19: Final amendment

LC noted there were some final tweaks to be made to the allocation:

JC was added to University Court

It was noted that the rep for the new place on the ARM Executive needed to be chosen. Management felt that this might be within JC's or SA's remit. It was decided to contact SA for their thoughts. **AP**

Management discussed the staff member position on LTC and whether this was increasingly in the welfare remit or whether it was still predominantly an educational remit.

Management agreed that LC should be the staff member.

Management thought it important that the education side should be adequately briefed and that Jo Caulfield, Head of Education and Engagement, should be suitably briefed on developments at LTC.

Chair noted that it had been hard the previous year to find the two members from a non-sports background required to sit on Sports Executive and wondered whether Union Councillors from Societies might be interested in the role. Chair and LC will discuss this outside the meeting. **AP**

With the above changes, Management agreed the proposal.

Chair noted a concern that email messages might be mistakenly routed to another Oli Gray.

LC will alert all staff to ensure that this does not occur. **AP**

MC6 Timing of meetings and cycle of business

Management agreed that meetings would be scheduled weekly at first, last three hours and be scheduled from 9 to 12 am on Tuesdays. Timings and frequency will be reviewed later in the year.

Outlook Calendar invitations to be sent. **AP**

MC7 AOB

Staffing (closed)

MC8 TDP of next meeting

9 am, Tuesday, 7 August.