



A MEETING OF THE BOARD OF TRUSTEES 2014-15 WAS HELD  
AT 5PM ON 19 MAY 2015 IN THE COUNCIL CHAMBER

6 June 2015

BT-152-M2

---

## MINUTES

Present: John Palmer, Luke Thompson, Harish Pesala, Dan Thomas, Liam Peoples, Isobel Ford, James Bowker, Salome Senthilkumar, Doug Livingstone, Jack Needham.  
In attendance: Andy Parsons, Louisa Allen.

1. **Apologies:** KN, RW.
2. **Register of interests.**  
Any updates please notify LA.  
*Members should note that items discussed at this meeting are commercially sensitive and confidential.*
3. **To approve the minutes of the previous meeting and to deal with matters arising not elsewhere on the agenda – BT-152-M2.**

The minutes were approved.

4. **To receive the March management accounts and financial commentary.**



Financial-commentary-march-2015.docx



March 2015 Summary Sheet .pdf

DT presented the financial commentary. AP explained the wholesaling arrangement, where we are permitted to sell to a wholesaler - there is very little profit but a small margin is worth it.

5. **To note and approve the University Budget Bid and the provisional financial strategy which is implicit within it.**



LSU-fee-bid-FINAL3.pdf

Regarding the VAT situation, we have now seen the HMRC's case and feel we are in a reasonable position. We will continue to build up the contingency for paying off the full amount with the view that we will end up not being liable for the full amount. We are being defended by a barrister (but not QC level so not as expensive as first anticipated), with NUS paying 1/3 of our costs, and our VAT consultant paying another 1/3. Going forward, we will be stating very clearly which of our events are specifically for raising money for our

charitable efforts and will only be claiming the relief on these events (15 per year), until the case is resolved. Unfortunately this means giving up the c£200K of revenue. There is a potential to look at consortium purchasing deals or other outside revenue generation, as such we will look at such ideas in future meetings.

## 6. To discuss outline proposals for long term building developments.



New-Union-Building.d  
ocx

AP presented the proposals. We are limited by the size of the site and what architects tell us we can fit into the existing buildings and how they can be changed.

Consultation of students can be done for the design elements and other input from surveys and the executive etc will be considered. We need to consider the longer term demands and try to future proof as much as possible. We have moved away from a lecture space as it contradicts the mission of the union as a supplement to teaching and learning; it may also cause conflict when students give feedback on their structured learning. However, we may have a space for such events as inaugural lectures or TED-style talks. If the university becomes involved we need to make sure we do not give up too much control of our own premises and what we are permitted to do with it.

MD suggested the Board have an away day to discuss the feasibility in more detail once the university have given us an indication of their reactions. We are looking at presenting this at the last University Council of the year (July).

## 7. To approve the update to the Risk Register.



Union-risk-registeroc  
t15-Andy-Parsons.xls

AP presented the update. The key point is that we need to show that we are addressing the risks, particularly as we are obliged to show the charity commission that we are aware of our own risks and are mitigating them as much as possible. These need to be reviewed regularly. We check our takings daily to keep an eye on trends and react promptly to any problems that may occur.

HP asked what the contingency is when we have a bad year. AP replied that generally we decrease the capital investment, and because we have had a few bad years, the need for capital investment is increasing. This is one of the things we are attempting to resolve with the discussions under items 5 and 6.

JN: concern over dependency on university. Yes, we will become more dependent if we continue to lose commercial revenue. We are the least dependent Union in the country, but the question is do we want to do more than we are doing, and yes we do. We help them win significant awards and the only way to continue to do this if commercial revenue decreases is for them to support us.

We can expect that the university will over recruit next year so there may be potential for extra commercial income.

In the longer term we need to look at new ways of funding the Union there may be some possibilities if funding for HE changes.

**8. To receive and approve a report from the Executive - DT.**



Exec report.pdf

DT presented the update. The Board applauded the two achievements and one challenge format and were enormously impressed by what had been done. MD asked how the change in the dates/method of elections of the DOs affected the numbers of voters and their opinion of the process. LP replied that turnout was just over 1000. Student Forum is supposed to be a representative group of students across the institutions. Overall a positively received experience.

**9. To receive and approve a report from the Union Director - AP.**



Union-Director-Report  
t19may15.docx

AP presented his report. MD expressed the need to investigate the resilience of the Lincoln Web CRM if their main coder leaves the project. c£20K in the first year investment from us. One of the main challenges is training people to use the system properly but we will be committed to training staff and exec in the use of MSL. AP will bring this back as an agenda item to a future meeting.

The Board supported Union investing in contactless payment systems for all our tills using the Bank Cards. Using student cards as contactless cards seen as less convenient as you have to pre-load the card (like the cash plus university card, plus we would have to wait for the university to pay us. similarly our own system would require too many new security measures to implement). We can limit our transactions to less than the legal limit if we want to be more ethical/conscious of student budgets.

**10. To receive an update on the Key Performance Indicators - AP.**

These need to be integrated into the department and executive plans etc. They will be brought to the next Board by RW as they are being closely reviewed by him and the Deputy Union Director.

**11. Any items referred to the Board from Union Affairs Committee and vice versa:**

**a) amendments to standing orders**

B, J and E. were amended. B - referendum now possible, requires 450 students, campus wide vote. J - planning and reporting to UAC and start plan. E - new, eligibility to stand in elections with reference to discipline policy. All passed unanimously.

The Board supported the amendments.

**b) Arrangements for By-Elections - President and VP College**

This is complete.

**12. Institutions.**

- University:
  - o To note discussions re the University's corporate image. The visual identity page has been updated. The coat of arms will make reappearance for official documents.
- College:
  - o To note discussions on the College Shop. Noted.
- RNIB college:

- o To note discussions on future relationship.  
LP stated that he and others met with RNIB and their opinion is that there is no link worth preserving.

**13. Any other business.**

None.

- 14.** Date of next meeting – TBC Tuesday 16 June or Wed 24 June 2015 to include discussion on the building project.