

## Minutes from Management Committee Meeting

Tuesday 1<sup>st</sup> October. 2013

Boardroom, Union House

Present:	Bintu Foday (Chair)	Jim Dickinson
	Chloe Alexander	Fran Poole
	Richard Alderson	Lesley Hanner
	Louise Withers Green	Joe Levell
	Rosie Rawle	Jo Spiro
	Paul Ingleby	Toby Cunningham

Apologies: Jackie Saville

### **SECTION A: UPDATES/REPORTS**

#### **1. Operational Updates**

Bintu Foday:

- Officers PCP week – generating support.
- Gave induction talk for NBS.

Louise Withers Green:

- Various meetings.
- Attending QAA student engagement training in Birmingham on 3<sup>rd</sup> October.

Joe Levell:

- Involved in induction talks and clubs and societies training.
- Societies Fairs and Sports Fairs went well.
- Involved with PCP.
- First societies and sports committee meetings this week.
- Contacting energy suppliers and NUS to try and access free carbon monoxide testers for students.

Paul Ingleby:

- Reviewing social media.
- Looking at clubs for rest of term.

Rosie Rawle:

- Created E-Rabbit, leaflets and Apps.
- Running PCP.
- Writing a paper for Workers Rights.
- Writing letter to Starbucks.

Jim Dickinson:

- Speaking to Peridot about recruitment of Commercial Director.
- Setting-up meetings for staff to feed in to process.
- Finishing off 1-2-1 meetings with permanent staff.
- Continuing meeting University staff.

Chloe Alexander:

- Finished Job Description for Social Media Intern.
- Lots of pots and pans selling.
- Holding new comms team meeting.

- First building consultation group project meeting tomorrow.
- Starting to print own NUS Extra Cards.

Jo Spiro:

- Attending SEC meeting.
- Attending post grad social event and Peer Support Groups with BF and LS.
- First Student Safety meeting of academic year to be held Monday 7<sup>th</sup> October.

Fran Poole:

- Looking at sales reports in shop and reviewing queues.
- Obtaining quotes for extending counter.
- Fidelity looking at tills.
- £107,550 taken in cash. No accurate information for Sales on EPOS system.
- Installing two more cash and card tills on a table until new kiosk is extended.
- Lottery to be installed today.
- Official shop opening went well.
- Contacted UEA to enquire when cashless system will be introduced.

Richard Alderson:

- Busy week last week in bars. Highest turnover recorded in 4-5 years.
- Very busy Saturday with UEA 50<sup>th</sup> Anniversary celebrations.
- Toilets still smelling.
- Checking on events upcoming and where currently at with student training.
- Holding team meeting this week to catch-up.
- Hopefully furniture arriving today.

Lesley Hanner:

- Companies Management Accounts will be out Friday 4<sup>th</sup> October. Union accounts out today.
- Discussion to be had where and how to present the accounts.
- Sending out invitations to tender to 4-5 investment advisors.
- Finalising work for insurance company.
- Looking at management accounts for end of September.

## **2. Key Relationship Updates**

- JD met with Jonathan Colam-French and discussed proposed plans for an extension to the library which would include a café and social learning space. Introductory meetings also held with other key University figures.
- LWG met with John Sharpe to discuss representation and partnership working to move towards using student staff and opening up more job opportunities for student interns.
- JS had B9 meeting with Adam Longcroft.
- BF met with Dawn Dewar to discuss funding for transport.

## **SECTION B: KEY PROJECT REPORTS**

### **3. Campus Catering**

Linda Parrish (Assistant Director of Estates) joined the meeting and discussed the terms of reference for working in partnership with the Union, covering campus catering, improved security services, hospitality and events. It is hoped to improve the quality of services delivered for students and find opportunities to invigorate the area around Union House and encourage a late night economy.

### **4. Megashop**

- FP advised that she was looking to extend the kiosk counter, with Fidelity installing two more tills on a table, to assist with easing the long queues situation. Currently waiting for costs from Fidelity for stand-alone tills.
- The lottery will also be installed today.
- The signage and shelving were still outstanding and once additional shelving has been installed, this will enable more products to be displayed.
- The screen will be sited above the kiosk and will run presentations about the work of the Union and the Officers, alongside information about clubs and societies.
- Bakery training is still on-going and the licence is still to be reviewed.
- The queue situation is being monitored closely.
- FP is making contact with the University to ascertain if they intend to go "cash less".
- Student staff focus group to be organised to feedback on how things are being done in the new shop.
- Retail Survey to be undertaken in November.
- A query was raised whether it would be feasible for the Union to still go "cash less" if the University did not go down this route. LH confirmed that discussions were raised in this respect last year when investigating introducing a loyalty card. The underlying concern was the cost. It was confirmed that once the website was introduced, then it would be the opportune time to discuss different options.

### **5. Hive Refurb**

- RA confirmed that the new furniture will be put out tomorrow.

### **6. Trading Review**

- It was confirmed that every other week when there is a S.A.G. meeting, the trading managers will meet to review the figures. The alternate weeks will incorporate a review of the trading figures within the body of the MCM.

### **7. Management Accounts**

- LH confirmed these will be presented in two weeks time.

- There will be a narrative summary of the current state-of-play, together with a summary from the trading managers explaining any variations against budget.
- The management accounts will be fed back to the Trustees.

## **SECTION C: PROPOSALS & ISSUES (OPEN)**

### **8. Safety**

- A proposal was submitted to consider undertaking an internal safety review.
- JD advised that following discussions with the University, there was a need for an internal safety review, which will be led by TC.
- The review will include several outstanding issues brought up in Union Council minutes and debates and will concentrate on areas of security, the square, smoking, Ents and events risk assessment procedures. There will also be a review of first-aid reporting and licence disciplinary procedures.
- There will be more clarity where the Union have to refer to the University and vice-versa.
- The safety review will ensure that the Union is legally compliant in all areas.
- The proposal was agreed by the Officers.

### **9. Lettings Agency**

- JS presented a proposal to the MC to recruit an experienced consultant, on a self-employed project basis, to set-up the lettings agency. They will be working to the original business plan and brief to set-up systems and ensure everything is in place.
- JS explained that it was important to proceed with this stage now and this will not exceed any budgeted costs.
- JL asked at what stage the Lettings Manager vacancy stood. JS replied there had been delays getting this organised and therefore a decision had been taken to introduce a consultant.

## **SECTION D: PROPOSALS & ISSUES (CLOSED SESSION)**

### **10. UNISON**