

Minutes from Management Committee Meeting

Tuesday 15th 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
	Jackie Saville	

SECTION A: UPDATES/REPORTS

1. Operational Updates

Each manager and sabbatical officer should update on their area of work (60 seconds max each) (ALL)

Verbal reports on meetings with the University were received

2. Key Relationship Updates

Any contact with the University should be reported here with any issues or upcoming meetings considered (ALL)

Verbal reports on meetings with the University were received

SECTION B: KEY PROJECT REPORTS

3. Megashop

To receive an update on progress, including under/overspend and licensing issues (FP/TC)

A verbal report on progress was received

4. Safety

To consider latest on safety review (JD/TC)

A verbal report on progress was received

5. Trading Review

To review trading figures (LH/Trading Managers)

These were not considered as LH was off sick

6. Management Accounts

To consider the management accounts to end Aug 13 (LH)

These were not considered as LH was off sick

SECTION C: PROPOSALS & ISSUES (OPEN)

7. Facilities & Space Management- Interim Changes

To consider a proposal around Facilities & Space Management (JD)

A proposal to progress this was approved in principle with the following terms of reference:

Facilities and Space Management: Interim Changes

Introduction

The Trustee Board have required that ensure a full review of the Union's facilities and space management, with a particular focus on Officer and staff working spaces.

Clearly this will require planning and some capital expenditure which may be funded from the reserve or via the University. This should be planned in 2014. In the meantime it is proposed that an interim move around is carried out with the following objectives:

- Relieve Student activities from having to deal with general enquiries
- Deliver significant extra student bookable space in a coherent student activities space
- Refresh existing space within small budget envelope

This will involve the following actions:

- Remove balcony noticeboards
- Paint hive white plus contrast for anything currently wooden/brown
- Investigate which doors on floor one can go and remove
- Repaint all the remaining in a contrast colour
- Convert paper filing to electronic storage where possible
- Most staff with individual offices lose them
- General clear out
- Consistent temporary signage
- Move student activities upstairs to hub (old finance) and additional rooms

It is proposed that this exercise is budgeted and planned to be carried out in January 2014