

Union of UEA Students
Management Committee MINUTES
27/11/13

Joe Levell: Chair Person (minutes, apologies, matters arising)

R: Would it be possible to see the unapproved minutes to enable SOC to see the minutes before hand and discuss this, due at present they could be facing a delay of up to 3 weeks? (Management meeting minutes currently approved after the meeting). Yes.

1. Minutes, Apologies, Matters Arising

Minutes include 11/11 meeting and extraordinary 19/11 meeting

SECTION A: UPDATES/REPORTS

2. Operational Updates

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

- Fran: Meeting on Friday with the women who has been appointed for the retail consultancy, who have come back with a lot of facts and figures, should be coming back to us with more detail. Also (yesterday) we met with the interviewees selected for Commercial Director post.
- Lesley: Managing and producing accounts which will be discussed later, and reporting and returns and other statutory stuff that has to be done on a day to day basis.
- Paul: Surveying students for LCR's Tuesdays and Saturday, which we have received some really good feedback
- Rosie: Get your vote out campaign - Russell Brand video, 3 launches committees sub action log committee and sub constitutional action log committee and have been currently working through 9 amendments at present. RO for the Masters rep, Bintu has been working on this project. Met with Charles Clark, and the interviewees for Commercial Director Post.
- Jim: Successfully recruited a Commercial Director, formal announcement out later today confirming details of when they will start etc, feedback from staff have been helpful in making the final decision on the new member of staff, good field came down to two.
- Chloe: Sort out data to send to retail consultants, press release snow board national champion, sending and sorting stuff for the hive refurbishment over the Christmas period, helping Joe plan for the Roles review consultation, ethical approval for 1st attempt the consultation goes out on the 9th December until 17th January. Helping Bintu with elections, sorting out the lettings booklet, Friday will be working from home for comms planning etc.
- Louise: Organising courserep conference, with attendees of about 40, attending meetings, catching up on other things.
- Jo: Housing (Home Run): First viewings of potential lettings, someone from fire service, environmental, health. Emma is finalising for terms of cost etc, whether our requirements meet that of the landlords, or whether the landlords will require us to do something for their properties. Housing info week, been in the hive and tips and advice, presentation to about 40 students and ongoing this week with other presence around the university.
- Joe: Roles review, commercial stuff, UEA London on Friday.

3. Key Relationship Updates

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

- Conduct of the University – event on Thursday, presentation, believed to be received really well and positive
- University have sent a quote which confirms plan to invest in the building, and broadly will start next summer on the exterior and next instalment the following summer,

announcement for concrete to carry this, if we can get them to carry it. Working group is now being set up to discuss with architects, build and design people.

- Will they be planning using a large proportion of the investment for cladding the outside of the building with wood.
- They are currently exploring options in terms of cost, the cheapest option is to just clean the concrete, alternative clean and paint it etc, other options including cladding, lighting, but lots of the barriers surrounding this will be the planning options that will be required for this which they are exploring at present.
- Various meetings have been held on the General Regs with Neil Ward, Annie, Rosie, Louise, etc looking at the some things that were implemented without discussion, so another meeting will be held to look at regs.
- Extend the exchange students, so correspondence with Amsterdam university as they are encouraging.
- Tunitin, is in discussion as they feel plagiarism is on the increase, so they feel that if students are provided the option they may be able to check work before submission.
- JSM agent advertiser with home run as there has been lots of complaints, given a timescale of 1 year to resolve this before they are not allowed to advertise.
- No longer a development outside the waterfront for student accommodation, but there is planning to build a 200 bed accommodation seen as a big problem and research suggests purpose build can be cheaper than that of council and normal street accommodation, Norwich city council are due to have a meeting but they have just approved without visiting other areas such as Nottingham or Leicester.
- NUS – services that have been affecting students, growing issues amongst welfare etc
- Stephen Donaldson- is looking at finance office and how things are run

4. Trading Updates

To consider verbal updates from shops, bars and ents on trading (TC)

- Shops- Full report later on trading figures, not achieving budget, profit is up £2500 a week as it stands at present, once shop is right we should get back on track.
- Gigs, showings are up, staff costs are heavily reduced, but good show all round.
- R: Should be an update on sections and reports for action logs, useful if there were a hyperlink to access this, although there is nothing to decide

SECTION B: KEY PROJECT REPORTS

5. MegaShop Development

To receive an update on progress (TC)

- Nothing to report

6. Catering Review

To receive a verbal report (JD)

- Nothing to account at present

7. Trading Figures/Management Accounts

To receive a report (LH)

- 3 page summary of the union and commercial (this will be discussed further with the directors next week). Operational directors will too give their views next week.
- The union is good and on budget but principle things in savings ongoing redundancies and staff in the summer, we haven't spent on website and because we haven't done some things this is why we have been on budget. SUS has been on budget, October in Ents was vibrant November has not so we should be back.
- Toby- now being commercial, whether his salary will be moved or into other departments etc in terms for the budgets, or communications etc

- New budget for the New Year will hopefully see everything in the right place.
- Bars, Ents doing well and outside promotions have helped to be up on budget in the end of October.
- Proposals and Issues
- Interim cover, what, when and broadly assumption some economies of scale and expertise out of the firm leading review on the function, rather than an interim finance manager, to keep down costs.

SECTION C: PROPOSALS & ISSUES (OPEN SESSION)

8. Finance Review

To consider a proposal re Finance Manager interim cover (JD)

- Approved

9. NUS Digital

To consider a proposal re Union Web provision (CA)

- MSL and NUS digital and UEA will not talk to MSL on data sharing so that is currently a no go area and suggest we move forward with NUS digital as we expect to have something up and running by next autumn. Road map document, may suggest that we bring forward elections.
- We have two charges in the box office which we could possibly look into, with using NUS digital.
- NUS is on amazon is something we are now concerned, however large amounts now do not require data approval etc, so it's a bonus to have the data sharing however in the likely event where communications break down with the university the money has not been wasted.

10. Catering/Coffee

To consider three proposals re the Coffee/Catering exercise agreed with the University

- 3 lots of people who believe they can carry out the work, it would suggest that voting is not being taken and no decision has been made by the university either, so suggested to postpone 2 weeks time. (Restrictions on selling food to students)