

Students' Union, University of Greenwich

5th meeting of Strategy and Finance Committee

Date Monday 7th December 11am – 1pm

Venue Large meeting room, 1st floor, Cooper Building

Present: Benson Adeeso, President; Dean Gilbert, VP Education; Dan Jones, VP Sports and Societies; Salam al Mosawi, VP Campaigns and Communications.

In attendance: Jenny Greenfield, Chief Executive (and Minutes); Kadiatu Songu, Finance Manager.

Apologies: Maninder Sekhon, VP Services.

Draft Minutes

5.1 Agree minutes from previous meeting

Minutes from previous meeting were agreed.

5.2 Matters arising from last meeting

Mobile phones: it was agreed subsequent to the last meeting that the cost of iPhones (from £325) was too high to justify changing from BlackBerrys until the end of the contract in September 2010. However it is now known that the University's new server will not allow full access to Outlook via BlackBerrys. It was **agreed** at this meeting that the CEO and VP Sports will investigate alternatives for the President's use.

Credit cards: it was **agreed** that the CEO should arrange for a credit card in her name. The debit card option is not recommended primarily because transactions are not covered by insurance. It was also **agreed** that a further card should be obtained, for convenience, in the Admin Manager's name, when she returns from sick leave.

5.3 Finance update

October accounts: it was noted that there is a positive variance against budgets on all summary income lines including 'sundry income'. The negative variance against the 'representation' expenditure line was noted.

Action: CEO to provide a breakdown of 'sundry income' and 'representation' this line, for the next meeting.

Current trading summary: the continued poor performance of the Greenwich shop against budget and last year was noted. The CEO stated that the Retail Manager is investigating options to boost sales (eg Oyster cards), and failing this to use the space differently by reducing the sales floor. The salaries:income analysis was noted and will be updated for the next

Action: CEO to provide an update on retail performance and the salaries: income analysis for the next meeting.

Capital spend update: it was noted that the expenditure on PC's was less than expected because only 10 PC's are being replaced at this stage. The CEO's suggestion of buying a laptop to replace the old one was **agreed**. It was also **agreed** that a 2nd laptop and projector would be purchased in early 2010, dependent on the success of the A&W manager in obtaining University support for 'upgrading' the 3 SU rooms (2 activities rooms and the lounge) which are increasingly being used by the University.

Action: CEO to proceed with laptop purchase and liaise with A&W Manager regarding upgrading.

5.4 Democracy and Governance update

The CEO's summary paper concerning the membership of the Trustee Board and Union Council, status of Trustee recruitment, and the timeline for Union Council meetings and elections, was noted. It was **agreed** that key meeting dates and election dates need to be fixed as soon as possible.

Action: VP Sports to confirm the dates of the Sports & Societies meetings to CEO ASAP; CEO to email the Sabbaticals with all suggested dates ASAP.

5.5 Arts Festival proposal

The proposal from Filipe de Barros (F de B) was noted and **agreed**. A budget of £500 maximum was agreed, to include all costs including possible payments for professional artists if necessary. It was noted that the A&W Manager will need to look at F de B's workload and the time needed for the project.

Action: CEO to arrange for this to be progressed.

VP Campaigns stated that the Rag event in February is to have an 'arts and culture' theme and that he is liaising with F de B on this. However it was **agreed** that the 2-day festival is a separate event.

5.6 Sub TV update

The CEO's summary paper concerning the change of contract proposed by Sub TV was noted for the purposes of the minutes. This had been previously emailed prior to the deadline date. VP Sports asked if the equipment at Sparrows Bar is due to be upgraded.

Action: CEO to investigate.

5.7 Alumni Office

The CEO's summary paper was noted. It was agreed that developing the online shop was a good idea and that payment of a small sum to the Alumni team's web worker was commercially sensible.

Action: CEO to progress this.

The A&W's Lifetime Membership paper was noted and the principles **agreed**. It was noted that the Alumni team would benefit from this scheme and may be able to offer support or funding eg to produce membership cards.

Action: CEO and A&W Manager to progress this and produce a firm proposal for sign-off.

5.8 Telescope

VP Campaigns updated the meeting. There is now a structure of writers and sub-editors for the SU sections. There will be a monthly meeting on the 14th of each month to prepare for the next month's issue.

5.9 Nokia 'point and find' proposal

The proposal for a 5-month pilot, Jan-May 2010, was discussed. The VP Campaigns had attended a presentation by Nokia with the University marketing team and the A&W Manager. The University is keen on proceeding with the pilot and will cover its costs - £1k set-up and £500 per month, and it is thought that they would cover all ongoing costs if the scheme is rolled out. The CEO stated that the scheme is therefore very low risk for the SU and that taking part would benefit the SU's relationship with the University. The President and VP's Education and Sports expressed concerns regarding future costs to the SU; hidden costs of additional workload; potential disappointment for students who take part in the pilot if it is then discontinued. It was **agreed** after a vote that the SU should participate in the pilot provided that reassurance is sought on these points of concern. The VP's Education and Sports abstained from voting.

Action: CEO to ask for clarification on the Sabbaticals' concerns from Nokia/Marketing via the A&W Manager, and to give the go-ahead to the A&W Manager if the response is satisfactory.

5.10 Policy on student offers

The CEO's summary document was discussed. It was **agreed** that all proposals for joint working with the SU, offers, promotions, etc, should be sent on to the CEO who will decide how to proceed. More complex proposals will be brought to Sabbatical-Staff meetings or Trustee meetings as appropriate.

It was also **agreed**, as per the previous meeting, that the CEO/SMT will decide on appropriate materials for display in SU premises, and that 'rival' offers (eg bars/shops) should not be promoted. The Admin Manager, or Administrator in her absence, will monitor the premises on a day-to-day basis.

Action: CEO to progress this.

5.11 Team Greenwich

The CEO's summary document was discussed. It was agreed to support the idea of a cross-University working group, which could be chaired by the SU, in order to start developing the idea more quickly than if the SU were to work on it alone, given the current resource limitations. This will enable the Alumni team to use the brand for the forthcoming 10k run and should mean that the Alumni/other University areas eg Student Affairs will contribute resources.

Action: CEO to progress this with the Alumni team.

5.12 Radio Society proposal

The Radio Society paper was discussed. It was **agreed** that the Society will be unable to develop unless equipment is purchased. It was also **agreed** that equipment would be owned by the SU and could therefore be used by other Societies too. The expenditure of approximately £500 was **agreed** in principle provided that more information is first received from the Radio Society President regarding: any additional requirements for the 'radio station' eg licences; exact plans, and how sustainable they are given that Society members will change; any other expenditure not included here; practicalities such as storage and enabling other users to access the equipment.

Action: CEO to ask A&W Manager to progress this with the Society President and arrange for the required information to be circulated.

VP Sports reminded the meeting that all such proposals should come via the Sports and Societies team and not go straight to the President.

5.13 General update from CEO

The CEO gave an update, using the summary document.

10:10: it was **agreed** that the SMT should progress with this, in liaison with the University Sustainability Manager.

Action: CEO to progress.

January Freshers: it was agreed that marketing of activities to the new group of Freshers should be as effective as possible given cost constraints.

Action: CEO to liaise with the A&W Manager and investigate the possibility of a 'piggy back' mailshot.

Student Media Group (SMG) and media sales: it was **agreed** that the CEO should talk to SMG about media sales in all SU outlets including the Telescope and the Sub TV screens and existing poster spaces.

5.14 Health and Safety update

The CEO gave an update based on the summary document.

5.15 Any other business

Names of SU outlets: the President raised the issue of re-naming some SU outlets. The meeting agreed that the following outlets need to be named/re-named: Le Cafe, Greenwich shop and the new coffee space. Consultation can take place via the website with a prize offered.

Action: CEO to progress, with A&W Manager.

Website: the meeting requested that Sabbaticals' contact details and photos are added to the site.

Action: CEO to progress, with A&W Manager.