

Students' Union, University of Greenwich

6th meeting of Strategy and Finance Committee

Date Monday 18th January 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.

Attending: Jenny Greenfield, Chief Executive; Kadiatu Songu, Finance Manager; Sharina Begum, Administrator (Minutes).

Minutes

6.1 Agree minutes from previous meeting

Minutes from previous meeting were agreed.

6.2 Matters arising from last Strategy and Finance Committee meeting

Remaining actions:

5.6 CEO to confirm whether or not SubTV equipment at Sparrows is to be upgraded.

5.12 CEO to arrange for the Radio Society President to supply more information in support of the (agreed) request for £500 funding.

Additional action: CEO to arrange for all agreed policies to be extracted from S&F Minutes and logged separately, for clarity.

6.3 Finance update

The Finance Manager pointed out key variances on the November accounts. All 3 net income streams, Bars, Shops and 'Sundry' were down on budget in November. However Bars and Shops are both up on last year, and cumulative figures for all 3 areas are up on budget and last year.

The CEO pointed out key issues relating to staffing/income ratios. It was agreed that, although overall the figures against budget and last year look reasonable, costs should still be kept to a minimum.

Action: CEO to discuss staffing levels and costs with the Retail Manager and report back.

The meeting looked at the details of 2 budgets requested previously, 'Sundry' and 'Representation'.

Action: CEO to arrange for Sabbaticals to be told what remains of the 2009/10 budget; CEO to clarify if the 'telephone' expenditure is mobiles plus landlines.

The CEO described two additional areas of capital spend, relating to sound equipment for Bar Latitude and the Engine Room. VP Sports pointed out that without the equipment, Bar Latitude would not comply with the Environmental Health Officer's advice. The Engine Room work will improve hygiene and the appearance of the space, and thus increase income.

This additional spend was **agreed**.

VP Sports stated that a new ice machine would benefit Bar Latitude and save money, long term. The meeting **agreed** that a TV screen would also benefit the Engine Room.

Action: CEO to ask the Bars Manager to look at the ice machine; CEO to email the S&F for agreement since the required expenditure is likely to be low.

The CEO stated that the Retail Manager is looking at remaining capital expenditure needed for the other retail outlets and confirming this to the CEO ASAP.

Action: CEO to update the S&F as necessary.

6.4 Democracy and Governance update

The CEO led discussion of the summary paper.

6.4.1 Trustee Board

3 of those interviewed for the post of external Trustee were accepted for the post, although one of these may possibly turn it down. The Appointments and Selection Committee have agreed to readvertise the post, stating that legal or financial skills are particularly needed.

Action: CEO to keep Sabbaticals updated.

6.4.2 Union Council

It was **agreed** that the first Union Council meeting should debate the issue of School Committee Officers and School Rep's.

Action: CEO to brief Sabbaticals well in advance of the meeting; Administrator to remind the SRC Officers of the date of the Union Council Meeting.

6.4.3 Elections

The Election Committee will be Lee Devlin, Jane Bland (Linda Cording's nominee) and Dean Gilbert, as he is not standing again.

Action: CEO to ask the Trustee Board to sign off guidelines regarding staff (student staff and existing Sabbaticals) who stand for elections.

6.5 Charity Registration

The CEO led discussion of the summary paper.

Action: CEO to proceed and report back to the next S&F meeting as necessary.

6.6 Services update

The CEO led discussion of the summary paper.

Neil Garrod has been very supportive of the idea of refurbishing Sparrows, as has Chris Powner (although he has stated that there is no available funding from FM).

The actions proposed for the Engine Room were **approved**.

Action: the CEO/Sabbaticals to progress the bid for funds for a full refurbishment of Sparrows.

6.7 Website update

The CEO led discussion of the summary paper.

It was **agreed** that a Working Group should be set up, with the members being: President, VP Services, VP Camp's and Comm's, CEO, A&W Manager. There is now a deadline for agreement to be reached on future plans, because SMG will not guarantee their support of the OnCampus sites indefinitely.

Action: Administrator to arrange meeting, to be facilitated by the A&WM, as soon as possible.

6.8 Policy issue: staff observation of S&F meetings

This issue was discussed. It was agreed that there is no objection in principle to having observers at meetings as long as notice is given. The agenda should be structured so that any 'confidential' issues are at the end, at which time the observer would be asked to leave.

Action: CEO to let the SMT know about this.

6.9 Freshers Working Group

It was **agreed** that the VP's taking part in the group will be VP Sports, Services and Camp's & Comm's.

Action: CEO to nominate staff/managers to attend; Administrator to arrange 1st meeting, before the elections.

6.10 Football Event

To be carried over to the next meeting.

6.11 Telescope proposal

VP Campaigns and Communications lead discussion of the summary.

The meeting felt that although this exercise may well be worthwhile, but more detail was requested by the President and VP Sports. It was **agreed** that the CEO would obtain this, including exactly what the 'consultant' would provide for the fee, and how

long it would take. VP Services suggested that given the tight deadline for this, agreement to go ahead could be given by email.

It was agreed that the CEO should circulate more details. It was also agreed that, as there is a tight deadline on this, the meeting should OK this by email.

Action: CEO to ask the A&WM to provide more detail; the meeting to discuss/give the go ahead by email ASAP after this.

6.12 Health and Safety update

The summary paper was noted.

6.13 General update from CEO

Key dates were noted.

6.14 Any other business

A confidential item, not to be part of the published minutes, was discussed. This will be minuted on a separate sheet.