

**Students' Union University of Greenwich**  
**19<sup>th</sup> Finance & General Purposes Committee 2008/09**  
**Held on Thursday 9<sup>th</sup> April 2009 at 11am in the**  
**Chief Executive's Office, Cooper Building**

<b>Present:</b>	Richard Loader	VP Services (Chair)
	Altaf Ismail	VP Campaigns & Comms.
	Mohammad Tarawneh	VP Education
<b>In attendance:</b>	Jenny Greenfield	Chief Executive Office (CEO)
	Kadie Songu	(Minutes)
<b>19.1 Apologies</b>	Benson Adeeso	President (Annual Leave)
	Russell Achiekwelu	VP Sports & Societies (Sports Tour)

**19.2**

- i) **Minutes** of the 16<sup>th</sup> F&GP Committee - **Agreed**
- ii) **Minutes** of the 18<sup>th</sup> F&GP Committee - **Agreed**

**19.3 Matters arising from previous meeting:**

**i) 18<sup>th</sup> F&GP Minute –**

**18.5 Bar Losses and stock -**

The Vice President advised that he had a brief discussion with the Bars Manager on the issue. She raised the issue of staff costing between the Bars, and that Sparrow does not currently have stock.

CEO is to look at the report and discuss further with Bars Manager

***Action: CEO to discuss bar stock and sales with Bars Manager***

**18.6 Mobile phones –**

The VP Services informed the house that SUUG is losing on the mobile phone contract. The contract stipulates a clause whereby users are being charged for receiving emails abroad, and that the VP Sports and Societies has been advised not to travel with his phone. It was concluded that the Officers are to establish a mobile phone usage policy.

***Action: VP Services to write a policy and ensure the Council approves the policy.***

**ii) 16<sup>th</sup> F& GP Minute:**

16.4: VP Services expressed concern about inviting external parties to the F & GP meeting. This issue was discussed and agreed that the Sabbatical Officers (Sabbs) to meet with external parties separately and write a report. It was also agreed that the Shops Manager meet with Western Union and write a report to be submitted to F& GP.

**Action: Shops Manager to meet with Western Union and write a report to be submitted to F& GP.**

16. 7: CEO informed the house that the shop is losing money, and that there is a need to look for alternative solution.

### **19.3 Declarations of Interest**

None

### **19.4**

#### **Health & Safety Committee**

The chair informed the house there was nothing new to report. It was **agreed** that CEO should submit the Kent report on Health and Safety to the next meeting with commentary.

**Action: CEO to prepare commentary on Kent Health and Safety report for next meeting.**

### **19.5**

#### **Finance Matters:**

CEO presented the Management account for the month of March 09 with commentary, and the forecast for the year 2008/9. Reports were discussed and the following issues highlighted:

- Stock – stock level high need to reduce stock, CEO to look into stock level and discuss with managers.
- Sales – CEO to look into that and speak with Managers
- Subvention – discussed and agreed not to request for any increase at the moment.
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### **19.6 Update for CEO :**

The CEO gave an update on her priorities, and emphasised the need to save money, improve communication, working relationship between staff and Sabbatical officers, and also the need to identify roles and responsibilities.

Other issues highlighted were:

- budget and financial information for the University
- Team to look at budget, and also set objectives and strategies
- Office move
- NUS trainings and transportation options

It was **AGREED** that in future the Minibus should be used for NUS conferences since it is the cheapest and most flexible transportation option.

#### **Action:**

- **CEO to contact President on roles and responsibilities for Sabbs / Sabb elects.**

- *CEO to talk to President about office move and to consider proper strategy for office space at Cooper Building.*

**19.7**

**Summer ball 2009:**

The VP Services presented a revised proposal for the 2009 summer ball. The proposal was discussed and was put to a vote. Two voted against the proposal and it was **AGREED** that there should be no summer ball for 2008/9.

19.8 Bars Admission deferred to next meeting

19.9 Web Strategy:

The Web strategy document was discussed and it was agreed the Membership and Welfare Manager look at options before the next meeting. It was also agreed that, the VP Campaigns and Communication inform Sabb elect that he needs to discuss this issue with Ben Wraith for further action.

*Action: Welfare and Membership Services Manger to review web options, and VP Campaigns to inform Sabb elect on decision.*

**A.O.B**

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**19.10 Date of next meeting:**

**Date of next meeting 27<sup>th</sup> April 2009 at 11.am**

**Actions arising from Finance & General Purpose Committee Minutes**

<b>MINUTE</b>	<b>ACTION</b>	<b>RESPONSIBILITY</b>
16.4	Shops Manager to meet with Western Union and write report	Shops Manager
18.5	CEO to discuss stock and sales issues with Bars Manager	CEO
18.6	VP Services to write mobile phone usage policy	VP Services

19.4	CEO to present Kent report on Health and safety with Commentary	CEO
19.5		CEO  VP Services
19.6	CEO TO CONTACT President on roles and responsibilities for Sabbs and Sabbs elect	CEO
19.6	CEO to talk to President on office move	CEO
19.9	Welfare and Membership Manager to look at option VP Campaigns and Communication to inform Sabb elect about decision on Web strategy	Welfare and Membership Manager  VP Campaign and Communications
A.O.B		CEO