

**University of St Andrews  
Students' Association**

**Minutes of the Students' Association Board Meeting**

**Held in the Committee Room, 31<sup>st</sup> March 2016, 5:15 pm**

**Present:** David Scott (Chair, lay trustee), Joe Tantillo (Director of Representation), Kyle Blain (Director of Student Development and Activities), Chris Mac Rae (Director of Events and Services), Pia Szabo (student trustee), Lewis Wood (student trustee), Professor Lorna Milne (University-appointed trustee), Sigrid Jorgensen (Association Chair), David Stihler (lay trustee) Jacqueline Cassidy (lay trustee).

**In attendance by invitation:** Iain Cupples (Secretary to Board), Jillian Cowan (Management Accountant), Charlotte Andrew (Association President-Elect), Taryn O'Connor (Director of Events and Services-Elect, items 1 & 2 only), Jack Carr (Director of Representation-Elect).

**1. Chairperson's Business**

**1.1 Apologies for Absence**

Apologies had been received from Patrick Mathewson (Association President), Chris Marks (lay trustee) and Andy Goor (University-appointed trustee).

**1.2 Acceptance of the Minutes of the Students' Association Board Meeting of 25<sup>th</sup> February 2016**

These were accepted.

**1.3 Matters Arising**

a. MOU for IT

Mr Scott had discussed points of clarification with the University's Chief Information Officer: these had been written up and sent on.

b. Volunteer Strategy

A proposed Volunteer Policy had been discussed at the Staffing Subcommittee meeting earlier that day and had also been circulated with papers for this meeting. The next step was to develop supporting policies and procedures, which Mr Blain would lead on with assistance from the management team and others as required. This would include developing role descriptions for all volunteer posts. The volunteer strategy group would meet during the sabbatical handover period.

The major risks and issues around volunteers were discussed, including health and safety issues, possible visa issues for international students, the scope of the policy and the need for a firm definition of who would be considered to be an 'Association volunteer' under the policy.

Professor Milne discussed the University's willingness to recognise volunteering on student transcripts, and the need for a clear framework to enable this.

c. Society Intellectual Property

Mr Blain and Mr Stihler had been unable to meet on this but would do so and update the Board in May.

Mr Cupples noted that on the related issue of SA membership and the need for an opt-out, he had met with the University and this was now resolved.

d. Board Dinner

A venue had now been booked and a price agreed. There was a discussion on the aim of the event and plans to showcase student activities to attendees.

e. Shop

Ms Cowan would discuss heads of terms with Mr Goor in his capacity as the University's Finance Director. A draft would be sent to the University's Chief Legal Officer and then to Board members, likely by email, for comment and if necessary approval. The Board noted that they may need to pay for a solicitor to formalise the agreement.

Discussions on a timetable for the merger were ongoing, as was consultation with staff over the transfer. The importance of the latter was noted. The issue of a student member for the merged shop board was raised again: this would be discussed further with the University.

## **2. Finance Committee Business.**

The Board noted that the figures for the year to date were excellent, particularly in regard to the performance of commercial services.

The management team would meet shortly to prepare a first draft of the risk register, which would then be circulated for comment.

## **3. Staffing Committee Business**

Modifications to the Supervision Policy had been discussed, with the aim of enabling management and staff, as had the Volunteer Policy. The committee had also been

updated on the process of consultations over the transfer of staff in the shop. A draft of the annual staff survey had also been presented.

#### **4. President's Business**

There was discussion of the plans for Alumni Weekend.

#### **5. Director of Events and Services' Business**

Graduation Ball tickets were on sale and takeup to date was excellent. The PR team had been successful and increased engagement with events.

#### **6. Director of Student Development and Activities' Business**

An updated President and Treasurer list for societies was being compiled. Reports indicated a 40% increase in room bookings from semester 1 to semester 2. Most societies were now using the new booking system.

#### **7. Director of Representation's Business**

A detailed report on elections would follow.

#### **8. Postgraduate Engagement**

Following previous discussions and changes to PG representation, only one of three PG positions had been filled at the elections. A wider consultation with PGs would now take place while attempts were made to fill these positions in the short term. The Board were committed to the addition of a PG trustee and this would still take place, but would need to be temporarily delayed pending these consultations, and while the necessary constitutional changes were completed.

#### **9. Redevelopment**

Work on a report for the University would progress. Plaques and other sponsorship signage were in hand.

#### **10. AOCB**

Mr Stihler and Mr Wood agreed to serve on the Staffing Subcommittee while Ms Szabo would serve on Finance.

The strategic planning day was set for 29<sup>th</sup> April.

#### **11. Date of next meeting**

19<sup>th</sup> May 2016.