

Aberdeen University Students' Association
Minutes of Trustee Board, Tuesday 14th July 2020, 3pm
Via Microsoft Teams

Sederunt	<p>Present: Cecilia Wallbäck (Student President), Ondrej Kucerak (VP Education), Louise Henrard (VP Welfare), Radeen Moncrieffe (VP Communities), Jon Matthews (External Trustee), Andrew Williamson (External Trustee), Anttoni Numminen (Student Trustee), Onyegbuna Chukukelue (Student Trustee).</p> <p>In Attendance: Margaret Paterson (AUSA CEO), Scott Carle (AUSA Representative Services Manager).</p> <p>Apologies: Ian Lamb (Finance Manager), Cathleen Loh (Student Trustee), Sandy McKinnon (External Trustee).</p>	
Agenda Item		Action
<p>The Chair welcomed everyone to the meeting and did some housekeeping. The Chair also introduced the new Sabbatical Officers to the Board. The Chair invited declarations of interest; no conflicts of interest were declared.</p>		
<p>Approval of Minutes</p>		
1.1	<p>Minutes of the Trustee Board held 2nd June</p> <p>It was noted that one action point was allocated to the Student President in error and should refer to the Communities Officer.</p>	
1.2	<p>Matters Arising</p> <p>It was noted that the action points which were previously allocated to the Welfare Officer would now be taken forward by the VP for Welfare.</p>	
<p>Standing Reports</p>		
2.1	<p>Report from the CEO</p> <p>The Chair invited the CEO to introduce the report. The CEO presented the report to the Board as read and invited questions following which the report was noted.</p>	
2.2	<p>Report from the Student President</p> <p>The Chair introduced the report and the key points then invited comments or questions. Following this, the report was noted, and the Chair thanked the temporary Appointments Committee.</p>	
<p>HR</p>		
3.1	<p>HR Update</p> <p>The Chair invited the CEO to introduce the HR update. The CEO presented a short update including an update on the</p>	

	staff survey, the working from home allowance and the CEO recruitment process. The update was noted.	
Finance		
4.1	Finance Update/Management Accounts The Chair invited the CEO to introduce the accounts. The CEO presented the accounts and took questions following which the accounts were noted.	
Health and Safety		
5.1	Health and Safety Update The Representative Services Manager reported on ongoing work with the University and potential arrangements for return to office. The verbal report was noted and it was agreed that the VP for Communities would act as the Trustee Board Health and Safety Champion.	
Risk Register		
6.1	AUSA Risk Register The Chair invited the Representative Services Manager to lead the Board through the Risk Register for its annual review. The Representative Services Manager addressed each point in turn and noted the updates which will be presented the next meeting of the Board.	
	AUSA COVID-19 Risk Register The Board noted the COVID-19 Risk Register.	
Governance		
7.1	Proposed Byelaw Changes The Chair invited the VP for Education to introduce the proposed byelaw changes to replace Byelaw 3. Following a short discussion, it was agreed that the proposals would be revisited with input from the Sabbatical Officer team and Student Trustees and presented to Student Council before returning to the Board for approval.	
7.2	2020/21 Business Plan The Chair invited the CEO to introduce this item. The CEO provided a brief update on the progress and agreed to circulate the Business Plan to Trustees once finalised.	
7.3	Future Meeting Dates 2020/21 The following dates were agreed for the 2020/21 academic year: Meeting 1 – Nov 10th 2020 Meeting 2 – Jan 19th 2021	

	<p>Meeting 3 – April 6th 2021 Meeting 4 - June 8th 2021 Meeting 5 – July 20th 2021</p> <p>Meetings will be held at 3pm on each of the above dates. In person if possible, but with option for online joining.</p> <p>In addition to these meetings, it was agreed that the AGM will be held on 16th February 2020.</p>	
AOCB		
8.1	<p>Alterline Student Life Pulse</p> <p>The Representative Services Manager introduced the report to the Board. Following a brief discussion, the report was noted.</p>	
AOCB	<p>Committee Appointments</p> <p>It was agreed that the Chair would join the Finance Committee and the VP for Education would join the People Committee.</p> <p>The Chair informed the Board that in lieu of Student Council members, the Sabbatical Officers would invite members of the Liberation & Section Forums to make up the Elections Committee.</p> <p>The Chair also highlighted that an Appointments Committee would be formed to deal with Student Trustee vacancies.</p>	
ENDS		