

**Aberdeen University Students' Association**  
**Minutes of Trustee Board, Tuesday 2<sup>nd</sup> June 2020, 3pm**  
**Via Microsoft Teams**

<b>Sederunt</b>	<p><b>Present:</b> Cecilia Wallbäck (Student President), Dariya Koleva (Education Officer), Alexander Acheampong (Welfare Officer), Louise Henrard (Communities Officer), Jon Matthews (External Trustee), Anttoni Numminen (Student Trustee), Berit Braun (Student Trustee), Onyegbuna Chukukelue (Student Trustee), Cathleen Loh (Student Trustee), Sandy McKinnon (item 4.2 onwards).</p> <p><b>In Attendance:</b> Margaret Paterson (AUSA CEO), Scott Carle (AUSA Representative Services Manager), Ian Lamb (Finance Manager), Ondrej Kucerak (Vice President-Elect for Education).</p> <p><b>Apologies:</b> N/A</p>	
<b>Agenda Item</b>		<b>Action</b>
The Chair welcomed everyone to the meeting and invited declarations of interest, no conflicts of interest were declared.		
<b>Approval of Minutes</b>		
<b>1.1</b>	<p><b>Minutes of the Trustee Board held 14th January 2020</b></p> <p>The Chair invited the Trustees to approve the minutes of the previous meeting. The Board approved the minutes unanimously.</p>	
<b>1.2</b>	<p><b>Matters Arising</b></p> <p>There were no matters arising.</p>	
<b>Standing Reports</b>		
<b>2.1</b>	<p><b>Report from the CEO</b></p> <p>The CEO was invited to introduce the report and take questions. Following brief discussions on the International Hardship Fund, the University Nominated Trustee, business planning and insurance cover, the report from the CEO was noted.</p>	
<b>2.2</b>	<p><b>Report from the Student President</b></p> <p>The Student President introduced the report and offered additional updates on student housing matters from the Communities Officer and the Education Officer on blended learning. Following questions, the report from the Student President was noted.</p>	
<b>HR</b>		
<b>3.1</b>	<p><b>Staff Survey</b></p>	

	The CEO provided a brief update on the annual staff survey. In lieu of the regular survey, a COVID-19 survey will be carried out to inform any further support required for staff at this time. The Trustee Board noted the update.	
<b>3.2</b>	<b>2020/21 Pay Freeze</b>  The CEO informed the Board that there was a requirement to consider a pay freeze for the 2020/21 Financial Year in order to protect the Association's financial position. The appropriate consultation was underway and would be continued if the 2020/21 Budget was approved further down the agenda. Following a short discussion, the Trustee Board noted the update.	
<b>Finance</b>		
<b>4.1</b>	<b>Finance Update/Management Accounts</b>  The Finance Manager presented the management accounts to the end of April and the forecast for the remainder of the year. The Trustee Board noted the management accounts and thanked the Finance Manager.	
<b>4.2</b>	<b>AUSA Budget 2020/21</b>  The Finance Manager presented the draft budget and explained the methodology and forecasts used including the proposed pay freeze, Union Brew and other forms of commercial income. Following discussion, the Trustee Board unanimously agreed the draft budget.	
<b>Health and Safety</b>		
There were no items under this heading.		
<b>Risk Register</b>		
<b>6.1</b>	<b>AUSA Risk Register</b>  The Trustee Board noted the risk register presented.	
	<b>AUSA COVID-19 Risk Register</b>  Following a discussion on student engagement during the COVID-19 pandemic, the COVID-19 Risk Register was noted.	
<b>Governance</b>		
<b>7.2</b>	<b>Student Council Decisions</b>  The Board noted the policies passed by Student Council. It was agreed that the Trustee Board minutes would be published (except for confidential items of business). The Board sought clarity over the 'Ask Angela' item of the resolves section of the <i>Preventing a Rise in Sexual Assaults</i> motion. It was agreed that clarity would be sought.	<b>AA</b>
<b>7.3</b>	<b>Student Council Decisions – Byelaws for approval</b>	

	<p>The following Byelaw changes were presented to the Board:</p> <ul style="list-style-type: none"> <li>• Standing Committees</li> <li>• Sports Union</li> <li>• Liberation &amp; Section Forums</li> <li>• Byelaw 3 – Protected Speaking Time</li> <li>• ASCN Affiliation</li> <li>• Byelaw 7 – Reaffiliation Requirements</li> <li>• Byelaw 7 – Societies Union Policy</li> </ul> <p>The Trustee Board approved all changes to the Byelaws.</p>	
<b>7.4</b>	<p><b>Meat Free Mondays Motion</b></p> <p>The Board were presented with an up to date draft of the Meat Free Mondays motion. The Board approved the changes to the motion on the basis that any new retailer would sign up to the principals rather than specific days. It was agreed that the Student President would take this forward.</p>	
<b>AOCB</b>		
<b>8.1</b>	<p><b>NUS Guidance on Reporting to Regulator</b></p> <p>The CEO explained the contents of the document and presented it to the Board. The Trustee Board noted the information provided.</p>	
<b>8.2</b>	<p><b>AUSA Student Sports Clothing</b></p> <p>The Trustee Board approved the recommendations outlined in the report.</p>	
<b>8.3</b>	<p><b>Appointments Committee</b></p> <p>The Chair outlined the requirement to establish an Appointments Committee and sought an External Trustee to join the Committee. Jon Matthews agreed to join the Committee on an interim basis.</p>	
<b>ENDS</b>		