

**Minutes of Executive Committee
Thursday, 14 August 2008 at 9.30am
Meeting Room, DSU, Admin Headquarters**

		ACTION
	<p>PRESENT Carl King (Chair), Shahinaz Nabeeh (NN), Tom Blackburn and Emily Howells .</p> <p>IN ATTENDANCE Ceri Davies (Director) and Lisa Mason (Minute Secretary).</p>	
1.	<p>APOLOGIES</p> <p>Apologies were received from Shazia Nazir.</p>	
2.	<p>NOTIFICATION OF ANY OTHER BUSINESS</p> <p>CK regarding Chris Johnson Hockey Festival; CK regarding Christian Union; NN re NUS Motions.</p>	
3.	<p>CONFLICTS OF INTEREST</p> <p>None.</p>	NONE
4.	<p>MINUTES OF PREVIOUS MEETING</p> <p>Subject to one minor grammatical amendment, minutes of the Closed Session meeting held Tuesday, 24 June 2008 were agreed as a true and accurate record.</p> <p>Minutes of Governing Council held Monday, 28 July 2008 were agreed as a true and accurate record.</p> <p>Minutes of the Emergency Governing Council held Thursday, 26 June 2008 were agreed as a true and accurate record.</p> <p>Minutes of the first Board Meeting held Wednesday, 9 July 2008 were agreed as a true and accurate record.</p>	NONE
5.	<p>MATTERS ARISING FROM PREVIOUS MINUTES</p> <p>7.12 Code of Conduct CK confirmed to convey, via the University Solicitor, changes to the Code of Conduct document for further approval by Governing Council.</p> <p>11 Accounts (Underspend) CK noted the under spend has been agreed.</p> <p>6 Executive Reports</p>	<p>CK</p> <p>CLOSE</p>

	<p>All outstanding Executive reports have been circulated.</p> <p>7.1 QAA LM confirmed this has been actioned.</p> <p>7.9 Election Dates CK noted the AGM date has now been moved to Tuesday, 11 November 2008 between 12pm and 1pm. This has been agreed with Academic Registry and timetabling have also been informed.</p> <p>7.5 Honorary Lifetime Membership CK agreed to inform the previous Executive of their Honorary Lifetime Membership.</p> <p>7.6 Re-Branding TB confirmed an initial meeting has been held with appropriate paperwork circulated. This will be picked up again after Freshers' week. Council therefore agreed for this to be closed for the time being.</p> <p>7.7 External Trustees A meeting has been arranged with Ernie White who has been nominated by the University as one other External Trustee and the alumni office are currently working on the other two positions.</p> <p>7.10 Roles and Responsibilities Matrix Since the last meeting the Executive have reviewed the paperwork and agree to adopt the Roles and Responsibilities Matrix on behalf of the Union.</p> <p>7.11 Marketing Strategy Since the last meeting the Executive have reviewed the paperwork and agree to adopt the Marketing Strategy on behalf of the Union.</p> <p>8 SUEi LM confirmed this has been removed from the Executive Committee agenda as a standing item.</p> <p>9 Governance Review The initial Board meeting minutes have been ratified.</p> <p><i>At this point EH asked Council if there was an update with regards to 'I Love DMU'. It was noted there have been further developments since the last meeting relating to Sports teams which contravene their sponsorship agreements. There has also been rumours of there being an alternative Freshers fair on the ground floor of the Campus Centre Building. To deal with these issues, Council agreed for CK to contact the NUS President, for TB to email the Sports teams and for CD to contact our insurers who have also supposedly had some dealings with the brand.</i></p> <p>11.2 DSU Shop To be discussed as an agenda item.</p>	<p>CLOSE</p> <p>CLOSE</p> <p>CLOSE</p> <p>CK</p> <p>CLOSE</p> <p>CLOSE</p> <p>CLOSE</p> <p>CLOSE</p> <p>CLOSE</p> <p>CLOSE</p> <p>CLOSE</p> <p>CK / TB / CD</p> <p>CLOSE</p>
6.	<p>EXECUTIVE REPORTS</p> <p>All reports were circulated with the agenda and CK noted SN will circulate hers when back in the office.</p>	<p>CLOSE</p>
7.	<p>BUSINESS OF THE MEETING</p> <p>7.1 Election Dates</p> <p><i>Colina Wright (CW), Democracy and Representation Coordinator joined the meeting.</i></p> <p>CW explained to Council the election dates have been reviewed to fit in with the</p>	

	<p>Demon and the every day running of the Union in general.</p> <p>The proposal is as follows:-</p> <p>Nominations open Monday, 9 February 2009 at 10am</p> <p>Nominations close Monday, 23 February 2009 at 12midday</p> <p>Candidates meeting Tuesday, 24 February 2009 5pm or 6pm</p> <p>Collection of resources / start of campaigning Wednesday, 25 February 2009 12midday</p> <p>Candidates questions time Either Wednesday 25 or Thursday 26 February 2009 (time to be confirmed)</p> <p>Voting opens Friday, 27 February 2009 at 10am</p> <p>Voting closes Thursday, 5 March 2009 at 12midnight</p> <p>Results announced Friday, 6 March 2009 at approximately 2pm</p> <p>CD noted to Council one of the key reasons to extend the campaigning time to just over one week is to ensure that any initial issues, that undoubtedly come up within the first two days of campaigning, can be dealt with whilst there are members of staff around whereby avoiding any issues that may arise over a weekend and further escalating before being dealt with of a Monday morning.</p> <p>These dates have also taken into consideration the publication of the Demon.</p> <p>CK took to vote the proposed new dates - For 3, Against 0, Abstentions 0.</p> <p><i>Council also noted their intention to discuss the theme of the elections in their Monday meeting.</i></p> <p>7.2 Capital Expenditure CD explained to Council that discussions have been held with regards to the relocation of the shop to the ground floor of the Campus Centre Building, and to the non alcoholic social space.</p> <p>The suggestion is once the Office Depot counter and stock has been moved to the ground floor unit, the Reception counter will be moved into, what will be, the social space. Where the Office Depot counter used to be, this area will be used to put the confectionary.</p> <p>Linking in with the Union's Strategic Plan and Space Strategy, it has been further agreed that the current shop space will be re-branded as a non alcoholic social space which will also incorporate the Reception function. This will include confectionary and a design team will create a seating area within, with a long term view to use the space after usual office hours for uses such as meetings for Clubs & Societies.</p> <p>Further down the line the current Reception space will be used as a bookable space for various commercial and non commercial activities.</p> <p>The total cost of such will be in the region of £15k, therefore CK took to vote for an agreed budget of £15k to cover costs - For 3, Against 0, Abstentions 0.</p> <p>7.3 You Plan</p>	<p>EXEC</p> <p>NONE</p>
--	--	---------------------------------------

	<p>In order to gauge student feedback, hear student views and better represent students, the 'You' brand was developed during the 2007 Academic year. The brand currently consists of two strands being 'You Choose' and 'Why Don't You'.</p> <p>The concept was designed to ask students a killer question, something that was quick and easy to answer but would provide useful feedback to the Union.</p> <p>Due to the success of the scheme the 'You' brand became embedded into the strategic plan, with the following targets being set:-</p> <ul style="list-style-type: none"> ➤ 750 responses to the 'You Choose' flyer ➤ Two feedback weeks to be held with a 50% increase in responses (numerical target of 3000); ➤ To implement a new 'You Said' strand. <p>TB did note to Council that he felt it was important for the Executive to carry out these strands rather than recruiting additional resources such as the promotions team.</p> <p>CK took to vote for the above to be carried out in the 2008/2009 academic year - For 3, Against 0, Abstentions 0.</p> <p>7.4 Proposed Trustee Dates CK circulated paperwork with the proposed Trustee Board dates and it was noted that one Student Trustee has noted their preference of an evening meeting. CK noted dates will be confirmed and circulated accordingly.</p>	<p>NONE</p> <p>NONE</p>
8.	<p>QAA In the absence of SN, CD noted to Council that the Democracy and Representation Coordinator has spoken to former colleagues who are having their QAA assessment done at the same time. It is apparent they are much further along in their assessment in comparison to the small amount of work we have done. CD also noted that although SN is taking a lead on this and CW can help to facilitate, all Executive should be engaged in the work being done. CK noted the student submission is required to be submitted in December and must include views of students and not just Executive opinions.</p>	EXEC
9.	<p>GOVERNANCE REVIEW Although nothing to report, Council noted that the Strategic Plan was discussed prior to Governing Council where the Executive were reminded of how it fits into the new Governance structure.</p>	NONE
10.	<p>ACCOUNTS / BUDGET <i>Paula Heneghan (PH), Accountant, joined the meeting and presented the draft July 2008 figures to Council.</i></p> <p>PH explained to Council these are draft financial year-end figures until the Auditors go through the accounts when they visit. As they stand, the Union for the year has made a loss of £56k against a break even budget. We are not expecting any major changes to the accounts and adjustments will only be made if the figures do not represent a true and fair position.</p> <p>General sales for the Venue is where we have struggled and although food sales have improved over the year, a lot was spent on the Winter Ball which was not recouped by the ticket sales. Changing behaviour of the customer has also resulted in a downturn in gaming. An aggressive budget was set for Marketing for the year and the restructuring was perhaps done a little too late to have a more positive impact on the end result. Going forward however we are looking at a much better picture.</p> <p>Representation is over budget for the year as a result of legal and professional fees relating to the governance review. Welfare includes a salary saving and the Junction</p>	

	<p>49 monies will be carried over to the new financial year. The Block Grant incorporates the additional money that CK negotiated with the University and other income is the VAT refund we received earlier in the year.</p> <p>Going forward there will be big changes in Marketing, ILM training and the Venue. Our own nights have done really well but it has been the external nights that have not done so well and where we will be focussing our attention. Clubs & Societies will be more involved on a Monday.</p> <p>Council did ask where the agreed spend of £15k for the Shop will be coming from. PH confirmed that we are expecting a block grant payment and the cash position of the organisation is therefore not a problem. The payment will come from our reserves of £400k. We have a strong balance sheet position of assets and cash. In the new financial year we will also be looking at our reserves and investment policy.</p>	NONE
11.	<p>ANY OTHER BUSINESS</p> <p>11.1 Chris Johnson Festival</p> <p>The Union has recently received correspondence from the Senior Executive office relating to the Chris Johnson Hockey Festival on 24 August 2008. Chris Johnson was a DMU student, with a keen passion for hockey, who recently passed away after suffering from a rare form of cancer.</p> <p>It was suggested the Union might like to host the festival, in Level 1, but unfortunately on this occasion a booking is already scheduled in for that date. Outside of Council, discussions have been held about how else the Union can contribute to the festival.</p> <p>It has since come to light that there is a sum of money within the RAG account which has been suggested could be donated to the Charity on the basis that we have not been able to host the event.</p> <p>CK therefore took to vote for Council to approve £200 to be donated to the designated Charity – For 3, Against 0, Abstentions 0.</p> <p><i>CK to write to the Event Organiser and inform the Senior Executive at the University.</i></p> <p>11.2 Christian Union</p> <p>CK explained to Council that under the new Constitution, Faith Societies can ask to operate under revised rules for religious clubs and societies. This will involve them opting out of banking with us amongst other things. For Council’s information, CK noted that the Christian Union have decided to ask to opt out and have been engaged in creating their own Constitution. We are expecting a similar request from the Islamic Society. NN and TB raised a number of questions about the process. It was noted however that the Constitution has been agreed by the membership and the new rules were designed to address specific issues.</p> <p>It was agreed to consider these requests formally at the next meeting.</p> <p>11.3 NUS Motions</p> <p>NN asked how Officers go about writing motions for NUS Conference. CK confirmed motions can be written by Executive Officers which would then be presented to the Executive Committee in the first instance. Once approved, these would then be taken to Student Council for final approval. If there is more than one presented for a Basket, Student Council would decide which is to be put forward to NUS Conference. CK noted such motions could also go to referendum.</p>	<p>CK</p> <p>NONE</p> <p>NONE</p>
12.	<p>PRESS RELEASE</p> <p>None.</p>	

13.	DATE OF NEXT MEETING Thursday, 18 September 2008 at 9.30am.	NONE
------------	---	-------------

Ratified by the Executive Committee, dated 18 September 2008

.....
CARL KING
PRESIDENT