

# CAMBRIDGE SU TRUSTEE BOARD - 1.2.2022

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| <p><b>Attendance</b></p> <p><i>Voting Members:</i></p> <ul style="list-style-type: none"><li>● Zaynab Ahmed - <b>ZA</b><br/><i>Access, Education and Participation Officer (UG)</i></li><li>● Neil Buchanan - <b>NB</b><br/><i>External Trustee</i></li><li>● Tara Choudhury - <b>TC</b><br/><i>BME Officer</i></li><li>● Zak Coleman - <b>ZC</b><br/><i>President (UG)</i></li><li>● Anjum Nahar - <b>AN</b><br/><i>President (PG), Board Chair</i></li><li>● Ryan Prestil - <b>RP</b><br/><i>Student Trustee (PG)</i></li><li>● Andrew Salkeld - <b>AS</b><br/><i>Student Trustee (UG)</i></li></ul> <p><i>Observers &amp; Guests:</i></p> <ul style="list-style-type: none"><li>● Rich Wiltshire - <b>RW</b><br/><i>CEO</i></li><li>● Gabbi Foreman - <b>GF</b><br/><i>Director of Membership Engagement, Deputy CEO</i></li><li>● Lisa Dery - <b>LDe</b><br/><i>Director of Welfare and Employee Experience</i></li><li>● Oli Gray - <b>OG</b><br/><i>Activities Manager</i></li><li>● Viktorija Blumberga - <b>VB</b> (<i>minute taker</i>)<br/><i>Receptionist</i></li></ul> | <p><b>Absent</b></p> <p>N/A</p> <p><b>Apologies</b></p> <ul style="list-style-type: none"><li>● Ambrose Chan - <b>AC</b><br/><i>External Trustee</i></li><li>● Pauldy Otermans - <b>PO</b><br/><i>External Trustee</i></li><li>● Ben Dalitz - <b>BD</b><br/><i>Welfare &amp; Community Officer</i></li></ul> |
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| Item   | Discussion   | Actions |
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| 1. Apologies                                 | <ul style="list-style-type: none"> <li>● Ambrose Chan - <b>AC</b><br/><i>External Trustee</i></li> <li>● Pauldy Otermans - <b>PO</b><br/><i>External Trustee</i></li> <li>● Ben Dalitz - <b>BD</b><br/><i>Welfare &amp; Community Officer</i></li> </ul>   |         |
| 2. Conflicts of Interest                     | <ul style="list-style-type: none"> <li>● RW raised a conflict of interest regarding Commercial Service providers agenda point 10</li> </ul>  |         |
| 3. Minutes of the Previous meeting           | <ul style="list-style-type: none"> <li>● Approved</li> </ul>   |         |
| 4. Matters Arising                           | N/A  |         |
| 5. Shadowing Scheme Update                   | <p>OG presented the Shadowing Scheme Update, updating on the on-going process within the scheme. Although there have been delays due to the scheme being moved online, OG expressed readiness for its upcoming stages.</p> <p>The board discussed the future of the scheme with regards to feedback and noted the importance of maintaining robust relationships within the institution. The board noted the update.</p> <p>OG left the meeting.</p> |         |
| 6. Campaigns update from sabbatical officers | <p>TC provided an update on the work of the Sabbatical officers on behalf of the team</p> <ul style="list-style-type: none"> <li>● Partnership with the Brave Space initiative</li> <li>● Launch of a student action group to gain student input in campaigns</li> <li>● Work on decolonisation on University practises</li> <li>● Launch of Accessibility Pledge</li> <li>● On-going work on the Shadowing Scheme</li> </ul>                        |         |

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|   | <ul style="list-style-type: none"> <li>● Promotion of the Student Led Teaching Awards</li> <li>● Working with the University to ensure consistent and reliable recording of lectures</li> <li>● Launch of the Coffee and Cake event</li> <li>● Campaigning for the provision of a reading week</li> <li>● Continuing work on climate justice</li> <li>● Planning of a BME blood drive event</li> </ul> <p>RP joined the meeting.</p>   |  |
| <p>7. Organisation al Health Update</p> | <p>GF gave an update on the research project recently carried out as part of her MBA, relating to organisational health and how this can be furthered at Cambridge SU. GF noted that the Trustee Board would be integral to continuing this work in the future. A more detailed update will come to the board at a future meeting.</p>   | <p>GF to circulate a summary document.</p> |
| <p>8. CEO Update</p>                    | <p>RW gave an update on various operations of the SU.</p> <p>RW presented the CEO Report on the following areas:</p> <ul style="list-style-type: none"> <li>● Operational Delivery</li> <li>● People Management</li> <li>● Finances</li> <li>● Strategy</li> </ul> <p>RW noted that the refreshers fair was a successful event and is already having positive recognition among students. It was noted the Comms team is still understaffed with other staff covering duties, the Communications and Marketing Managers returning from maternity leave in May.</p> <p>RW also noted that staff have returned to hybrid working, and the team is preparing to move to the new premises before July.</p> |  |

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| <p>9. Budget Variance Report</p>                | <p>RW presented the Budget Variance Report. It was noted that refreshers produced a profit margin. Accounting is currently outsourced, but RW is looking into having this provided full-time in-house, which the board supported.</p> <p>The board noted the paper.</p> <p>NB leaves the meeting.</p>  |  |
| <p>10. Commercial Services Planning Report</p>  | <p>RW introduced the Commercial Services Planning Report. The board discussed future opportunities and how they could be best taken forward.</p> <p>RW disclosed a conflict of interest as they are a member of the board for The Crowd Agency who is interested in partnering with Cambridge SU. This was noted by the board.</p> <p>A vote was held to review the SU's current media sales contract, this was passed with a unanimous vote.</p> <p>A vote was held to approve the use of current reserves to recruit a new Commercial Senior Manager, this was passed with a unanimous vote.</p> |  |
| <p>11. Final Draft Strategy</p>                 | <p>RW presented the Final Draft Strategy of the SU, the board discussed the processes followed and aims for this document. The board noted the final draft.</p>  |  |
| <p>12. Student Council - Voting Stem Motion</p> | <p>A motion was passed by the student council for the SU to retire the existing MSL voting system in favour of the "basic online ballot"(BOB)system, which uses the old CUSU voter platform software.</p> <p>The board stands by the spirit of this motion and commits to review the voting system. It is highlighted that changes associated with the review will not be implemented for the Lent term elections due to concerns of feasibility.</p>  | <p>MK and AN to draft response statement</p> |
| <p>13. Date of next meeting</p>                 | <p>Date of next meeting to be confirmed via circulation.</p>   |  |
| <p>14. AOB</p>                                  | <p>1. RW informs of an upcoming HR &amp; Remuneration</p>  | <p>Board members</p>                         |

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|  | <p>sub-committee meeting.</p> <ol style="list-style-type: none"><li>2. AN informs of a meeting with the Finance and Appointments committee.</li><li>3. TC enquired about the SU's free menstrual health provisions. It was confirmed that the SU will provide free products throughout the SU building; a long-term sustainable supplier is being sourced.</li></ol> <p>The board acknowledged it was RPs last meeting, and thanked him for all of his work and input into the SU.</p> | <p>To confirm meeting notes</p> |
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