



## Cambridge SU Trustee Board – 27.01.2021

Attendance	Absent
<p><i>Voting Members:</i></p> <ul style="list-style-type: none"><li>• Ambrose Chan - <b>AC</b> <i>External Trustee</i></li><li>• Alice Gilderdale - <b>AG</b> <i>Welfare &amp; Community Officer</i></li><li>• Andrew Salkeld - <b>AS</b> <i>Student Trustee (UG)</i></li><li>• Ben Margolis - <b>BM</b> <i>President (UG) - Chair</i></li><li>• Gemma Donaldson - <b>GD</b> <i>External Trustee</i></li><li>• Howard Chae - <b>HC</b> <i>BME Officer</i></li><li>• Pauldy Otermans - <b>PO</b> <i>External Student Trustee</i></li><li>• Ryan Prestil - <b>RP</b> <i>Student Trustee (PG)</i></li><li>• Vanessa Chuang Zhen Xuan - <b>VCZX</b> <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> <i>CEO</i></li><li>• Gabbi Foreman - <b>GF</b> (<i>Minute taker</i>) <i>Head of Membership Engagement, Deputy CEO</i></li></ul>	<ul style="list-style-type: none"><li>•</li></ul> <p><b>Apologies</b></p> <ul style="list-style-type: none"><li>• Aastha Dahal - <b>AD</b> <i>President (PG), Board Chair</i></li><li>• Laura Davies - <b>LD</b> <i>External Trustee</i></li></ul>

Item	Discussion	Actions
1. Apologies	<ul style="list-style-type: none"> <li>Aastha Dahal - <b>AD</b> <i>President (PG), Board Chair</i></li> <li>Laura Davies - <b>LD</b> <i>External Trustee</i></li> </ul>	
2. Conflicts of Interest	<ul style="list-style-type: none"> <li>AS – Raised a conflict of interest regarding the Commercial Advertising Policy.</li> </ul>	
3. Minutes of the previous Board	<ul style="list-style-type: none"> <li>Approved</li> </ul>	
4. Matters Arising	<ul style="list-style-type: none"> <li>N/A</li> </ul>	
5. Commercial Services Report  a. Commercial Advertising Policy	<p>The Commercial Services Report was presented, highlighting the difficulties the SU faces due to Covid-19; there has been a significant decrease in advertising on a national and local scale. The SU shop is closed, and the SU has not launched planned new commercial opportunities. The Business Team are, however, hopeful in the production of plans and diversification for commercial services.</p> <p>The board noted that the SU would need to be careful that the opportunities we market benefit students and don't detract from its core messaging.</p> <p>AC joined the meeting.</p> <p>RW noted that the ideas for diversification are ideas that need fleshing out, and that the expected additional workload is low. However, the discussion will continue to consider the capacity of the team.</p> <p>The board welcomed the report and noted the Business Team's good work, acknowledging that this will be an ongoing process due to Covid-19. Further decisions will be made when a decision has been reached whether the Freshers' Fair will go ahead.</p> <p>B. The Commercial Advertising Policy was received and accepted.</p>	

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6. Skills Audit of the trustees	RW presented the skills audit results and identified that we have a gap in finance, income generation, and financing. There is now a space for an external trustee; the recruitment process will target those skills.	
7. Proposed Staffing Restructure	A phased staffing restructure was proposed to the board for approval and was noted by the board. The restructure will now be circulated to SU staff and non-trustee sabbatical officers for consultation.	
8. CEO Update  a. Mid-year Finance Report	<p>RW presented the CEO update which was noted by the board.</p> <ul style="list-style-type: none"> <li>• The GU accounts have closed, however the SU is still awaiting the final payment from the university; there are no final GU accounts to report (due in February-March).</li> <li>• The SU is anticipating a £110,000 deficit, this is £13,000 more than was anticipated.</li> <li>• Depreciation and Sundries have gone up due to unplanned expenses for working from home.</li> <li>• Noted that we will recruit a Web Design Assistant as this is still needed and has been budgeted for.</li> </ul> <p>The Mid-year Finance Report was presented and noted by the board.</p>	
9. Strategy Planning Review	<p>The next strategy away day is Monday 22nd February - 9:00</p> <p>The survey is in the process of being finalised to go out to students; GF will be meeting with PO for their feedback and review of custom questions. It was noted that there will be a focus on postgraduate and international students in the survey.</p> <p>The update was noted by the board.</p>	
10. MOU between Cambridge SU	AG presented the updated Memorandum of Understanding (MOU) between Cambridge SU and Cambridge UCU; this is updated from the former MOU between CUSU and the Graduate Union. It was noted that there is a large overlap on members, and it is	

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and Cambridge UCU	<p>beneficial to continue this close working relationship and have a formalised MOU for the new SU.</p> <p>The board approved the updated MOU.</p>	
11. Date of the next meeting	Wednesday 17 <sup>th</sup> March 2021, 17:00	
12. AOB	<p><b>1. Post-merger Advisory Group Paper</b>  The Post-merger advisory group provided a paper for the board reviewing the activity of the SU against the aims of the merger. The paper was received and the board thank the Post-merger Advisory Group for their hard work and dedication. The next paper will be received from the advisory group for the late Easter Turstee Board in June.</p> <p><b>2. Finances Committee (FinCom)</b>  It was agreed that the members of FinCom would be Aastha Dahal, Ben Margolis, Laura Davies and Rich Wiltshire.</p>	