

Full Board Trustee Meeting 12-06-2019

Present: James Cochran, Elena Martin, Rishi Jindal, Rhodri Sheldrake Davies, Jeremy Dodd, Sean Barnett, Elizabeth Archibald, Dan Takyi, Tamsin Collingridge

Apologies: Jonny Exon, Euan Martin

Agenda Point	Discussion
Preliminary Session	
Introductions & Apologies	
Minutes of last meeting Sept 2019	Minutes approved. Previous minutes uploaded. SB: It's encouraging to have the majority done
President's Update	EM: Supported with Michaelmas ball, all happy other than the actors. President's Committee has discussed ops reviews, ripped off campaign, new college, officer training and ATMs on the hill. We went to the VC's house. Consulted with the South College Principal about pioneer students. Current USP is the that the Principal started 5 Live. It would attract people interested in international relations and politics. Most of the participation fund has been allocated. We want some more money because £1000 is a drop in the ocean. We were asked for 3 times what we could give out. RJ: We supported everyone who wanted to take part in Cuth's societies. But supporting people at University level is more expensive. EM: I'm going to approach some alumni about this. SB: Sending things timely, in a nice way and with clear wording about the intent is very important. EM: We want lots of small donations. SB: We can have a donate button on the website. EM: So we just send a letter with bank details. RJ: We could have a page on the website at cuths/com.donate. RSD: Other Charities have often used justgiving. RJ: I want something permanent. EM: Supported new formals manager to improve their popularity. Many meetings with Fashion Show. EM: Other colleges are using our structure now. We've had a forum around independent JCRs. DSO review has been stated as possibly not being relevant for JCRs. The SU is trying to absorb JCRs and it's stupid. SB: If most colleges leave the DSO option, we should remove the regular referendum from our constitution. JD: We'd need a backup plan for it the charity couldn't exist. EM: Went to the alumni event. I filled a vacant role in the panto. EM doesn't like acting and can't. EM: Wayne's memorial took up a lot of time. I've been doing a lot of volunteering for FRAMDA because we're so low on volunteers. The other project is thriving. DT: Is FRAMDA open to other colleges? EM: I think it would be fine to take people from other colleges. EM: We've investigated getting more study space. Been in meetings about the new building. I think weights machine should go to Parson's. Old gym in Refounders will become a cosy living room JCR space. The new building will be a gamesy JCR place with pool and table football. I've mostly done a display board and helped pick new furniture. It looks incredible. RSD: Everyone loves it. EM: Building work hasn't gone well. They put scaffolding in front of the shed overnight. The fire alarms have also kept going off when porters are on the other site. JD: That is a big risk. People ignore fire alarms if they go off erroneously too often. EM: Students have been told they can refuse entry to their room and the maintenance staff ignore them. The compensation for people at Trevs who have only just moved is only related to days not spent in Trevs. So I don't know what more we can do. SB: I have no experience of this. But I'm very happy to write and point out issues and demand compensation. RSD: I think that would be a good move. JD: We should understand exactly what we're asking for. SB: as trustees, we're here to check that the JCR is functioning. I could leave it open ended. EM: I think it's important also to recognise that freps had to move students into unfinished rooms. We have loads of photos of mould and missing windows. EM: I've organised the shed. We have 9 gazebos. We have a Bailey wardrobe manager now. RJ: The drama equipment we bought looks excellent, and it means the panto cost £50 to run.
Finance Session	
Long Term Financial Plan	RJ: I've made a start. I can say we'll reliably get £70k per year. I don't know how accurate our forecasting is. We're likely to make a small surplus this year. So it's hard to predict what we put into the reserves year on year. Maybe a better question is what we'll spend reserves on. SB: I'd like a document confirming we're not liable for a lot of expenditure, we're not likely to receive a lot of income, and we're effectively spending what we receive. It will be helpful for assessing what we do with reserves. It will also allow us to see any potential issues. JD: It's also to do with picking up on difference year to year. We also need to consider how best to achieve our charitable aims with the money we have. SB: If we have a 10 year plan of £5k per year that eats into the surplus. EM: We have discussed this in exec meetings. If the Wendy House plan goes ahead, we'll probably need to pay for some of the interior work. JD: That fits with our charitable aims. I get the point of spending it gradually, as long as achieve something with it. If there's something worth spending £50k on then we should do it. RJ: A few thousand per year does make a huge difference. SB: I'd like the exec to assess options and write them down. JD: I'm more concerned with how the reserves will change year on year. We need to find suitable projects to fit with that plan. So the plan should be for what we spend, not how. RJ: We currently have £75k ringfenced which covers our operational costs for a year. JD: So we keep that, then try to spend extra money. We need to account for that ringfenced amount changing year on year. RJ: Levies increase inline with CPI this year but may not always. SB: For bank accounts, find a few and send them to me and Jeremy. There's lots that are 1.5-1.8% interest. But we want a longer notice period where we can still access it. RJ: We have £120k to invest, should that be split between two? We won't touch the operational. The reserves are currently in a current account. SB: I think £50k and £70k should be invested in separate pots at at least 1.5%. RJ: The operational account has £75k that can be dipped into if we need.
Budget review	RJ: I don't think the budget has been looked at for a number of years. I think part of the reason for last year's surplus was that we were budgeting for things we don't spend. EM: No one's ever really thought about it.
Spending of Surplus	RJ: We spent £8k on S&S equipment. Brooks bar furniture was £2k. We have an agreement with the bar about spending money from the bar. SB: If it benefits students, it's well spent. RJ: We had a productive meeting with the bar management. The bar is hoping to transfer all their profits to the JCR, then the JCR will buy things they need and get to keep whatever's left. RSD: That's effectively how other bars work. SB: That sounds like a good system. RJ: Elena will write a formal memorandum.
End of Year Report	RJ: This covers everything from the previous audit. SB: I merged Elena's words with the auditors. Document formally accepted. RSD: Should we try to codify that we approve at this meeting in future? SB: It should maybe fit into our timeline. EM: It sounds more like an FCO handover matter. JD: This should be our target. SD: We should at least have a draft here. Agreement that it will be edited and approved.
Charitable Donations	RJ: How to we deal with donations to other charities? Can I take cash to the bank, pay it in, then bank transfer to a charity, is that fine? SB: Yes. JD: A charity can fund another charity if it's in its best interest and inline with their charitable aims.
Nominations Session	
Legal Session	
GDPR policy	RSD: This was something that was raised by a JCR member. I believe it's now inline. Policy approved.
Retention of Data Policy	RJ: cuths.com emails have been written as 5 years, but I can't find a reason for that. I don't know what's best. They do contain personal data. SB: I would regard emails the same as HMRC rules, so 7 years. Some emails might refer to HMRC information. Unless there's a reason to keep it. JD: I think 7 years would fit. Policy approved with email retention time amended to 7 years. RJ: If things come up that aren't within this scope, I'll raise them.
Fashion Show – JCR relationship discussion	EM: DT suggested that we take back control of the fashion show. We elect their president. I think it's better to have them and support and guide them than make students fend for themselves. It's an important part of the JCR. RJ: It's the event that raises most money for us. It's also great experience for the people who run it. EM: The proposal is to keep it as is. They are a committee. The president is elected. I think they're like a separate social comm but for one event. The whole JCR chooses the fashion show president. TC: I feel we need more control over fashions and maybe ultimate say. RSD: I think it's very helpful for us to have that oversight. EM: It concerns me that there are people that have a negative opinion of the fashion show. JD: It sounds like we should liaise with them the same way we do with the ball. We shouldn't have favourites. SB: We need to bear in mind what Tamsin says that groups using the JCR title are supported by us. Some individuals will only see one contract but we see many. I think we should revisit where we think they stand and make sure that we all understand it. RSD: Could this be raised with the exec more broadly to remind them that things can be consulted with us as they need.
Governance Session	
Long Term Strategy Document discussion	RSD: We want something comprehensive including our strategy. SB: It's not saying we need a very long plan, it's just about the exec planning and saying what they'll do. The external trustees want to see how the forward work plan is being driven. EM: I did push exec to fill in their roles on the strategy, but they haven't. I don't look at the strategy when I make decisions. SB: Are we as trustees looking at the strategic objectives and finding that we're meeting them? I think in general it is, but there are things that aren't being fulfilled. If they don't matter, then they're not of strategic importance. Having a formal update at the next meeting on how well we're meeting the strategic aims and objectives would be useful. This is what we've agreed as a charity we should be doing. RJ: It's important to remember that we are led by our members. JD: Many things have changed since this was written.
Trustees Terms Strategy discussion	RSD: Currently we're trying to recruit quite a few trustees. It might be beneficial to have a rolling system of trustees. SB: It would be great to have guidelines, but I don't think we'd ever be able to follow it. It's worth reminding trustees towards the end of the term to think about whether they're re-running. JD: It's difficult to have any documentation for this before we have a full board. We're in danger of all the trustees leaving at the same time. I don't think this is urgent anymore. EM: It would be useful to be able to explain the composition of the board.
Executive tasks discussion	SB: Are the executive committee members, able and willing to do things? EM: 80% of them, similar to previous years. RSD: Our situation is slightly different in that executives aren't directly accountable to the trustees.
Business Continuity Plan discussion	RSD: This is still in progress. I'd like some help with it because I don't have all the necessary expertise. I should probably follow it up by email though. SB: Most of it is common sense but needs to be brought down so it can be followed in a crisis. I'm happy to help. It's a good start. It should be printed out and we should have backup copies, because part of it is dealing with loss of documents. JD: The risk register forms an important part of this. If it's low risk, low impact, I don't care. We don't contingency plans for those. RSD: It's mainly things that would stop us operating.
Review Session	
Policy Review dates discussion	RSD: This is a comprehensive document describing where things are on the drive. Review dates are currently fairly arbitrary. Is this suitable? Some policies refer to other policies that no longer exist. SB: As a list of policies, this is great, but as a way of identifying policies to review it's not great. Maybe we can sort in a spreadsheet with number, name, date approved and date reviewed. Then we can term by a review sheet. JD: They should also have an owner.
Any Other Business	
FCO Work Hours	RJ: I'm contracted 9-5 Monday-Thursday. There was concern that there wouldn't be enough work for the role, but I want to make it clear that there is. I've worked 6 days a week most of this term. This is a new position so maybe there was more work this term. SB: It's hard when you're managing your own workload. This board is your employer, so please think about your hours and don't work more than you should. Let us know if this limits your ability to achieve things. JD: It's also important to account for the fact that over term time you might do less than that. Part of the expectation was that you would do more hours during term and less in the holidays. EM: I'm looking forward to my week in term after the students leave. JD: Let's see how it works. SB: It's very easy to work long days and long weeks, so try to limit your hours. We'll look at bookkeeping after Christmas for the rest of the board members to review. Part of that will involve reviewing FCO hours. RJ: I've not been working as hard the last two weeks.
Meeting Adjourned.	