



**UNIVERSITY OF LINCOLN STUDENTS' UNION**  
**Board of Trustees Meeting (Extraordinary)**

10am, 5<sup>th</sup> May 2020  
 via Microsoft Teams

**Minutes**

Name	Job Title
<b>Present:</b>	
Cassie Coakley (CC)	Sabbatical Trustee (Chair)
James Brooks (JB)	Chief Executive (Company Secretary)
Abi Brown (AB)	Sabbatical Trustee
Emma Blackburn (EB)	Sabbatical Trustee
Mohit Bulchandani (MB)	Sabbatical Trustee
Georgia Petts (GP)	Sabbatical Trustee
Christian Meadows (CM)	Student Trustee (Undergraduate)
Sue Liburd (SL)	External Trustee (Non-Portfolio) <i>(present for part of the meeting only)</i>
Liz Mossop (LM)	Vice Chancellor's Nominee
James Sewell (JS)	External Trustee (Finance)
Vic Langer (VL)	External Trustee (Deputy Chair)
Hatem Amlı (HA)	Student Trustee (Postgraduate)
Abbie Eke (AE)	External Trustee (Legal)
<b>Also in attendance:</b>	
Hannah Coleman (HC)	Deputy Chief Executive
Danielle Pepper (DP)	Finance Manager
Holly Millar (HM)	Executive Assistant
<b>Apologies:</b>	
Chris Bateman (CB)	External Trustee (Wellbeing)
Patricia Rodriguez Lopez-Salvatierra (PR)	Student Trustee (Mature)

Item	Action
<b>Executive Business</b>	
1. <b>Welcome &amp; Opening Business</b>	
<ul style="list-style-type: none"> <li>• Apologies for Absence</li> <li>• Declarations of Interest</li> <li>• Health &amp; Safety</li> </ul>	
<ul style="list-style-type: none"> <li>• Apologies were noted as above.</li> </ul>	
<ul style="list-style-type: none"> <li>• No matters were raised for discussion regarding Declarations of Interest or Health &amp; Safety.</li> </ul>	



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<b>2.</b>	<b>Matters Arising</b>	
	<ul style="list-style-type: none"> <li>JB noted that the Government had changed the rules as regards the furlough process and therefore [REDACTED] furlough had not been interrupted.</li> </ul>	
<b>3.</b>	<b>Full Time Staff Furloughing Update</b>	
	<ul style="list-style-type: none"> <li>JB noted that there was a recurring technical error with HMRC which was hindering the furlough submission for LSUT.</li> </ul>	
	<i>SL joined the meeting</i>	
	<ul style="list-style-type: none"> <li>JB noted that there were cash flow concerns regarding LSUT and there had been problems with applying for a Bounce Back Loan Scheme through Lloyds, also due to technical issues.</li> <li>JB noted that they were consulting a business rates expert in light of Lincoln Council's response to their application for the grant.</li> <li>AE queried whether the issues with Lloyds had been raised with the Relationship Manager in question. JB noted that he had done so last night and they had responded by this morning. JS suggested approaching a Broker if they were not able to progress with Lloyds.</li> </ul>	
<b>4.</b>	<b>Student Staff Furloughing Update</b>	
	<ul style="list-style-type: none"> <li>JB outlined the approach taken regarding student staff furlough extensions and that circa twenty student staff contracts would be terminated as per their existing contract on the 1<sup>st</sup> June 2020 due to their not completing the extension of furlough request forms. No further queries were raised.</li> </ul>	
<b>5.</b>	<b>Cash Flow/P&amp;L Position</b>	
	<ul style="list-style-type: none"> <li>JB shared the cash flow with the group via screen share.</li> <li>DP outlined the cash flow as presented and reiterated JB's previous points regarding LSUT.</li> <li>JB noted that it was expected that there would be [REDACTED] costs to LSUT in the near future as well.</li> <li>MB queried whether SUMS would be able to provide a loan to LSUT; JB noted that it would not be advisable due to the planned outgoings and Gift Aid to the Charity.</li> <li>JB noted that he was in discussion with the University regarding the rent payments etc and that they were supportive of working to support the SU where possible.</li> </ul>	
<b>6.</b>	<b>Future Planning</b>	



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<ul style="list-style-type: none"> <li>• JB noted that his expectation was that commercial venues would not be likely to open until January 2021 as previously discussed, and that this would therefore have a significant impact on the operations of the organisation generally.</li> </ul>	
<ul style="list-style-type: none"> <li>• JS asked that cash flow be considered going forwards to account for delayed costs such as VAT.</li> </ul>	
[REDACTED]	
[REDACTED]	
[REDACTED]	
[REDACTED]	
[REDACTED]	
[REDACTED]	
[REDACTED]	
[REDACTED]	
<b>7. Any Other Business</b>	
<ul style="list-style-type: none"> <li>• No matters were raised for discussion.</li> </ul>	
<b>Date of Next Board Meeting: 1pm, Monday 18th May 2020</b>	

Chair

Signed

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