



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

10am, 28th May 2020
via Microsoft Teams

Minutes

Name	Job Title
Present:	
Cassie Coakley (CC)	Sabbatical Trustee (Chair)
James Brooks (JB)	Chief Executive (Company Secretary)
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)
Abbie Eke (AE)	External Trustee (Legal)
Patricia Rodriguez Lopez-Salvatierra (PR)	Student Trustee (Mature)
Hatem Amlı (HA)	Student Trustee (Postgraduate)

Also in attendance:	
Danielle Pepper (DP)	Finance Manager
Holly Millar (HM)	Executive Assistant

Apologies:	
Abi Brown (AB)	Sabbatical Trustee
Chris Bateman (CB)	External Trustee (Wellbeing)
Hannah Coleman (HC)	Deputy Chief Executive
Liz Mossop (LM)	Vice Chancellor's Nominee
James Sewell (JS)	External Trustee (Finance)
Vic Langer (VL)	External Trustee (Deputy Chair)

Item	Action
<p>1. Welcome & Opening Business</p> <ul style="list-style-type: none"> • Apologies for Absence • Declarations of Interest • Health & Safety <ul style="list-style-type: none"> • Apologies were noted as above. • JB noted that the legal advice came from a company to which AE was connected but that it did not present a direct conflict in this regard. • HA queried the progress on the update on the fire alarm upgrade; JB noted that he had received an email from the University who were proposing to upgrade the system in July 2020 and close the building for this purpose, which would hopefully be covered under the Business Continuity Insurance. • AE queried whether the SU had been involved in the University's discussions regarding their H&S measures for re-opening the campus. JB noted that the University had devolved discussions from their IMT meetings to their Senior Leadership Team and that it was an ongoing issue. JB noted that the Sabbatical Trustees and himself had had some involvement in the discussions and that it was a requirement from QAA that the SU have involvement in such discussions. • JB noted that the continuity of part of the Sabbatical Trustee Team would be an advantage for next year. 	



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2. Matters Arising

- No matters were raised for discussion.

3. App Development – Risk Mitigation

- The paper was taken as read.
- JB outlined the key items from the paper and noted that the separate Limited Company had been set up based on legal advice and for the expediency of the app development, with CC's approval as Chair, but could be dissolved should the Trustees request.
- JB noted that they may not be able to trademark the title due to its descriptive nature.
- CM queried whether a pre-existing platform has been explored. JB noted that it had been used last year on DeliverSU but that unfortunately it had not offered the flexibility required.
- The group approved the creation of the separate company as proposed.
- JB also sought approval from the group to set up a separate current account with Lloyds for Student Orders, which was approved.
- JB noted that the accounting period would need to be extended to thirteen months in this instance to align with the other companies.

4. Any Other Business

- No other matters were raised for discussion.

Date of Next Board Meeting: 9:30am, Wednesday 10th June 2020

Chair

Signed

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