**Lancaster University Students’ Union Trustee Board**

Minutes of the Emergency meeting held **Monday 4 May 2020**

**Officer Trustees present**: Bethan Morgan | VP Education

 Lewis Marriott | VP Campaigns & Communications

 Victoria Hatch | VP Activities

**External Trustees present** Graeme Osborn | External Trustee | Vice Chair of Board

Amanda Chetwynd | External Trustee

 Mark Alexander | External Trustee

**Student Trustees present** Kathy New | Student Trustee

 Sam Maesschalck | Student Trustee

 Eloise Frost | Student Trustee

**In Attendance:** Misbah Ashraf | Interim Chief Executive

 Jane Morgan Jones | Financial Controller | Company Secretary

 Veronica Longmire | Executive Administrator | Minutes

The emergency meeting took place via Microsoft Teams due to the Covid-19 pandemic and was chaired by Graeme Osborn, the Trustee Board Vice-Chair. Board acknowledged there was a level of confidentiality attached to the two agenda items For Discussion and Approval / Consent.

**Agenda Item 1 | SU Living Rents**

 Board was asked to discuss and agree the best option, outlined in a pre-circulated document, regarding rent concessions to SU Living tenants and conversations with property owners around the waiving of their rental income.

The situation had occurred as a result of the Covid-19 pandemic and the fact many SU Living properties had been vacated by students due to the decision made by the University to cancel classroom teaching, summer exams, and the imposed lockdown.

Discussion followed and included: that conversations had taken place with property owners in an attempt to maximise negotiations but without delegated authority | students were expecting to receive a rent discount | fairness to students | an appraisal from the commercial services review was due | modifications to future contracts.

The matter was taken to a vote. Two Officer Trustees agreed they were unable to vote as they had connection to an SU Living property as tenants.

**Board agreed to Option 1 | [Tenants to receive the exact reduction agreed by the property owner in which they are tenants]**

**ACTIONS | Lessons learned review to take place | Contracts for 2021/22 to be reviewed to mitigate the current circumstances and submitted to next Board meeting on 25 June**

 Board thanked the Financial Controller and Team for dealing with the incredible amount of work this matter had taken. Appreciation was shown to the Board for taking a decision, thus allowing the work to commence.

**Agenda Item 2 | Acting / Interim President**

 Board stated that they were aware the position of President was not the only vacant position at this time and hoped it would be possible to reach a decision at this meeting as to who would be the Interim President.

 The three remaining full-time officers stated their interest in the post and Board took note of each officer’s interest and their aspirations if appointed.

 Discussion / comments included the need to restore trust and the image of the Union | the Appeals process and timing | the officers working, as a collective, on sharing of roles and duties | a by-election was possible on the proviso that a statement was provided to say it was ‘subject to an Appeal’ and legal advice was awaited from the Union solicitors | the potential for the new officers to take up post early. It was clarified this was not possible due to statutory restrictions and agreed it was not feasible.

 There was agreement that a decision was required at this meeting for continuity purposes and bringing people together.

The officers left the meeting at this point and Board considered each officer’s interest and comments as presented | the importance of a united front | moving people on | continuity | neutrality | regaining the trust of students.

Board agreed to a secret ballot taking the form of individual emails, addressed to the Executive Administrator, as written verification.

**The outcome of the vote was unanimous that Victoria Hatch take up the role of Acting/Interim President with the full support of Board over the coming weeks.**

The officers were invited to return, informed of the results and thanked for expressing their interest in the role, answering questions put forward by the Board and for their added comments.

**ACTION | Officers to discuss with the Interim Chief Executive the split of roles / duties**

**Agenda Item 3 | Any Other Business**

 Thanks were expressed to Grishma Bijukumar and George Nuttall in appreciation of their work and commitment to the Union. Thanks were also passed to the Part-time Officers who had recently resigned from post.

The Chair thanked the trustees for attending the meeting at such short notice.

The meeting concluded at 4:45pm.