



# Ravensbourne Students' Union Advisory Board

Minutes of the meeting of the RSU Advisory Board on Monday 18<sup>th</sup> May 2020 at 3:00pm on [Hangouts](#).

## MINUTES

### Present

Guy Hurd – Chair (GH)  
 Brian Duncan (BD)  
 Dudley Nganjo (DN)  
 Erin Uberbacher (EU)  
 Jonathan Walmsley (JW)  
 Leyla Sitki (LS)  
 Louise Prideaux (LP)  
 Tamara Howe (TH)  
 Sadi Uswatul Ambia – Secretary (SUA)

### In attendance

None

### Apology

Shakira Martin – Vice Chair (SM)  
 Yousuf Joondan (YJ)

### Actions

| Mins | Action  | By whom | By when |
|------|---|---------|---------|
| 4    | To send out a survey to students asking what initiatives they would like the SU to undertake during the lockdown period | SUA     | ASAP    |

#### 1 Chair's welcome and apologies

The Chair welcomed everyone to the meeting.

#### 2 Minutes of the last meetings

To approve the minutes of the RSU Advisory Board meeting held on 9 March 2020 and RSU Advisory Board Budget meeting on 15 April 2020.

#### 3 Actions/matters arising from the minutes

| Mins | Action  | By whom | Status                                       |
|------|---|---------|--|
| 4    | To have the officer roles of the Union reviewed                                 | SUA     | To be actioned before November 2020          |
| 5    | To have a guideline in place for running the RSU Bar                            | GH      | Actioned – included in the handover document |
| 8    | To send revised management accounts of the Students' Union to the Board members | SUA     | Actioned – communicated via email            |
| 9    | To clarify whether the RSU Advisory Board governs the Union or provides advice  | SUA     | Actioned – the Board governs the Union       |

#### 4 Ravensbourne Students' Union End of Term Two Report

It was noted that the Students' Union undertook several initiatives, activities and events in the second term of the academic year 2019/20. The most important one was engaging with students using different online platforms since the beginning of the social isolation. The other ones included successfully holding the annual SU elections, encouraging students to fill the NSS and the green initiatives. The SU also sent out 200 gift aid boxes to students for free during the lockdown which returned with a lot of positive feedback. It was also noted that the online activities did not attract much engagement.

**Action:** to send out a survey to students asking what initiatives they would like the SU to undertake during the lockdown period.

**5 Student experience report on SU activities and events 2019-20**

It was noted that the Union asked students about their opinion of the events and activities organised by the Union. A summary of the findings was shared with the Board members.

**6 Management accounts**

Students' Union  
Students' Union Shop

In response to a query, GH clarified that the Union allocated 200 free gift aid boxes to students on a 'first come first served basis' using a Google form.

**7 Any other business**

- a The following topics and duration for the future meetings were agreed.

**Meeting in August/Sep – two hours**

Review past year's management account  
Review past year's activity  
Review implementation of the strategy  
Budget approval  
Review and approve activities calendar

**Termly meetings**

Review activities of the previous term  
Management account  
Review and approve next academic year's budget proposal (spring term)  
Receive election report (spring term)

The Board members thanked the outgoing SU officers for their dedication and contribution in enhancing the student experience.

*Starred items*

**8 Submitted budget proposals to finance**

CSSTUD - Students Union Budget Submission 2020-21  
CSSHOP - Students Union Shop Budget Submission 2020-21

**9 Next meeting**

Wednesday 2<sup>nd</sup> September 2020 at 2:30pm on Zoom