

Cranfield Students' Association (CSA)

Annual General Meeting 2018



Date: Thursday 15th March 2018

Time: 13:05 – 13:55

Location: CSA, Cranfield University, Cranfield

Present: Ali Alderete (President & Trustee)
Ermanno El-Attrache (Vice President (Cranfield) & Trustee)
Alessandro Pontillo (Green Officer)
Juliette Beunat (Events Officer)
Jeancarlo Pestana (SATM Education Representative)
Stewart Oates (External Trustee)
Mohab Ismail (SOM Education Representative)
Warren Greig (SOM Research Representative)

22 student members

Martin Davey (CSA General Manager)
Alison Whaley (Director of Cranfield University Student Experience PSU)

Apologies: Emile Hazemann (Events Officer)
Godfrey Nnabuife (SWEE Research Representative)
Natan Zawadzki (SATM Research Representative)
Cyndi Lou (SWEE Education Representative)

AA welcomed everyone to the meeting.

Minutes of the Previous Meeting and Matter Arising

There were no objections to the minutes of the AGM dated 15th March 2017.

A student asked whether the issue regarding the University shield not being available to buy had been addressed. AA replied that this item is not available due to University brand management policy.

Finance report

MD presented a summary of the CSA financial report for the year 2016-17, as given in the audited accounts for the CSA.

Overall, the CSA recorded a deficit of £7385 on the year. This was largely due to a restatement of the payment of wages by the accountants, increasing the amount accrued. The reserves remain within the range required by the Trustees.

A student asked if all Clubs & Societies listed as banking with the CSA are active. AA explained that not all are, but that the policy is to retain documentation and the money listed in case the group reforms in the near future.

A student asked for clarification on the money held under the heading of BUCS. MD explained that this was the national University sports organisation, and that some of the University funding is held by the CSA to facilitate payments.

The report was accepted without further comment.

Approval of auditors

It was agreed that Wright Connections Ltd., (Priory Business Park, Stannard Way, Bedford, MK44 3RZ) be approved as auditors to the CSA for a further year.

This was agreed that Jonathan Vowles (114 High Street, Cranfield, Beds, MK43 0DG) be approved as accountants to the CSA for a further year.

Ratification of the Appointment of External Trustees

It was agreed that Anne Granger be appointed as CSA External Trustees for a first three year term. MD outlined the skills and experience that she brings to the Board of Trustees. There were no objections or questions regarding the appointment.

Affiliation to NUS

It was agreed that the CSA would continue to be affiliated to the NUS for another year.

CSA Trustees' and Executive's Report

This was presented by AA to the meeting.

Executive report – Cranfield Up to July 2017

- We propose to look at cost-effective alternative to improve the look and feel of CSA
- Review of Engagement and Events planner officers jobs description, merging these two position creating the Events Planning Team
- Exploring the splitting of Green and Residential Officer into Green Officer and Residential and Services officer,
- And amendment to the Educational rep was proposed
- CSA working together with the Cranfield Doctoral Network carry out a workshop. Although it was aimed to PhD students, there was some MSc attendants. Professor Perilis coordinate this, and the events was strongly appreciated
- CSA actively worked on the students' engagement and full fill of PTES, PRES and SSS.
- CSA carried out a workshop with families and couples, which focused on Welfare, Security and Services issues. The outcome of this workshop has been taken to the Residential Services Committee
- Other activities: Cranfest (15/07), Cranfield Olympics (16/07), Clubs and Societies awards (28/07), Thorpe Park (30/07).
- Research student focused events: Pub quiz + "Tea and cakes" meetings (Now Research Refresh)
- CSA Execs have participated in these kind of events, furthermore, fresher's events are on our diaries already

Up to November 2017

From previous meetings,

- CSA identity has being enhanced with the CSA front entrance's refurbishment
- CSA branded freebies were design and given away to the freshers
- Commercial changes have been well received, yet, this is an ongoing process.
- We reviewed the other food outlets at Cranfield University, and passed that feedback to the Residential Services committee
- Registration week was a success, a special mention to the 'welcome team" volunteers leaded by Sue Richardson, more support to this initiative is required for next year
- CSA was included into the official induction of each School
- Freshers' week, Beach party, Halloween party and the Karaoke nights still one of the best events at CSA
- Elections were carried out successfully, special thanks to Martin and all the staff and volunteers involved
- We had 3 empty positions. Up to now we have 1 co-opted Exec for the Residential and Services Officer, and 2 volunteers for the Research and Education reps.
- We have provided a wider induction and training to the Exec team, including Team building session, Mock meetings, and Public speaking

- The same was done for the Course reps., and we look forward to provide a leadership training in January

Up to February 2018

- The change to the CSA sign (outside B114) is now been designed.
- Commercial performances of CSA Cafe and Bar are continuously monitor. Then, the opening times on weekends have been modified based on the current consumers' response. Now these open later and closes later, breakfast time is not as popular as in previous years.
 - The Management team is constantly optimizing the staffing to compensate the low sales in certain times.
- December was full of events at CSA, our typical CSA winter party and Kids Xmas party. Unfortunately, the snow caused the kids' party to be rescheduled.
 - We keep running the "Tea and Cake" event for research students, which has been gaining popularity.
 - Karaoke nights still running with intermittent success.
 - Coming back on January and February up to date, our Events Officers have been doing an excellent job working together with Sue Richardson. They have organized the themed event at CSA.
- During December we held our Students Council, which increased the number of participants around 20% against a year ago.
- February was the International month of CSA.
 - We have held the International Week with excellent results. More than 12 countries represented, a great audience and involvement with the University staff.
 - Celebrating world wide "carnival" celebration, we hosted a Mardi Grass Party.
 - The International week was accompanied by the International Beer Festival.
 - French community was present with the typical Chandeleur.
 - The Indian society was held and event in the following days.
 - The Chinese society was held their Chinese New Year's event in the following weeks.
- SAFAD week comprised the displaying of international movies, which complements our own international displaying.
- CSA fundraised for the Women's International Day.
- Looking forward, the VP and the Management team have started the planning of SLTA (now SCA), which might change a bit its format. Voting will take place during late February and March, data analysis on April, and the award ceremony in May.
- CSA President and NUS Observer will attend the NUS Annual Conference at the end of March.
- CSA has been present in PhDs' inductions, Open days, and in further registration days (March intake)
- The Exec Team comprises three co-opted positions, which includes our STAM Research Rep. Tom Teschner after summited his doctorate thesis has left the University and the Exec Committee. Then, STAM and SOM Research reps, together with the SWEE Education rep have been co-opted by the Exec Committee.

Questions to the Executive

A student asked about the new opening hours. AA explained these.

A student asked about earlier access to the CSA at weekends for Clubs & Societies Activities. AA apologised for any inconvenience and stated that the PhD Research Room is available with access through the back door.

A student asked about development of the CSA bar. AA explained that work has been carried out. There was a call for improvement to the pool and football tables.

A student asked about planned changes to CSA facilities. AA stated that the lounge will be re-carpeted and that the CSA is open to other suggestions. AP mentioned that he does not get enough feedback from students on desired changes, and that the University is not supportive of changes proposed. EA called for suggestions from the floor as to improvements, with the following being mentioned by students:-

- Replace the bar carpet with hard flooring
- Provide more sofas in the bar extension
- A bigger dance floor area
- Move to a "Café Bookshop" feel in some areas
- Longer opening on A Friday night

A student questioned the focus on student drinking and failure to offer alternative events for other students. AA reiterated that the CSA Executive needs more feedback from students as to what they want. It was suggested that a focus group of Chinese students would be useful to gauge their requirements. AA also pointed out that there are other activities available, but students need to engage.

Any other business

AA called for more nominations for the Student Choice Awards

AA thanked everyone for attending and closed the meeting.