



**MÄLARDALENS**  
— **STUDENTKÅR** —

**Business plan 2022/2023**

**Mälardalen Student Union**

*20XX-XX-XX*

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# 1 Introduction

Mälardalen Student Union, hereinafter referred to as the MDSU is the only recognized student union at Mälardalen University, hereinafter referred to as MDU. MDSU is a member-driven democratic organization that is based on a non-profit commitment of the students at the university. The main task of the Student Union is to coordinate student influence and monitor the quality of education at the university. In addition, MDSU is tasked, both by us and from MDU, to conduct a student social activity and be a link between business and students at the university. The challenge for MDSU is that these three areas of activity should be conducted on both campus locations without making a distinction between students and members.

The 22/23 financial year needs to focus on addressing MDSU's continued declining membership and weak finances and increase the number of student representatives. Although MDU's conversion to a university does not affect students and MDSU directly, MDSU needs to review the support and collaboration with the doctoral student council.

The focus will be on increased membership, student representatives and improved finances. Valuable member benefits and attractive offers are answers to increased membership, while corporate collaborations and reduced loss in the restaurant are keys to a better economy.

## 1.1 SWOT Analysis

Weaknesses	Threats
<ol style="list-style-type: none"> <li>1. Short period employment.</li> <li>2. Flexibility of quitting.</li> <li>3. Low salary.</li> <li>4. Long working hours.</li> <li>5. Not taken seriously or trusted by others.</li> <li>6. Bad reputation.</li> <li>7. Offices located in two different cities.</li> <li>8. Too few employees.</li> <li>9. Bad management of restaurant and pub.</li> <li>10. Finance below the margin.</li> <li>11. Short handover period.</li> <li>12. Communication issues with stakeholders.</li> <li>13. No official stable office in Eskilstuna.</li> </ol>	<ol style="list-style-type: none"> <li>1. Losing our status from MDU.</li> <li>2. No trust from the line associations.</li> <li>3. Inflation.</li> <li>4. Some line associations might not have new people to run the associations.</li> <li>5. Högvarv – companies might not want to take part.</li> <li>6. Vacancy in the restaurant.</li> </ol>
Strengths	Opportunities
<ol style="list-style-type: none"> <li>1. Great support from both the city municipalities.</li> <li>2. MDH has become MDU.</li> <li>3. Diversity among the new employees.</li> <li>4. All employees are former students and members of the organization.</li> <li>5. Hunger for change for good.</li> <li>6. The right attitude and relationship among the</li> </ol>	<ol style="list-style-type: none"> <li>1. New Student Union house in Eskilstuna.</li> <li>2. Giving the café management to Glada Gåsen.</li> <li>3. Start a new relation with the line associations.</li> <li>4. Room for communication improvement as well as social media platforms.</li> <li>5. Inclusion of international students. Improve the organization's second official language, English</li> </ol>

<p>new employees.</p> <p>7. Members and MDU have hope for the new management.</p> <p>8. Equal number of employees living in Eskilstuna and Västerås.</p> <p>9. Plan B if the status is lost.</p>	<p>6. Improve Income.</p> <p>7. Improve Högvarv</p> <p>8. Improve and enhance the office.</p> <p>9. Improve the reputation of the organization.</p> <p>10. New students every semester.</p> <p>11. Improve our presence at student social events.</p> <p>12. Reach out to other student unions and get inspiration.</p> <p>13. To be part of and be an influence at SFS.</p> <p>14. Clear communication with MDU, students and companies.</p> <p>15. To better understand the Budget and Finance</p> <p>16. To improve Student Influence and representatives.</p> <p>17. Strengthen the work relation between the line associations and cities.</p> <p>18. To produce guidelines for current and future employees for 'how to'.</p> <p>19. Improve the work environment at the office</p> <p>20. Strengthen the work-relations with MDU</p>
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## Weakness

MDSU sees the abbreviated period of job positions and the flexibility of quitting whenever are a weakness for the organization since it leaves the organization with knowledge and information gap. Most importantly, all communication and relationships are always lost.

Another weakness we see is low salary due to this, it is challenging to hire the skills we need as well as to keep the skills we have. It is also necessary to mention that we do not pay for overtime. Therefore, among the job position holders the job satisfaction, willingness to do a little extra or work extra time is exceptionally low. Even though, most of the organizational work regarding students is after work hours meaning everyone must work longer hours. This all leads to the second weakness we have stated above.

Being a student union run by students occasionally means others such as MDU and the line associations do not take our work seriously or respect the work we do. This causes our job holders to doubt the work they do or lose confidence in them and the organization. We also do believe that it can be because we do not say no when others schedule meetings at the last minute and even when we have planned other work. The past managements of MDSU have left bad reputation, this lowers the trust from others.

Another weakness we noticed is having two offices in two different cities, we lose time as well as money on travelling. The work is divided between the two different campuses, which means the workload and the workforce can be lacking on both campuses.

The balance of the finance has been below the margin for a prolonged period, the pandemic has added more to it. This affects the organization's stability. Furthermore, due to the unbalanced margin, we are not able to hire more people to balance the workforce on both campuses. Too few employees can affect the quality of the organization's

work. Having fewer and unskilled workers at the restaurant and the pub resulted in bad management, image for the organization as well as loss in the finance.

Since the finance has been struggling, the organization had no opportunity to have a longer handover period. Other student unions in Sweden, they usually have handover period for about 4 to 6 weeks. Due to the short handover period, information, know-hows and relationships are lost. This results in having communication issues with MDU, the line associations, SFS and companies.

This year 22/23, we have a rather new weakness for the organization which is we don't have an official stable office in Eskilstuna. It will be difficult for our current students, even more difficult for the new students to be able to find us.

By SWOT analysis, we have identified our strengths, threats, weakness and opportunities. The business plan 22/23 has been adapted and improved from the analysis we have made. Further on to this document, we have formulated a plan on how to use the strengths and skills of our new management to achieve the opportunities and lower the number of threats and weaknesses.

## 2 Areas of activity 2022/2023

### 2.1 Internal operations and Sustainable work environment

The overall activities are led by the Student Union Board (SUB), where the presidium leads the overall activities on a daily basis.

Even though the Covid-19 pandemic went away, MDSU will still need to improve the digital tools and environment for the office as well as the line associations' rooms. In order to unify the students and meetings in different cities. As well as to give the managers the opportunity to work between cities without any holdbacks. Therefore, the Presidiums must work with the managers to build a physical workplace where digital platforms are the daily basis of the work. This will require routines, equipment and aids to implement successfully.

Due to the pandemic and restrictions, much of the physical team building elements that previously took place did not materialize, which means the Presidiums' focus for the year will also be on team building and bringing the organization back to its track. Traditionally, MDSU has had a kickoff/kickout in the summer at the end of the handover and a Christmas wrap-up before the Christmas break. It is something that needs to be supplemented with more activities during the year in order to create an entertaining work environment.

Additionally, to create a better sustainable work environment MDSU must acquire storage spaces in the offices where we can easily unload our materials, so it is easy to localize.

#### 2.1.1 Objectives for the 2022/2023:

##### 1. Increase cooperation with:

- 1.1 Create and strengthen the network of contacts with relevant student unions.
- 1.2 Create and strengthen the network/relationship of contacts with line/student associations.
- 1.3 Create and strengthen the network/relationship with MDU.

##### 2. Promote better development and cooperation within the office:

- 2.1 Organize a workshop a month to strength the MDSU's work environment.
- 2.2 Weekly meetings on Fridays to report on the past week and inform on the upcoming week.
- 2.3 Lunch Meetings 3 times a week on Monday, Tuesday & Wednesdays to create relations as well as coordinate.
- 2.4 The recruitment process for the next year must begin in February to enable an increased number of candidates who can apply for assignments for a longer period. This increases the possibility of bringing in more relevant candidates.

##### 3. Create and develop healthy physical work environment:

- 3.1 Uphold a clean and organized physical work environment.
- 3.2 To have lunch/dinner for celebratory occasions.
- 3.3 To move-out from the new MDU building in Eskilstuna to a temporary office.
- 3.4 After the renovation finishes move to the official Union house in Eskilstuna.
- 3.5 Clean out MDSU's internal file system (Onedrive) and create a clear structure.

## 2.2 Marketing and brand development

To recover from the pandemic, during the 22/23 financial year MDSU needs to work on long-term relationship and trust building among members, students, line associations, MDU and collaborative partners. By creating good relationships to all these actors, we could increase our member count and our possibility to make impact at the university in our work of quality assurance of education. The student union needs to be a brand that creates value for the inner organization (council, board, election committee, area managers, restaurant staff, project groups etc.), the members, the university, line associations and collaborative partners by having close discussions and listen to what our stakeholders want and need from us.

MDSU's main focus should be visible for all students and should be marketed as a union (fackförbund) that stands up for students' rights, good quality education and good study environment at first hand. It should be clear to everyone all areas that we are working with. Student life (ovve culture) is secondary but still a big part of MDSU and the union houses – we want more people to get involved in all aspects of student life.

### 2.2.1 Objectives for the 2022/2023:

1. **Increase member count to 500 members and more:**
  - 1.1 The area managers should attend at least one event each per month: universities events, open lectures, parties etc.
  - 1.2 Each area manager should be at campus once a semester to market their work and to talk to students.
  - 1.3 The student union must investigate what members, students, line associations, university and the collaborative partners expect, need and want from us.
  - 1.4 Have workshops and lectures for students about our role and duties, so students know how they can get involved through us.
  - 1.5 MDSU should offer more profile material for members.
2. **All students should know there is a student union connected to the university:**
  - 2.1 The communications manager needs to have close contact with the communication unit at MDU to make sure that the university talks about us in relevant communication.
  - 2.2 MDSU should send out e-mails to students each semester to inform about our memberships and what we do.
  - 2.3 All area managers should try to attend most important events – our own events, line associations and the university's. All area managers should show themselves on campus and events to show that we are an active student union and that we work on many different areas.
  - 2.4 Be available on campus – create a routine for what to bring when we have stands at campus and how often we should be there.
  - 2.5 The graphic profile needs to be revised and simplified for today's needs.
  - 2.6 Create a new mascot that can be used digitally on our social media.
  - 2.7 Include the report system "Aj, oj, halloj" on MDSU's toilet papers and newsletters.
3. **The student union should work more closely to the line associations and MDU:**
  - 3.1 Each area manager should attend line associations meetings occasionally in relationship building purposes.
  - 3.2 Investigate the possibility of receiving an education or support from MDU's communications unit regarding available communication.
4. **It should be of status to work at the student union building and at the student union office:**
  - 4.1 Strive for kårare to be a status position and people should feel good about being a part of the union house.
  - 4.2 Create a film about the workplace student union.
  - 4.3 Create infographics about the workplace student union.
5. **Students should be aware of the student unions focus area: student influence:**

5.1 The website is to be designed according to our three focus areas: student influence, work relations and student life.

5.2 The members need to know exactly how they can impact and who to contact regarding what.

5.2 Reception desk opening hours will be evaluated further when necessary. The opening hours are changed to 8 hours a week, 4 hours each for each city. Monday and Wednesday are at Västerås. Tuesday and Thursday are at Eskilstuna.

## 6. Social Media & Website:

6.1 Use LinkedIn at least once a month to show how we are engaged in work relations and how we use our collaborations.

6.2 Use the student unions own pictures on our social media to create a closer relationship to our followers. Royalty free pictures keeps a distance and creates an unapproachable and anonymous feeling.

6.3 Improve our interaction with other people's social media posts.

6.4 Organize a competition at least once a semester on the MDSU's social media.

6.5 Create one or more hashtags and use it/them diligently.

6.7 Post videos on YouTube, at least one video per semester.

6.7 Post videos on Instagram reels, at least one video per semester.

6.8 MDSU should own equipment suited for this – camera, lens, tripod and mics should be purchased. High quality equipment will give a more professional expression and increases motivation to create more creative material.

6.9 MDSU needs to fill the picture bank regularly and use pictures that are up to date on the website, social media and posters. The pictures should reflect the area managers work, student life, the university or the union houses.

6.10 Create news on MDSU's website once a week to inform students about what MDSU is working on.

## 2.3 Student influence

Student influence is our main mission. A strong and independent student influence is important for the quality of the education, the students' legal security and for critically reviewing the university's activities. MDSU needs to increase the number of student representatives, in order to achieve a strong and independent student influence, the student union needs to show presence in the forums where student influence is conducted. In addition, MDSU must have a close dialogue with the student representatives.

Student representation varies depending on which academy at MDU. MDU's common documents in the form of deans' decisions, agreements between MDSU and the university have not been followed due to the knowledge about them has not been well distributed and integrated. This means that the MDSU had slight influence over the design of academies' councils meaning number of representatives per council and how many councils were decided without MDSU's knowledge. This goes against the dean's decision on the procedures for student representation.

For the financial year 22/23, MDSU will be continuing to develop and implement the structure of student representation that MDSU and MDU has agreed upon. Meaning MDSU needs to be involved in all processes for student representation in MDU joint councils as well as councils under the academies.

In the spring semester of 2021, it was estimated that there was a total of 98 councils under the academies and 16 university-wide councils. It was estimated that 60 councils were completely without student representatives and about 70 of them were appointed student representatives from MDSU. This has proven to be a truth with modification in 2022, as some councils have not existed in reality and other, alternative or unknown councils acted in their place. A survey should begin during the financial year 22/23 in order to create transparency in what councils exists, but also how well they work. For example, one should examine the number of meetings per semester and which issues are addressed related to the function of the student representatives.

The number of student representatives representing a program is currently about 2 per program council, this figure should be reviewed as some programs have significantly more students than others. A survey of the number of students each affected by each program council should therefore be carried out. In order to increase the number of student representatives, MDSU together with MDU needs to make targeted recruitment efforts and increase the incentive to become a student representative.

During the financial year, MDSU will focus on developing a working method for student safety representatives together with MDU. In order to find problematic study environment issues, MDSU together with MDU will continue to conduct surveys among the students. Together with MDU will agree on where the focus is shared, but for us the importance is in finding things to improve in the students' study environment.

### 2.3.1 Objectives for the 2022/2023:

1. **Structure of the student representative:**
  - 1.1. Mapping of the number of representatives linked to each program/program council.
  - 1.2. Review how many student representatives is need for each program/program council.
2. **Recruiting student representatives:**
  - 2.1. Work more actively with informing and recruitment through: Student emails, course and program areas on Canvas, at teaching occasions and on campus locations.
  - 2.2. Work to ensure that there is at least one representative in each council, both centrally and at the academies.
  - 2.3. Work with academies and line associations to increase recruitment.
  - 2.4. Inform students about all the benefits of becoming a student representative.
3. **Student influence on campus in Nyköping:**

- 3.1. Create a clearer connection with students at the campus.
- 3.2. Visit campus Nyköping once a semester.
- 4. Make the role of student representative more attractive:**
  - 4.1 Profile material for student representatives.
  - 4.2 Develop an event aimed at student representatives.
  - 4.3 Develop a training course for student representatives.
  - 4.4 Inform about the compensation.
  - 4.5 To have a monthly meeting with the student representative.
- 5. Become more familiar with the early processes of educational change at MDU:**
  - 5.1 Create a space for student representation that both staff and student representatives can access.
  - 5.2 Create a calendar for program councils.
  - 5.3 Create a place where the protocols are archived.
- 6. Implement the agreed structure of student representation:**
  - 6.1 Start education committees with Line associations under MDSU.
  - 6.2 Create routines for cooperation between student representatives, line associations and MDSU.
  - 6.3 Have continuous contact with the student representatives.
  - 6.4 Take in reports from the student representatives and read through the minutes of the advice.
- 7. Investigate the students' study environment:**
  - 7.1 Conduct a safety round on all campuses, including Nyköping.
  - 7.1 Conduct a survey on the common study areas on campus and compare with last year's.
- 8. Increase students' understanding of study environment issues:**
  - 8.1 Stand on campus once a month September-May
- 9. Work on developing the position of head of student environment:**
  - 9.1 Analyze the job description

## 2.4 Collaboration and business

Collaboration is a necessity and a criterion for successfully conducting the Activities of MDSU.

A good contact between MDU and MDSU is crucial for how we succeed in its work, and it is important that both parties are familiar with each other's activities. MDSU shall therefore continuously meet representatives of MDU. It is important that MDSU as a quality-assuring body and that they see the student union's activities as an added value for students. MDSU shall act diplomatically and long-term in relation to MDU, in order to achieve the best results.

MDSU should work as the bridge between the students and the partner companies. The regional business community and municipalities are also an important financier of MDSU's activities and therefore the work with relevant parties must be strengthened and developed with a long-term perspective. MDSU currently has ongoing agreements with both campus locations and a desire to revise these has been expressed from both the Student Union and the municipalities. However, the agreements vary, and MDSU needs to work to counteract a tilted distribution in the supply to the students in the different localities.

During the financial year 22/23, MDSU needs to work on finding new partners for attractive offers to members, both to increase the number and breadth of what we offer.

MDSU has long planned to organize a job fair in Eskilstuna during the autumn as a counterweight to Högarv in Västerås and in the autumn of 2022 it is time for a start-up of the concept on a cautious scale.

### 2.4.1 Objectives for the 2022/2023:

- 1. Increase the number of visiting students at our job fairs:**
  - 1.1 Develop a method for measuring the number of visitors.
  - 1.2 Work to include Högarv in the students' schedule/planning.
  - 1.3 Recruit volunteers as early as end of September.
  - 1.4 Start planning and marketing at least 3 months ahead of the event.
- 2. Plan and organize a job fair in New Campus Eskilstuna autumn 2022:**
  - 2.1 Create a project description for a job fair in Eskilstuna
- 3. Expand the contact network for the Student Union:**
  - 3.1 Visit one external job fair per semester
- 4. Increase the range of lectures that are current and of interest to students:**
  - 4.1 Organize one targeted lecture per academy
  - 4.2 Examine students' interests
  - 4.3 Work to interest innovative companies as lecturers
  - 4.4 Work to organize two general lectures per semester.
- 5. Sign long-term cooperation agreements with companies:**
  - 5.1 Sign two large packages
  - 5.2 Three small packages
  - 5.3 To get discounts for our members
- 6. Start short-term collaborations for sponsorship of individual events:**
  - 6.1 Get sponsorship of one union breakfast per semester.
  - 6.2 Get two sponsors for the Rookie Period VT23.
  - 6.3 Get two sponsors for other events.
- 7. Signing new agreements with the municipalities:**

7.1 Sign an agreement with Eskilstuna and Västerås municipality.

## 2.5 Student life

The activities organized by MDSU are meant to create community, security and belonging among students. The largest projects coordinated by MDSU are the rookie periods each semester start. MDSU conducts training for the line associations board work, fadder activities and should provide continuous support in their work. Additionally, MDSU supports student associations that pursue issues of health, equal treatment and gender equality for their work. During the financial year 2022/2023, the association regulations which was finalized in the financial year 20/21 will be revised and decided together with the line associations and union associations.

During the financial year, MDSU will work to encourage students to get involved within their line association but also within the student union's student life part. In order to contribute to greater engagement, an information campaign about student social life will be carried out on the MDSU's social media.

A prerequisite for the students to be able to get involved within their line association and participate properly in group work is that there should be good transport between the cities. MDSU will continue to work on expanding the departure later in the evening.

MDSU will increase the variety of its student social activities in order to reach out to new target groups. The activities organized shall be inclusive so that everyone regardless of gender, transgender identity or expression, ethnicity, disability, sexual orientation and age can and wants to participate. It also includes the integration of the international students at the university. In order to make the social life of students accessible to those who do not speak Swedish, all information published must also be available in English. There will also be norm-critical work against harmful alcohol norms with activities that do not focus on alcohol. In addition to alcohol prevention work, MDSU shall also strive to prevent the use of narcotics, drugs, tobacco and gambling in consultation with MDU and the regions.

MDSU will continue to work with the development work of the union houses in Västerås and Eskilstuna. MDSU wants and aims to create a safe place for students to stay in both main locations. We want the union house to be a place where the line associations and student associations want to conduct their activities, a place that feels close to home. The most important thing is to create an economic sustainability and stability for the union houses.

During the financial year 2022/2023, MDSU will work on ticket sales and find an alternative for selling tickets to non-students.

### 2.5.1 Objectives for 2022/2023:

#### 1. Strengthen cooperation with Line and Student associations:

- 1.1 Work for line associations to become union associations.
- 1.2 Revise the association regulations for line associations.
- 1.3 Plan one kårar activity every three months for the Kårare to motivate line associations to send Kårare.
- 1.4 Organize at least one board mingle in each locality per semester to strengthen cooperation with each other.

#### 2. Increase the variety of events:

- 2.1 Organize one event a month aimed at different target groups.
- 2.2 Search for complements or new ticketing systems to include non-students.
- 2.3 Create activities that involve students outside of the union house.
- 2.4 To have variety activities/events during pub nights.

#### 3. Give members greater exclusivity on activities:

- 3.1 Member prices on all activities/events.
- 4. **Strive to offer the same range of student social activities in both cities:**
  - 4.1 Offer transportation between the resorts at big parties and big pubs outside the rookie period.
- 5. **Reduce the risk of a harmful alcohol norm:**
  - 5.1 Work to ensure that activities does not only have alcohol focus.
- 6. **Encourage students to get involved in student social activities and associations:**
  - 6.1 Conduct one information campaign per semester.
- 7. **Enable students to engage in associations and the student union independently:**
  - 7.1 Work for MDU to expand with at least one bus departure in the evening.

## 2.6 Union house Eskilstuna

The municipality of Eskilstuna will still work on the renovation of the Union house in Eskilstuna with MDSU's instructions during the financial year 2022/2023. MDSU will be prepared and ready to move in when the renovation finishes. MDSU is also planning on contacting various line associations for their support and help on designing and moving into the new union house.

### 2.6.1 Objectives for the 2022/2023:

#### 1. Start using the new Kårhus:

- 1.1 Move the office.
- 1.2 Create new storage areas for the line associations.

#### 2. Open student union house activities in Kårhus:

- 2.1 Open a day business with a café.
- 2.2 To get all the necessary licenses to operate day and night events/activities.
- 2.3 Enables pub and party activities.

#### 3. Security:

- 3.1 Alarms and key cards need to be checked and solved.

## 3 MDSU 2022-2023 Monthly Activity Calendar

### July

Term of new office begins.  
Business Plan

### August

Union Board Meeting 1  
Board training/walkthrough

### September

Union Board Meeting 2  
The student union council sets the date for the autumn council  
LF Meeting 1  
Union Board Meeting 3  
Election committee begins announcement for new election committee

### October

Union Board Meeting 4  
Registration for the autumn council meeting opens  
LF Meeting 2  
Marketing about the autumn council and election committee  
Interviews are conducted by the Election Committee  
Union Board Meeting 5  
Motion and bill stoppage to the student union council  
Agenda for the student union council is published

### November

Student Union Board Meeting 6 – Motions discussed  
LF meeting 3 – Motions discussed  
Election Committee's proposal clear  
Documents to the Spring Council (incl. responses from the Board and LF to motions and bills)  
Registration for the autumn council closes  
Union Board Meeting 7  
Autumn Council

### December

Union Board Meeting 8  
LF Meeting 4  
Handover Election Board  
Protocols of the Autumn Council will be published

### January

Union Board Meeting 9  
LF Meeting 5  
Election committee constitutes itself

### February

Union Board Meeting 10  
LF Meeting 6

Dates for spring council set  
The Student Union's Högvarv  
Develop the Business plan 2023/2024  
To promote and market the area managers' position

### **March**

Union Board Meeting 11  
Registration for the Spring Council opens  
Marketing of the Spring Council and positions at the Student Union  
LF Meeting 7  
Interviews of candidates for posts  
Union Board Meeting 12

### **April**

Motion stop to the spring council  
Student Union Board Meeting 13 – Consideration of motions  
Bill stop to the Spring Council  
LF meeting 8 – Consideration of motions and bills  
Agenda for the Spring Council published

### **May**

The Election Committee's proposal completed (council presidium and the Board)  
Documents for the Spring Council  
Registration for the Spring Council closes  
Union Board Meeting 14  
Election Committee's proposal ready (area managers)  
LF Meeting 9  
Spring Council  
Union Board Meeting 15

### **June**

Union Board Meeting 16  
Handover