



Minutes of the Loughborough Student Managed Fund Board Meeting TEMPLATE

01/05/2024, 10:00, In-person

Attendance

In attendance:

Hayley Boereboom, Margaret Dawson, Stuti Adhikari, Stephen Frost, James Henry, Ben Fort, Luca De Oliveira

Apologies received from:

Grace Topping

1. Minutes and actions from the last meeting

- Update on the position of the funds investments, qualitative and quantitative

Action: Rename to “sustainability” from “sustainable energy” on reporting sheets.

Action: Ben and Stephen to book in time to finalise operations manuals, start with critical bullet points, Ben to look first. To be picked up on the 15th of June. This is then to be circulated to the board. Role descriptions should include the fund's three objectives.

Meg raised the point to invite sector heads to the board meeting to give a presentation/ commentary on their sector to provide workplace skills/ experience. This would include: overview, outlook, opportunities, key data etc.

Action: Sector heads to provide commentary on their sector next meeting

Board would like to better understand the demographics of the fund.

Action: Create pie charts representing: gender, non business degree, international students, etc.

Action: Portfolio manager and Head portfolio manager to have a formal seminar-style handover on reporting from Luca and Giorgio.

Discussion of lack of monitoring for the stocks we currently hold. Board proposed the committee meet monthly after the monthly reporting is complete to analyse holdings and performance.

Action: Sector heads to assign an analyst to each stock the fund holds. Ben to create an excel template of things to include to provide consistency and reduce ambiguity for analysts.

Point raised for a portal access system for the board to see monthly reporting on the LSMF website.

Action: Reporting and financial data on website in the future, the near term focus is stock pitching photos and the pitch slide decks.

Action: Ben to formally put together a stop loss strategy and send it to Hayley to add to the constitution.

Discussion of the length of the stock pitches. Concluded it may be more practical to trial splitting them across two days. Or alternatively, point raised from committee that the fund has gone through a transition whereby we are almost fully allocated and that reducing the volume of pitches. A lower volume of more detailed and granular pitches should be the focus in the future.

Action: Committee to split up the next stock pitch across two days. Or place emphasis on less, more detailed reports which may serve the fund better.

Hayley raised the point of the notice given to get speakers for the stock pitches must be at least 3 months, ideally 6.

Action: Committee to give Hayley the date to get a notable speaker for stock pitches next year

2. Reports/ Updates from the LSMF Committee

Inaccuracy in the introduction of the letter from the committee. Meg raised the point that the portfolio manager should attend the board meetings going forward.

Action: Committee to update the written report:, introduction section

Discussion of a systematic approach to the board letter so it can be read over quickly. This should include key topics that should be included/ discussed every time. Would provide a clear template to assist future chairs. The board would also like to see an easily digestible summary of the reporting.

Action: Stuti to create a template of addressable items/ key sections for the written report from the chair. Board would also like to include a short summary of the reporting spreadsheet on the chair report near the beginning. This would be a one-two page summary (table) of the financial report. Simple, charts, summary, most important information. Reporting should be included in the appendices of the board letter. Also, include a scholarship section in the chair report.

Issue of the reporting is the presentation, not the technical production of reporting.

Action: Luca to create a dashboard-like one/two pager overview to be included at the beginning of the reporting sheets.

Board raised the point that reporting is to be a priority for the committee: function, process, layout and handover process.

Action: Luca to adjust the performance overview, 2.3 depreciation → 20.6.

Discussion of the number of scholarships that can be given - may be able add 2-3 scholarships.

Action: Hayley to confirm the deadline for the decision date of scholarships.

Action: Remuneration of funds to finance committee and charity of the committees choice

Action: Committee to choose a charity.

Discussion to involve design school students for marketing, perhaps from the business school or design school marketing teams.

Action: James to contact linkedin analysts who are no longer involved or 'lying' about their position

Comment for recruitment material, it is a year long process, lack of commitment from committee members, faster hiring and firing.

Action: Committee to update LinkedIn total fund value 250→ 300.

Action: Hayley to ensure externally facing pages are updated: number of scholarships given due to the fund, total fund AUM value to be updated.

Board raised the point that reports should come a week before the meeting to give time in advance for documents to be read.

3. Calendar of Dates

Recap of dates:

Action: Committee to come up with the dates for stock pitch events next year

4pm on Wednesday the 20th of November - board meeting date

Action: Hayley to update the constitution for board meeting date

Action: Hayley look for a May date for the next board meeting

Dates for next year:

- **Recruitment**
- **Pitch practice**
- **Board meeting dates**

4. Website update

Discussion that minutes from board meetings could be uploaded to a portal system on LSMF website. Meg would also like to see the photos from stock pitches uploaded to the website. It was also discussed that the analyst pitch decks from the pitches should be uploaded however this is not a current priority. The website should also emphasise the objective of LSMF which is to generate returns for scholarships. New committee details are also to be uploaded.

Ben and Stuti have met with Stevie who made the website. They now have access to make the adjustments proposed to the LSMF website.

5. Partnerships with other Midland Universities

No other operating student managed funds in the UK, it is also not a priority for the fund at this time.

6. Other donors to the LSMF

Hayley has briefed the alumni team that LSMF is an available fundraising/philanthropic option.

Process has been established for marketing the fund to alumni.

No current interest from alumni and other philanthropic partners.

Discussion that LSMF is not yet at the level to contact corporations for sponsorship/ donations, reporting must be immaculate before there may be any progress. However, this is something to be investigated at a later date as partnerships with banks could reward committees and analysts by having extra consideration during the application processes for the respective partner.

7. AOB

To pass on congratulations and thanks for the success of the fund, and the outcome of the scholarships provided.

Summary of actions table:

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Action: Sector heads to provide commentary on their sector next meeting	Committee & Sector heads
Action: Create pie charts representing: gender, non business degree, international students, etc.	Committee
Action: Portfolio manager and Head portfolio manager to have a formal seminar-style handover on reporting from Luca and Giorgio.	Committee
Action: Sector heads to assign an analyst to each stock the fund holds. Ben to create an excel template of things to include to provide consistency and reduce ambiguity for analysts.	Ben & committee
Action: Reporting and financial data to be added to the website in the future, the near term focus is stock pitching photos and the pitch slide decks.	Stuti & Ben
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