



UNIVERSITY OF LINCOLN STUDENTS' UNION EXECUTIVE COMMITTEE

University of Lincoln Students' Union Executive Committee on the 7th September 2015 at 10:15am in the Students' Union Boardroom.

Present:

Chair: Hayley Jayne Wilkinson (HJW) – President
Sammi Storey (SS) – Vice President Activities
Nyasha Takawira (NT) – Vice President Academic Affairs
Wade Baverstock (WB) – Vice President Welfare and Community
James Brooks (JB) – Chief Executive

Also in attendance:

Jane Kilby (JK) – Volunteering Manager (Agenda item 4 only) Hannah Coleman (HC) – Head of HR and Operations (agenda item 7 onwards) and Megan Graham (MG) – Office Administrator.

1.

1.1 Apologies for Absence

- Apologies were received from Aidan Mersh (AM) – Head of Membership Services and Marketing.

1.2 Declarations of interest

- No declarations of interest were received.

2. Minutes of the previous meeting

- The minutes of the meeting held on the 19th August were agreed as accurate.

3. Matters Arising

Noted:

- WB brought the updated Standing Orders to the meeting on the 19th August.
- The opening times on the vinyl's for the Advice Centre were corrected.
- A student availability section was added to the referral form for the Advice Centre.
- The filing cabinet was investigated for the Advice Centre.
- NT was added to the Advice Centre Base Camp and met with Rachal Lilley (RL), Advice Centre Manager, regarding the Advice Centre.
- HJW updated RL on the project collaboration regarding finances.
- Jenny Barnes (JenB), Student Voice Manager, checked the Student Written Submission for grammatical errors which is now being circulated to Stake Holders.
- JenB and Lindsay Westgarth, Student Voice Administrator, were commended on their hard work on behalf of the Executive Committee.
- SS spoke to the Poker Society regarding the gambling policy.
- NT has responded to the email from Reece Horsley regarding Postgraduate issues.
- A meeting has been set up between WB and Michael Ball, Membership Services Manager.
- WB will bring a monthly update on the student housing cases.
- NT to speak to Scott McGinn, Communications Co-ordinator, regarding the marketing and design of the College of Arts Careers Week Proposal.
- SS spoke to Communications and Alan Bage, Senior Web Developer, about the possibility of having an SU App. It was suggested that collaboration with the University of Lincoln (UoL) may be more beneficial.

- It was suggested that during GOATing all Student Leaders should find out what members would like to gain from an app.
- The new Disabled Students Liberation Group banner has not been ordered due to the logo being found in all printed material which has already been sent out.
- It was suggested that in future funding for all liberation group requests should not be released until approval from the Executive committee has been given.
- The Enterprise Grant money has been used to purchase a tree which cost less with a different company and residual funds are being used for the Meet the Street event.
- The advice centre magnets to go to halls of residence are no longer needed.

Actioned:

- WB to speak to Wendy at World Hello Day before contacting Jammil Ahmed regarding World Hello Day.
- NT to speak to Drew Cook, Director of ICT, regarding collaboration with an App.

4. Volunteer 2014/15 Report

Agreed:

- The volunteer report to be circulated to the Executive Committee.
- Any issues with the report should be sent to JK by the end of 9th September 2015.

5. SU Radio Shows and Vlogs

Noted/Discussed:

- The Student Leaders had previously discussed Vlogs and Radio Shows.
- Siren FM or Brayford Radio both had available slots.
- Last year a radio show was started on Brayford Radio; the slots were all late night.
- Siren FM is played to Lincolnshire and so does not hit the target audience.
- The vinyl's outside of the Student's Union can be used as a backdrop for Vlogs.
- There have been issues with the vinyl's they have gone up across the building, there are ongoing discussions with the company.

6. Liberation Groups

Discussed:

- WB is still awaiting the purchase requests from Liberation Groups.
- Shirts are being investigated by groups and are wanted by Freshers'.
- All groups have been spoken to but any shirts ordered would need to have Union branding and should come through the Executive Committee prior to approval.
- Because each group has its own logo there would be individual set up charges for each set of t-shirts ordered.
- SS also wanted t-shirts for the Sports and Societies Officers.

Agreed:

- WB to investigate hoodies for each liberation group.
- SS and WB to bring a quote for t-shirts to Exec.
- Quotes should be given to WB and then WB to bring purchase requests to Executive Committee for approval.

7. Money Matters Campaign

Discussed:

- This campaign aims to help students manage their money by attending workshops. At the start of the first workshop a folder will be given and each workshop attended will give attendees another card for within the folder.
- UoL have agreed to pay for the folders (costing £300), but this will be first purchased by the Union and the UoL will be invoiced the cost.
- The folders will have the Union, UoL and Wealth at Work logo, as well as the Lincoln Award logo, as the workshops will be included as a Lincoln Award chosen activity.
- The Advice Centre logo will also feature as a way for students to get additional support outside of the workshops.
- There is an additional cost of the campaign for cards, posters, roller banner, headphones and other promotional material which costs £245 inc. VAT.
- I pads will be needed during Freshers' week to allow signups for competitions.

Agreed:

- The additional cost of the campaign for cards, posters, roller banner, headphones and other promotional material costing £245 inc. VAT was approved.
- The folders costing £300 were approved to be brought by the Union and invoiced to UoL.

8. Graduation Ball

Discussed:

- Past Sabbatical Officers have been invited to the Graduation Ball.
- Union Staff do not get a plus 1.

9. Freshers' Dry Events

Discussed:

- These events were created in collaboration with JenB.
- Saturday 12th September will be a ghost bus tour – no cost to the Union but students will pay £6 per person for the two tours.
- Monday Movie Madness – movies to be played in the Platform until 9:30pm.
- Wednesday will be a Bingo Night.
- Friday will be a mocktail night – Upper Tower Bar will be staffed for this with Meghan Norris, Food and Beverage Manager, investigating drinks.
- Paul Arnold, runner of Globe Café, will hold the meetings in the HUB until Christmas. There is also a tea and coffee event in the HUB around Freshers' week.
- Tea, coffee, juice and popcorn was requested to come out of the executive budget.
- It was suggested that next year the dry events should have a bigger focus.

Agreed:

- The charges associated with the Freshers' week dry events were approved.

Action:

- JB to send the article on dry events to Student Leaders.

10. Societies Storage

Discussed:

- A shipping container was brought for additional storage for Sports and Societies.
- This storage will go behind the Engine Shed.
- Deliveries that come to the Reception will also go in this container.

Agreed:

- SS to speak to Communications to discuss how to communicate the container to Sports and Societies once it has arrived.

11. Sports Officer Suggestion

Discussed:

- Will Fry, Sports Officer, suggested a Soccer AM style TV show involving Union Sports Clubs called BUCS AM which can be played in Wednesday mornings while Sports Clubs wait for their coaches.
- This could later be used as a video yearbook to add to the SU YouTube channel.
- This would help Sports branch out their digital media.
- Once the working group has been set up this can be branched out to first and second years so different sports can be filmed at the same time.
- BUCS AM should be kept separate from Linc TV.

Actioned:

- WB to speak to JK about Linc TV student led project conflict of interest.

12. NSS

Noted:

- The NSS report was very well laid out and show how the scores impact the Union.

Actioned:

- JB to send the NSS report to VC Mary Stuart and DVC Scott Davidson.
- NT to take the report to the Education and Student Life Committee.

13. Employee of the Month

Agreed:

- Will Richardson won Employee of the Month for August.

14. Sabbatical Officer Verbal Updates

14.1 Vice President Academic Affairs

Noted:

- NT attended a module evaluation workshop which was very useful.
- Course Rep reviews are nearly completed.
- A Student Engagement Champion Workshop on how to co-chair a meeting is being developed.
- Andrew Hip, Engineering School Rep, was commended on his hard work.

14.2 Vice President Activities

Noted:

- SS is currently redesigning the Activities part of the Union website with Alan Bage, Senior Web Developer, these changes will be made towards the end of October after going to Student Council and Sports Committee.
- SS, Tracey Hood, Activities Manager, and Officers have been invited to the Player Layer office to build the relationship further.

Actioned:

- Once the date is set SS to bring it to the Executive Committee for approval.

14.3 Vice President Welfare and Community

Noted:

- WB is meeting with Liberation Reps to build the "A Night to Remember" campaign.

- There has been further housing issues, a report will be circulated to the Executive Committee, it was suggested that the themes, not specific cases, be in the report.
- One complete housing guide will be created, replacing the passport and guide.

14.4 President

Noted:

- Jan Fitzsimmons, Director of International, was met with. The international remit was discussed and support will be given with the build up of a full time International Officer.
- 31% of students said they would attend a finance workshop, the money matters workshops being linked to the Lincoln Award may boost the interest.

15. Chief Executive Verbal Update

Noted:

- The 'Bikes For Hire' scheme is being pursued with Ian Hodson, Reward and Benefits Manager, and the Union will help promote the scheme. This scheme includes full repairs and services to the bikes.
- Commercial services are now fully recruited.
- There have been talks with NUS about the SUMS EPOS system now being run successfully in both venues.
- Alan Bage, Senior Web Developer, and Ben Tindall, Web Developer, were commended on their hard work on SUMS.
- It has been great to see the staff team pulling together in the absence of Rachael Townsend, Marketing Manager, and AM.
- At the Trustee Away Day the articles were agreed to be changed, with Student Trustees having a 2 year term in office and External Trustees having a 3 year term in office. These are both non-substantive changes.
- The SU Induction was beneficial, the day should be reordered for future events.

Agreed:

- Changes to the Articles were approved.

16. Health and Safety

- Nothing to note.

17. Any Other Business

Noted:

- Motion of caution for WB due to feedback of things not being updated and deadlines not being met.

Agreed:

- The motion of caution for WB was approved.

18. Date of Next Meeting: 21st September 2015

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Chair

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Date