



UL STUDENTS' UNION
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University of Lincoln Students' Union Executive Committee

Minutes of a meeting of the Executive Committee
Held at 11.00 am on Monday 27 February 2012
In the Students' Union Board Room

Present:

Jennine Fox, VP Academic Affairs, Deputy Chair
Andreas Zacharia – VP Activities
Gemma Cobby, Non-Portfolio Officer
John Fernandez, Sports Officer

In attendance

Rebecca Rock – Acting General Manager
Ian Johnston, Acting General Manager
Amanda Marshall - Officer

1. Apologies for Absence

Apologies were received from Kayleigh Taylor, SU President and Rebecca Pocock, Democracy Worker

2. Minutes of Previous Meeting

The minutes of the previous meeting were accepted as an accurate record, but will need to be ratified at the next meeting due to this meeting not being quorate

3. Matters Arising

Varsity

Noted:

- The proposed new date for Varsity is now 25 April 2012 – to be confirmed at next Executive Committee meeting, due to meeting not being quorate

Atrium

Noted:

- President to meet with Director of Estates (John Plumridge) this week to progress this matter

4. **Top 6 Feedback**

Noted:

- Feedback to be received on Board of Governors and Executive Board at the next meeting of the Executive Committee, due to the President not being present
- No further meetings to report on from VP Academic Affairs, since the last meeting of the Executive Committee

5. **Student Feedback from GOATing**

Noted:

- VP Activities has been actively promoting the proposed new date change for Varsity, which seems to be proving popular with students as it does not clash with hand-in dates etc
- Positive feedback has been received from students about the SOAP Centre staff
- Three completed comments cards have been received commending the excellent service received at the SOAP Centre, and these have been passed on to the staff team

6. **Campuses**

Noted:

- VP Academic Affairs is in the process of arranging a Student Experience Committee meeting for Hull students
- The premises are to be vacated by the end of July 2012, but it has not yet been confirmed where they are temporarily relocating to

7. **Democracy Update Elections**

Noted:

- Workshops by VP Activities and Democracy Worker were well attended, and Rebecca Pocock (Democracy Worker also ran individual sessions) for interested students
- Email requests have been received from students requesting individual session with VP Activities, and these will be directed to the website
- There is a lot of 'buzz' around elections

Action:

- VP Activities to request that Marketing & Communications Manager places workshop presentations on the SU website

Noted:

- Single point log ons have been approved
- IT has also been asked to provide generic log on details for the SOAP Centre, but these have not yet been approved
- Sports & Societies elections voting will take place on line. Prior to this a data transfer from tills need to take place, so that the system will be in place next year
- Students will be given a two week window of time to vote on line

- For those sports and societies which come in at a later date, this will be handled separately, and students will be made aware of this automatically

Reps Conference

Noted:

- Workshops were well attended, and all planned workshops ran
- Positive feedback was received, particularly in relation to personal tutors and the library – with actions to take forward
- The attendance was low for the discussion part of the Conference. However disappointment was expressed that the Careers Fayre took place on the same day
- VP Academic Affairs plans to discuss generic log on accounts for reps as it has been a struggle to communicate with reps this year
- It was stressed that the generic emails should be in line with existing generic email accounts (ie xxxx@lincolnsu.com)
- Last year's Reps Conference – two out of the six workshops which ran did not attract any attendees, and the discussion part was more of a PR exercise as the VC was in attendance
- The question was raised if there is a way to express disappointment to academics for their non attendance
- VP Academic Affairs had actively promoted the Conference at all key committees and Representation Worker has also promoted via faculty staff and student administration meetings
- It was suggested that next year school reps be asked to promote the event to students face to face.

8. Finance Report

Received:

- Finance report was received

Noted:

- Some overspends occurred in various departments last month
- Campaigning activity will be taking place in the new few months, with funding for this coming from the Welfare & Representation budget

Capital Expenditure

Noted:

- Activities & Development Manager is currently writing up a procedure on the capital expenditure process, which will be brought to the next Executive Committee meeting for approval before being presented at a forthcoming Trustees' meeting
- The next Executive Committee meeting will focus mainly on the 'Week of Action'

9. Exec Reports

Agreed:

- All exec' reports to be prepared and emailed to meeting officer by Wednesday 29 February 2012, for onward distribution

10. Staff Update

Agreed:

- Acting General Manager Rebecca Rock to type up General Manager's report and email to Rebecca Pocock for distribution along with Exec' reports

11. Project Updates

S&S Awards

Noted:

- Everything is progressing well, trophies and balloons have been ordered. Tables are selling fast, with just over 100 tickets being sold so far – tickets have been purchased in bulk rather than individually
- The dignatory list has been sent out and approved

SU Awards

Noted:

- Good progress is being made, all decorations are ordered, except centre-pieces. The theme is red, gold and black (in line with SU colours)
- Nominations are now open, and close on 16 March 2012 – with a number having been received so far

Agreed:

- Everyone to encourage staff and students to vote

Noted:

- Additional expenditure of £2k has been approved by the Vice Chancellor, but for future years the Union has been advised to include the bid for this finance in the annual conversation for the block grant

Action:

- VP Academic Affairs to place the VC's letter on the 'I' drive for all to see

Student Volunteer Week

Noted:

- A message of thanks was conveyed to the Volunteering Department, as the week had been successful, moreso than last year

12. Campaigns

Week of Action

Agreed:

- Name of week to be agreed via email, along with planned activities. Acting General Manager Ian Johnston asked for this as soon as possible so that staffing resource could be planned

Noted:

- The SU is supporting the 'week of action' by not attending any University meetings for the whole week
- The SU plan to write to schools and supply them with pre-designed postcards for children to complete. A supply of these postcards will also be on display in stands in the Atrium
- There will be t-shirts and posters with three strap lines, possibly with badges and ribbons
- There will be chalk graffiti outside the Atrium

Agreed:

- Acting General Manager Rebecca Rock to arrange an Executive Committee meeting early one morning later this week so that the activities are agreed, follow up on 'week of action' planning and ratify all discussions which took place at the Exec' meeting today, with the caveat that the student voice is heard at all University meetings via another method

Noted:

- Posters required are likely to require 2-3 hours work, but Marketing & Communications Manager will require notice in view of elections being a priority

13. SU Calendar

Noted:

- It was proposed to move Volunteer Celebration Week from week commencing 30 April 2012, to week commencing 7 May 2012, due to student availability – this will allow students more time to complete their volunteering logs
- Certificates this year will be personalised with the number of volunteer hours completed

14. Communications Priorities

Noted:

- 1 – Elections
 - 2.- Week of Action
 - 3. Varsity
- all to be agreed, as Executive Committee is not quorate

15. Any Other Business

Noted:

- There was no other business to discuss

16. Next meeting date

Noted:

- The next Executive Committee meeting is due to take place on Tuesday 13 March 2012, at 2.30 pm

I certify that the above minutes are a true and accurate summary of the meeting held on 27 February 2012, and have been approved by the Executive Committee. These minutes will now be publicly available.

.....
Name (Chair)

.....
Date

Agreed