



UNIVERSITY OF LINCOLN STUDENTS' UNION EXECUTIVE COMMITTEE

University of Lincoln Students' Union Executive Committee, 6th March 2015
at 2:30pm in the Upstairs Meeting Room.

Present:

Chair: Brian Alcorn (BA) – President
Olivia Hill (OH) – Vice President Welfare and Community
Hayley Jayne Wilkinson (HJW) – Vice President Activities
Nyasha Takawira (NT) – Vice President Academic Affairs
James Brooks (JB) – Chief Executive

Also in attendance:

Aidan Mersh (AM) – Head of Membership Services and Marketing
Hannah Coleman (HC) – HR and Office Manager
Megan Graham (MG) – Administrative Support Worker

1.1 Apologies for Absence

- No apologies for absence were received.

1.2 Declarations of Interest

- No declarations of interest were received.

2. Minutes of the Previous Meeting

- The minutes of the meeting on the 13th February 2015 were agreed as accurate.

3. Matters Arising

Noted:

- A disclaimer for the housing window was drafted.
- Volunteer Co-ordinator Jane Kilby was updated on the student led project committee decision.
- Course Representation Worker Liz Smy discussed the event being done in partnership with the Union and Entertainments Manager Michael Redpath.
- Activities Co-ordinator Tracey Revill and Activities Worker Emily Baldwin were presented with flowers at Varsity; staff members from Hull were not present to receive a gift.

Action:

- OH to create a vlog about the housing window.
- MG to look in the previous minutes regarding the meeting with Head of Student Services Jacqueline Mayer, Communications and Activities.
- HJW to update on the incident with Women's Rugby.

4. SU Awards Guest List

Noted:

- The guest list was agreed outside of the committee.

Action:

- BA to speak to Student Voice Administrator Lindsay Westgarth regarding the SU Awards Guest List.

5. Education Question Time

Noted:

- An email was received asking if the Union would like to take part or help to organise an 'Education Question Time' regarding the General Election.
- The date of the 'Education Question Time' was to be confirmed.
- It was suggested staff could take part in, but would not organise, the event.
- It should be declared that any questions and opinions are a personal view and do not represent the Students' Union.

Agreed:

- Union staff could take part in the 'Education Question Time', but will not help to organise the event.

6. Development Fund Requests

Agreed:

- Postponed to the Executive Committee on the 27th March 2014

7. Sports and Societies Constitutions

7.1 Expedition Society

Noted:

- Expedition requested to create the role of an Honorary President to act as a figure head, who would not have to be a member nor have the duties of a President.

Action:

- AM to contact Expedition to explain that the honorary member can be put in place which must be in line with Bye-law 1.
- AM to change the template of the constitution and Expedition to remove the assets section in point 8 of the constitution.

Agreed:

- Constitution approved subject to amendments.

7.2 Law Society

Noted:

- The amount of money in the Law accounts is high for this time in the academic year.

Action:

- AM to discuss with Law that in 9.1 the devolve power should be changed to delegate tasks.
- AM to discuss with Law that the Job Descriptions should be changed to Volunteer Role Descriptions, and to clarify that the constitution is approved but not the Job Descriptions.
- HJW to discuss the amount of money in the Law accounts with Law.

Agreed:

- The constitution is approved subject to amendments.

8. NUS Voter Registration Competitions

Noted:

- BA met with Steve Swain and Simon Walters from the City of Lincoln Council, the NUS Voter Registrations Competition was discussed.
- The bids are for up to £10,000 with the deadline being Tuesday 10th March.
- It was suggested to get a small cart or flag back pack which could be used to advertise the general election.

Action:

- AM to ask Communications to investigate quotes for the different options.

- AM and OH to discuss the request, JB and OH to finalise and send the request.

9. Feedback Campaign General Themes.

Noted:

- The Education and Student Life Committee requested a summary of the campaign to be taken to the next committee.
- The number of responses, which dictated which summary was taken to the school, was based on the proportion of students represented.
- It was suggested that each school should be given a specific summary which will highlight the positives and development areas.
- The aim is to have the Reps and Schools collaborating on the areas of development.
- NT was commended on the Summary.

Action:

- NT to add bullet points for development areas for each School.

Agreed:

- The Summary was approved with recommendations.

10. Employee of the Month

Noted:

- The following staff were nominated for Employee of the Month:
 - Amy Gillard - Volunteer Worker
 - 2 x Lindsay Westgarth – Student Voice Administrator
 - Elizabeth Smy – Course Representation Worker
 - Samantha Colley – Operational Support Staff (Engine Shed and Tower Bars)
 - Scott McGinn – Communications Co-ordinator
 - Callie Sowerby – Operational Support Staff (Engine Shed and Tower Bars)
 - Laura Crouch – Communications Worker
 - Alan Bage – Senior Web Developer
 - Gabrielle Hartley – Operational Support Staff (Engine Shed and Tower Bars)
 - Tracey Revill – Activities Co-ordinator
 - 2 x James Perry – Cook (Engine Shed and Tower Bars)

Agreed:

- Gabrielle Hartley won Employee of the Month for February.

11. Staff Suggestion

Noted:

- The staff suggestions were discussed and a winner was chosen.

12. School of the Month

Noted:

- The following Schools were nominated for School of the Month:
 - School of Engineering
 - School of Film and Media
 - School of Fine and Performing Arts
 - School of Pharmacy
 - School of Psychology

Agreed:

- All schools to be circulated in advance and NT to provide a recommendation.
- The School of Sport and Exercise Science won School of the Month.

13. Sabbatical Officer Verbal Updates

13.1 Vice President Academic Affairs

Noted:

- The last Rep Forum of the year has 72 students attend.
- The College of Social Science Board Meeting was this week, with the Education and Student Committee next week.
- The College of Arts and College of Science Board meetings clash next week.
- NT was congratulated on being re-elected as the Vice President Academic Affairs.
- NT and JB spoke to Tina McEwan who is a Governor for the University.

13.2 Vice President Welfare and Community

Noted:

- OH has been GOATing for elections and preparing for the Healthy Campus Week, focussing on legal highs and alcohol awareness.
- For Mental Health Awareness 2 workshops have been planned, a mental health hub in upper tower bar and dog petting.
- Workshops and Mental Health Hub have been arranged.
- The Education and Student Life Committee is 11th March 2015.
- Only a Full Member of the Union can run for an Officer position.

13.3 Vice President Activities

Noted:

- The S&S Team photos were taken on the 5th and 6th March 2015, the Engine Shed is a more appropriate venue for the photo shoots.
- Team photos will be put up in the Hub and The Swan.
- The Societies Showcase will be next Sunday.
- Salou and Amsterdam are getting closer.
- The London Trip will be happening on Wednesday.

Action:

- HJW to liaise with Commercial Services Manager Charlie Garrod about the Team Photos for next year.

13.4 President

Noted:

- HJW and NT were congratulated on their results in the elections.
- There were 20,000 more votes than last year.
- Initial indications show no concerns from The Charity Commission Review
- The University Board of Governors are reviewing the strategy, any ideas from Exec should be sent to BA to pass on.
- A more robust strategy should be put forward giving the stance of the Union.
- Looking at themes that were given by students would be useful.
- BA is attending a trip to Auschwitz at the weekend.
- BA endorsed Richard Brooks and Megan Dunn in the NUS Elections.
- BA is considering standing as a trustee for NUS.

Agreed:

- HC to arrange a meeting before the next Executive Board with Sabbatical Officers and elects.

14. Chief Executive Verbal Update

Noted:

- Budgets will be discussed and finalised next week, it is looking good for Academic Representation, Advice Centres and staffing matters.
- There is £10, 000 in the Sabbatical Officers budget for Liberation related spending.
- The election went well, AM and his team were commended.
- The Annual Membership Survey received over 2000 respondents, last year there were only 1256 respondents.
- Articles have been changed but the approval of the Charity Commission is needed.
- BA asked JB to look into changing the Articles for the International Officer; these changes would be an unsubstantiated change due to the membership of the Board of Trustees.
- The Bye-laws also need changing which must go through student council.

15. Health and Safety

Noted:

- On Wednesday the Fire Alarm was activated by a member of Security leaning on the alarm. This is being investigated on CCTV
- Front of House and Safety Co-ordinator Wayne Granger (WG) is doing a monthly breakdown of the Health and Safety Report.

16. Any Other Business

Noted

- Finance Controller Dean Howard and WG were commended on the training they achieved.

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Chair

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Date