



UNIVERSITY OF LINCOLN STUDENTS' UNION EXECUTIVE COMMITTEE

University of Lincoln Students' Union Executive Committee 6th July 2015 at
10 am in the Upstairs Meeting Room.

Present:

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

Also in attendance:

Aidan Mersh (AM) – Head of Membership Services and Marketing; Hannah Coleman (HC) – Head of HR and Operations and Megan Graham (MG) – Office Administrator.

1.

1.1 Apologies for Absence

Apologies were received from Nyasha Takawira (NT) – Vice President Academic Affairs.

1.2 Declarations of Interest

There were no declarations of interest.

2. Minutes of the Previous Meeting

The minutes from the meeting on the 25th June 2015 were agreed as an accurate record.

3. Matters Arising

- MG to arrange a meeting between WB and Chris Spendlove, University Registrar.

4. Chair of Student Council

Noted:

- There is currently no Chair of Student Council.
- It was suggested that AM, Clerk to Student Council, holds an online election or co-opt a temporary Chair until the first Student Council of the academic year where a permanent Chair will be elected.

Agreed:

- The decision to be postponed until NT is present.

5. Sabbatical Officer Holiday Approval

Noted:

- In the terms and conditions of the Sabbatical Officer contract holiday approval is approved by the Executive Committee, last year this was agreed to be approved outside of the Executive Committee meetings.

Agreed:

- President to approve all annual leave for Sabbatical Officers and JB to approve the President's annual leave.

6. Committee Memberships

Noted:

- The proposed Members of University Committee meetings were presented.
- It was suggested that all Sabbatical Officers be in attendance at the Education and Student Life Committee.

Agreed:

- Community Reps, HJW and WB will now be members of the Residential and Student Living Committee.
- HJW will be a member of the Research and Enterprise Committee
- HJW and Jane Kilby, Volunteer Manager, will be members on the Environment and Sustainability Committee.
- HJW to email DVC Scott Davidson, to request membership on the Education and Student Life Committee.
- HJW to investigate who is on the Standing Groups for each Committee.

7. Nursing Ball 2016

Noted:

- The Nursing Ball committee have requested that the Union support them with the deposit for the venue for the Nursing Ball 2016.
- Last year this was granted as this was the first Nursing Ball event.
- They required 30 tickets to be sold to cover the deposit cost and sold 121 tickets.
- It was suggested that the Nursing Ball committee speak to the Nursing Society.

Agreed:

- SS to speak to Liz Smy, Course Representative Worker, to arrange a meeting with SS, Sophia Bishell - Societies Worker, Nursing Ball Rep and the Nursing Society.

8. Employee of the Month

Noted:

- The following employees were nominated for Employee of the Month: Rachael Townsend – Marketing Manager, Scott McGinn – Communications Co-ordinator, Kelly Sheanon – Graphic Design Worker, Amy-Leigh Sellers- Graphic Designer, Amy Gillard – Volunteer Worker, Alan Bage – Senior Web Developer, Ben Tindall – Web Developer Worker and Megan Graham – Office Administrator.

Agreed:

- The winners of the Employee of the Month for June are Kelly Sheanon and Amy-Leigh Sellers.

9. Sabbatical Officer verbal updates:

9.1 Vice President Welfare and Community

Noted:

- There is a Landlords Expo in Lincoln on Tuesday 6th October, it was suggested that Rachal Lilley, Advice Centre Manager, be informed about this event.
- A member posted on Facebook Page regarding The Swan closure over summer.

9.2 Vice President Activities

Noted:

- There have been posts on Facebook regarding purchase requests taking a while to be processed. Students with issues have been contacted individually.
- Player Layer has been contacted due to a large number of complaints being issued as SS came into the role of Vice President Activities.
- Three Clubs have submitted purchase requests with insufficient funds for the order.

Agreed:

- The Clubs with insufficient funds in their account may have the deficit taken out of the Development Fund; repayments will then be accountable to Sports Committee.
- SS to discuss the deficit being taken out of the Development Fund with AM.

9.3 President

Noted:

- HJW is to meet with VC Mary Stuart to discuss the International Sabbatical Officer.
- The NUS Awards are taking place next week.

10. Chief Executive verbal update

Noted:

- Storage is limited at the Students Union; a policy is to be created regarding storage for Sports and Societies; the under stage storage is not safe for student access.
- A new member of staff has been proposed to work alongside Luke Maxwell, Lighting and Sound Technician. This will replace the cost incurred from using external contractors who support the lighting and sound at events.
- July will be the first month with the pension auto-enrolment.
- It is proposed for the SU Upstairs Office door will require swipe card access.

Agreed:

- The Club Kit Policy will be written into the Finance Regulations.

11. Health and Safety

- Nothing to note.

12. Any Other Business

Noted:

- A 20 minute bi-weekly meeting with the Sabbatical Officer Mentors is to be set up.

13. Date of next meeting: Wednesday 22nd June 2015

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Chair

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Date