



**UNIVERSITY OF LINCOLN STUDENTS' UNION  
EXECUTIVE COMMITTEE**

Minutes of the meeting of the Executive Committee  
Held on 15 November 2013 at 1.00 pm  
Students' Union Board Room

**Present:**

Brian Alcorn, Deputy President & Chair/Vice President Welfare & Community (BA)  
Joseph Burt, Vice President Activities (JoB)  
Ian Antwi, Vice President Academic Affairs (IA)  
Dan Sam, President (DS) – in attendance part way through Agenda Item 7 onwards

Also in attendance

Ian Johnston, Membership Services Manager/Deputy CEO (IJ)  
Aidan Mersh, Representation & Student Voice Manager (AMer)  
Amanda Marshall, Executive Assistant (AM)  
Amy Noble, Volunteer Support Worker (AN) - observing

		Action
1.1	<b>Apologies for Absence</b> <ul style="list-style-type: none"><li>Apologies were received from President and Chair Dan Sam</li></ul>	
1.2	<b>Declarations of Interest</b> <ul style="list-style-type: none"><li>No declarations of interest were received.</li></ul>	
2.	<b>Minutes of the previous meeting</b> <ul style="list-style-type: none"><li>The minutes of the previous meeting were agreed as an accurate record, subject to a slight amendment to the VP Welfare &amp; Community's update, which was updated immediately after the Executive meeting and 'Football Committee' action, under 'Matters Arising'.</li></ul>	
3.	<b>Matters Arising</b> <b>Link TV</b> <b>Noted:</b> <ul style="list-style-type: none"><li>JoB advised that student led projects can be short term, 'one off' projects, and don't necessarily need to continue year on year. JoB has obtained information on how the Bullet team was set up and run, and has starting reading through the documentation.</li><li>JB advised that the Union is creating 'Standing Orders', and student led projects would form a piece of this project work as part of the wider review of the Union's bye laws. 'Standing Orders' will be created which govern groups, and updated bye laws and Standing Orders will require approval at Student Council before being put into practice.</li></ul>	

**Agreed:**

- It was agreed that JoB should 'hold fire' on this piece of work on student led projects, as this would be incorporated into the wider bye law review/Standing Order creation. The resulting 'Standing Order' will include how groups, committees and student led projects are to be structured and run.

**Noted:**

- JB advised that this particular student led project (ie LinkTV) should be treated as a student led project this year, whereas next year it is intended for it to be regarded as a 'committee' when the 'Standing Orders' have been prepared.
- IJ added that the criteria which Volunteer Co-ordinator Jane Kilby (JK) had previously prepared for student led projects, only related to community led projects. IJ has since spoken with JK, and the criteria now related to internal projects too.

**Hodsons Coaches**

**Noted:**

- JoB advised that he had received details of a trip to Chatsworth House from Hodsons. However he advised that the date clashes with the Hull Premier League football match, so it wasn't viable. JoB is still awaiting more details of trips from Hodsons.

JoB

**Action:**

- JoB to follow up trip details from Hodsons Coaches.

**Twitter Wall**

**Noted:**

- AMer advised that Communications Worker Scott McGinn had been exploring various options with DS today, and the Union will go ahead and buy one.

**Sabbatical Officer Time Analysis Charts (how presented to Student Council)**

**Noted:**

- Due to Josh Leafe's study deadlines, he had not been in the office. BA had therefore emailed him, and would provide an update at the next Exec' on Friday 22 November 2013

BA

**Sabbatical Officer Uniform**

**Agreed:**

- To be decided when the full Executive are in attendance.

All  
Exec'

**Football Committee**

**Noted:**

- IJ is awaiting a date to include the prepared email.

**Action:**

- IJ to circulate to Exec' after today's meeting.

IJ

**Sabbatical Officer Time Analysis Charts**

**Action:**

- All Exec' to complete the time analysis charts and screen shot their calendars weekly, with immediate effect.

All  
Exec'

**Noted:**

- IA highlighted that it was necessary to analyse their week's activities, before the week was actually over.

**Agreed:**

- It was agreed that Exec' would now receive the previous week's time analysis charts at weekly Executive meetings.

**Student Buddy Scheme CPD training training for LGBT & diversity group issues (discuss using Union Staff Development Budget)**

**Noted:**

- BA chose not to meet with JB regarding budgets, and instead decided to fund this training from the extra funding which had previously been placed in his budget.

**RAG**

**Noted:**

- JoB had found a student who was really interested in RAG.

**Discussed:**

- There was some discussion around the possible RAG position, with different views – BA highlighted his concern that RAG had been identified as low priority in the strategy by students. IA stated that this was something which a student had asked the Union for. It was discussed that RAG could form part of the 'standing committees' as part of the bye law review. JB advised that it is usually expected that a fully functioning union would have an arm which does fund-raising for charity. There would then be a designated area for Children in Need, Sport Relief etc.

**Agreed:**

- Standing Orders and Bye Laws (once updated) to be submitted to Student Council in February 2014.

**Lincoln Food Bank**

**Noted:**

- IJ advised that UCLAN does not operate this scheme any more. He has been advised that Sheffield Students' Union runs it, and would obtain their selection criteria.

**Action:**

- IJ to bring Sheffield Union's Food Bank eligibility criteria to the next Executive Committee meeting on Friday 22 November 2013.

**Noted:**

- JB suggested that the Union request donations from University staff.

**4. Sabbatical Officer verbal updates**

**President**

**Noted:**

- DS was not present to give a verbal update, due to his attendance at the fourth session of the University's Court.

All  
Exec'

IJ

### **VP Activities**

#### **Brayford Radio – Monday 11 November 2013**

##### **Noted:**

- JoB advised that there had been a lot of response on Twitter and numerous students texting in – in response to the question: “what would you change about the SU?” Responses included, ‘more staff’, ‘more budget’, ‘less hot air and PR’. JoB advised that there was no way of knowing how many people were listening. The only way to gauge response currently is via Facebook and Twitter.

### **Societies Events**

##### **Noted:**

- JoB plan to attend some more societies’ events this week, as he has been attending events every Wednesday to date. He reported that this was going well.

### **Varsity**

##### **Noted:**

- JoB spent three hours yesterday planning for the Varsity event between Lincoln and Hull unions – with Hull’s Sports Officer and Vice President Activities. To date seven societies have been matched who wish to take part. This exceeds the target of three in JoB’s Operations Plan. There will potentially be 50-60 different competing activities on the day.
- JoB has planned the content of the packs, which will include a t-shirt, free entry to the night-time event, a Lucozade sports drink and everything that participants will need for the day. JoB is considering starting the promotion now, with potentially having two mascots (photographs of the Swan mascot from Lincoln and the Pig mascot from Hull) – and issuing the promotional materials before Christmas. JoB has a meeting scheduled in the diary to look at the budget for the event, number of coaches etc – so he can then decide how much to charge participants.
- A meeting of the mascots will take place before Christmas
- A video will be produced after Christmas.

### **VP Welfare & Community**

#### **WERA Conference - Manchester**

##### **Noted:**

- BA attended the WERA ‘The Change’ Conference in Manchester on Monday 11 November 2013 and found it very informative and commented that the whole of the Executive team would have benefited from attending. Key note speaker Arnie Graph (mentor to President Obama) held one to one sessions and workshops – he organises people to achieve things. Arnie is currently working with Ed Miliband at the moment.

#### **York St John’ Students’ Union Visit – 12 November 2013**

##### **Noted:**

- The Chief Executive and the Sabbatical team from the University of York St John’s Students’ Union (‘YSJ’) visited Lincoln SU on Tuesday

12 November 2013. BA didn't feel that he learned too much, but felt that it was beneficial for the YSJ team – as they are small and specialised.

#### **Abbey Neighbourhood Board – Wednesday 13 November 2103**

##### **Noted:**

- BA attended a meeting of the Abbey Neighbourhood Board on 13 November 2013. There was approximately 20 attendees there, and was a similar type of meeting to Carholme Community Forum. The Board were addressing real issues that they were experiencing in their neighbourhood. Abbey Ward has the highest incidents of crime in the county. BA commented that it was good to hear about issues elsewhere in the city.
- BA is due to attend a neighbourhood meeting in the Park Ward next month.

#### **Meet the Street Campaign – week commencing 18 November 2013**

##### **Noted:**

- 'Meet the Street' events are due to take place during week commencing 18 November 2013. DS and BA have been out flyer'd and putting up posters to promote the event – at local businesses and on lamp-posts etc.

#### **NUS Assistant Community Organiser position**

##### **Noted:**

- Interviews for this position took place on 14 November 2013, with one candidate from the University of Lincoln, and two from Bishop Grosseteste ('BG') University.
- The successful candidate was a BG candidate.

#### **LGBT Group – Chair**

##### **Noted:**

- BA met with the chair of the LGBT earlier today and had a very positive meeting. He went through draft of the Standing Order and they would take it back to their group and review it, but initial reactions were that they were happy with it.

#### **PCSO Mel Waldren**

##### **Noted:**

BA met with Carholme Ward based PCSO Mel Waldren, who will be organising Police drop-ins to be held in the Students' Union shortly. Previously drop-ins were held in the Atrium, but experienced poor attendance.

#### **VP Academic Affairs**

#### **Postgraduate Focus Groups**

##### **Noted:**

- Postgraduate focus groups, discussing postgraduate representation and how it is structured have taken place this week – with 5-6 participating rep's.
- This highlighted that course by course postgraduate representation is not effective, as there is often only 2-3 rep's in each area. It was highlighted that it would be prudent to group postgraduate

representatives by research area or school. For postgraduate taught courses, some cohorts are much larger than others.

- Course Representative Worker Kirsty Barnes, Casework & Policy Intern Lindsay Westgarth, and Representation & Student Voice Manager Aidan Mersh will analysis this, formulate plans for the way forward, and bring them to a future Executive Committee meeting for consideration by the Executive.

#### **Student Engagement Champions Training – 13 November 2013**

##### **Noted:**

- IA took part in the first level of training (workshop) for the Student Engagement Champions took place on Wednesday 13 November 2013. These workshops are due to continue throughout the year. Leads from departments and schools were present.

#### **School of the Month**

##### **Noted:**

- IA met with management from Nandos Restaurant this week, and has been able to negotiate nine free meals at Nandos which will be awarded to the school when they win the 'School of the Month' award. IA originally intended to advertise Nandos in the Rep' Newsletter, but this is not possible due to BAM's contractual restrictions.
- IA suggested instead taking a photograph outside Nandos, with the winning team – and publishing this in the Rep' Newsletter. IA will pitch this option to Nick Long, Manager at Nandos.

#### **Meeting with Vice Chancellor: PG Representation**

##### **Noted:**

- IA met with the Vice Chancellor recently regarding post-graduate representation. Issues coming out of the recent post-graduate drop-ins had been an eye opener for the University's SMT (Senior Management Team) – with Accommodation not communicating with postgraduates. The Vice Chancellor saw staff members concerned about this afterwards.
- JB requested that IA obtain the details of this particular student's case, as it would reinforce the Union's business case for an Advice Centre.

##### **Action:**

- IA to obtain details of the student case for JB.

#### **Engineering School concerns**

##### **Noted:**

- AMer advised that Engineering modules had been advertised, which weren't going ahead – as there were no teaching staff to deliver them. The response to this was the School was recruiting a new Head of School.

#### **5. Sabbatical Officer time analysis charts**

##### **Agreed:**

- Agenda item to be deferred to next week's Executive Committee

IA

meeting – so that full data would be available for consideration – as agreed earlier in the meeting.

**6. Chief Executive verbal update  
NCVO Trustee Conference**

**Noted:**

- Both JB and DS attended the NCVO's Trustee Conference on Monday 11 November 2013, in London. JB reported that they found it really good, with lots of useful information available. It was recognised that the Union's Board of Trustees should have more female representation. The Union should therefore encourage female students to run in the elections for the Student Trustee roles during elections, and this should be incorporated into the advertising.

**Students' Union 'I' drive**

**Noted:**

- JB proposed that the content of the Union's 'I' drive be moved across to the recently created 'NASS' drive, and permissions for areas be created. This would present an opportunity for all content to be reviewed – with only relevant and current information being transferred across.

**Agreed:**

- The Executive agreed JB's proposal outlined above, ie to eventually only use the 'NASS' drive, and transfer all relevant data across.

**Meeting with Vice Chancellor, SU Chief Executive and SU President**

**Noted:**

- JB and DS met with the Vice Chancellor earlier today, where she advised that student numbers for the institution are down by 18% year on year, and sector-wise they are down by 16% year on year. The VC advised that this may be due to the fact that there hasn't been enough Open Days taking place. The University is doing a lot of work to address this at the moment.

**Lincolnshire Sports Partnership Awards – Thursday 7 November 2013**

**Noted:**

- JB attended this event along with officers and staff from the Students' Union. The Union did not win an award, but an enjoyable evening was had by all.

**University Merit & Achievement Awards – 19 November 2013**

**Noted:**

- It was noted that four members of the Students' Union Staff Team will receive a Merit & Achievement Award: Dean Howard, Aidan Mersh, Alan Bage and Amanda Marshall. They will all be presented with a certificate at a ceremony on 19 November, and will receive a £500 Award from the University.

7. **AGM (to include discussion around fines)**  
**Discussed:**
- There was discussion around whether fines should be imposed on sports clubs and societies for non-attendance at the AGM. IJ felt that if this was the case then fines should apply to rep's also. JoB felt that the imposition of fines would result in sports clubs and societies attending because they had to, not because they wanted to. It was noted that AMer spoke on DS's behalf, as he was in favour of imposing fines to ensure attendance.
  - There was discussion around fines versus incentives with differing views around the table.
- Noted:**
- It was noted that JoB was strongly against the use of fines for the AGM, whereas the other three officers DS, IA and BA were in favour of them. All the Executive supported the use of incentives.
- Agreed:**
- It was agreed that the matter would be discussed and decided upon in a separate (to be arranged) meeting, outside of the Executive Committee meeting.
8. **The Linc**  
**Noted:**
- DS advised that the student newspaper 'The Linc', currently produced by the University's School of Journalism had proposed that the Union take over it at a cost of £3,000. They wish the publication to be increased to six times per year. The proposal would be that it would be a Union paper, produced with support from the School of Journalism. Exec' were asked to consider the impact of having The Linc on board.
  - JB advised Exec' that selling advertising space in the publication was unlikely to be sustainable or profitable.
  - JB suggested meeting with The Linc, to discuss the proposal further.
- Agreed:**
- The Executive agreed in principle to the proposal.
9. **Mature Students**  
**Noted:**
- JoB, AMer and BA had been copied into an email regarding MAPS going under the Chaplaincy and the Graduate School (from the University's Chaplain), not the SU.
  - MAPS is currently a group of friends, who organise social events amongst them.
  - IJ advised that an agreement exists with the University that any support for clubs, groups and societies would come from the Union – and the University would not get involved in that.
- Action:**
- IJ to obtain a copy of this.

IJ



10.

**Noted:**

- BA is due to meet with the University Chaplain next Monday, and will discuss this with him then.

**Any Other Business**

**Phillipines Disaster**

**Agreed:**

- DS discussed the SU supporting the Phillipines disaster. It has been discussed on Twitter. The SU will have collection boxes and buckets on SU Reception.
- Sabb's will take buckets to committee meetings.

**Noted:**

- DS will raise the matter at the next meeting of the Executive Board next week, to see what the University is doing to support the disaster.

**Action:**

- SU Volunteer Co-ordinator Jane Kilby (JK) to organise

JK

**VP Welfare & Community**

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**14. Date of next meeting**

**Noted:**

- The next meeting will take place on Friday 22 November 2013, at 2.00 pm.