



UL STUDENTS' UNION
www.lincolnsu.com

University of Lincoln Students' Union Executive Committee

Minutes of the meeting of the Executive Committee
Held on Thursday 13th September 2012 at 2.00 pm
In the Students' Union Board Room

Present:

Jennine Fox, President (Chair)
Andrew Twagira, Vice President Welfare & Diversity
Loryn Good, College Rep' – College of Arts
Francesca Anderson, Officer for Students
Gooleswari Seeburn, Officer for Societies
Daniel Sam, Vice President Activities
Hugh Lound, Officer for Students

Also in attendance

James Brooks, Chief Executive
Ian Johnston, Interim Deputy Chief Executive
Amanda Marshall, Executive Assistant

1. Apologies for Absence

- Apologies for absence were received from Wesley Wells - Vice President Academic Affairs and Tom Candy – College Rep', College of Science

2. Minutes of Previous Meeting

Noted:

- The minutes of the meeting held on 30 August 2012 were agreed as an accurate record

3. Matters Arising Rep' Vacancies

Noted:

- Vacancies have now been advertised

Regional Networking Event

Noted:

- This event did not take place due to insufficient numbers

Accommodation

Action:

- VP Welfare & Diversity Andrew Twagira to follow up preparation of a helpful guide to moving in with SU Marketing & Communications Manager Ross Ironfield, in readiness for November 2012

Agreed:

- This leaflet will be placed on line with picture content on Facebook – with a link to the SU website

Hull arrangements**Noted:**

- President is awaiting a response from the President of Hull Students' Union regarding a written agreement for the arrangements for University of Lincoln students at Hull, and also tour arrangements of Hull campus for the University of Lincoln students who are based there

TOP 6 Feedback**Noted:**

- President has raised resourcing for five representatives on each University Committee (a request received from the University) with the Vice Chancellor at the Annual Conversation meeting which took place on Friday 7 September 2012

Action:

- President Jennine Fox and VP Academic Affairs Wesley Wells to progress this conversation further with Deputy Vice Chancellor Professor Scott Davidson as the Students' Union's view is that this should be a jointly held training event, with shared responsibility between the Students' Union and the University

Campuses**Riseholme****Noted:**

- A reply has now been received from Senior Deputy Vice Chancellor Andrew Atherton, following the TUPE transfer of the University of Lincoln's FE provision to Bishop Burton College – the directive is to continue using the facilities as normal until advised otherwise
- The Students' Union office in the Old Hall has now been decommissioned and the furniture is to be removed
- There will be a requirement to move the canoeing and kayak store at some point in the future – the date will be advised
- Rooms in the Old Hall and the Conference Centre can continue to be booked via the University's on line room booking system

Action:

- President Jennine Fox and VP Academic Affairs Wesley Wells to progress this matter via Professor Scott Davidson, whose portfolio has now been extended to include responsibility for Riseholme

Finance**Noted:**

- The University is currently working on the format of the finances of the Students' Union and how they will be presented
- The Union's accountant Catherine Connell has been preparing last year's yearly accounts which will be received at Executive Committee in two meeting's time
- The Vice Chancellor has just agreed the budget for the Students' Union at the Annual Conversation meeting on 7 September 2012

SU Calendar Review**Action (ongoing):**

- All officers to ensure that dates are included in the Annual Calendar

Meeting to discuss 16 September 2012 – student move in day**Noted:**

- VP Academic Affairs Wesley Wells attempted to arrange a meeting with the University's Residential Services Manager and Director of Student Affairs, but it did not go ahead

- The SU therefore assumed that no official line had been received from the University, therefore the Executive assumed that the Union is welcome to meet students around the student accommodation on moving in day

Carholme Community Gala

Noted:

- A meeting took place earlier on today regarding the set up of an SU stall
- Some sports clubs and societies are holding activities: cheerleaders will be there and there will be a rounders tournament
- Happy the Hippo will be present at the Gala
- Activities are being co-ordinated by VP Activities Dan Sam and VP Welfare & Diversity Andrew Twagira
- All Executive members are encouraged to liaise with the co-ordinators if they are able to help in any way, and Andrew Twagira is attempting to arrange a shuttle bus

Home Students' Group

Noted:

- All Executive members are requested to advertise and promote the Home Students' Group on their Facebook and Twitter accounts

4. TOP 6 Feedback

Noted:

- The next meeting of the Board of Governors is due to take place during Fresher's Week

Action:

- President Jennine Fox to review TOP 6 Committees, ie which are the top 6

5. Student Feedback

Graduation Ball

Noted:

- There has been a lot of varied feedback from students on the Graduation Ball, and a separate meeting has been arranged to discuss this
- An SU presence at the graduation ceremonies was a PR opportunity for the SU, which will be reviewed and fed back to the Executive Committee at a later date

Student ID Cards

Noted:

- Student ID cards for second year students are now expiring, and feedback from students is that enrolment instructions still appear not to be clear, even after the University issued an email instruction on the process

Action:

- Executive Committee members to email Amanda Marshall with feedback on the enrolment process so that President Jennine Fox and Chief Executive James Brooks can take this feedback to a meeting with the University's Student Administration Manager Helen Moody-Reed and Student Support Manager Denise Foster next week

Fresher's Fayres

Noted:

- There have been some questions raised by students regarding there being three (instead of the former two) Fresher's Fayres
- Students are encouraged to access the SU website, where the whole itinerary for Fresher's Week can be found

- An email is due to be sent by the end of the week (ie week ending 14 September 2012) to all second, third year and postgraduate students to remind them of the timetable of events
- Exec' were reminded that email is the only method of communication with students, and all were encouraged to Tweet information out to students, including the link to the Fresher's area of the website

Graduation Week

Noted:

- All feedback received from graduation week has been positive
- It was suggested that the University be commended on the success of the event, and an acknowledgement be made that it is a strength of the University

Graduation Ball

Noted:

- Graduation Ball was very successful

6. Campuses

Noted:

- Updates have already been received earlier in the meeting

University of Lincoln students based at Hull University campus

Noted:

- University of Lincoln students have been permitted to use the sports facilities and advice service where relevant

7. RAG Review

Noted:

- Last academic year RAG existed as a society but did not hold any 'raise' and 'give' activities

Discussed:

- Clarity is needed on the way forward for RAG, ie should it exist as a group, a society or be a student led?
- The possibility of an NUS representative from NUS coming to Lincoln to train RAG members
- If RAG exists as a society, then membership fees are chargeable, and the purpose of RAG is to raise money – so charging membership fees was considered to be unfair
- Interim Deputy Chief Executive Ian Johnston/Activities & Development Manager Ian Johnston is happy to deliver finance training to RAG members (to incorporate extra training to explain 'ultra vires')
- It was suggested that RAG be advertised throughout Fresher's Week with an 'interest' sheet being made available for interested parties; with a meeting being arranged subsequently with interested parties to hold an election for the group positions (ie President, Secretary, Treasurer)

Agreed:

- RAG will be promoted on the SU stand during Fresher's Week – with a sign up sheet being placed on the 'SU Helpers' stand
- VP Activities Daniel Sam to lead on the promotion of RAG, and all Exec' are to promote RAG

8. Conflict of Interest

Noted:

- To be declared at next meeting on 25 September 2012

9. Project Updates & Campaigns

Graduation Ball

Noted:

- The budget target for the Graduation Ball was £6k. The event made £7120 (excluding VAT), and a decision will be made at a later date regarding how to spend the additional £1k
- Band Loveable Rogues, who performed at the Graduation Ball cost £3k instead of the original quote of £5k, due to them not releasing their single as yet
- 1102 tickets were sold, 76% of which were bought on line
- The event was heavily promoted on line due to the marketing taking place later than usual, and there were some user error issues encountered with the website, reported by students close to the date (despite there being full instructions available on line)

Fresher's Week

Noted:

- There are three (instead of two) fayres taking place this year
- Part-time officers were encouraged to help and support with the fayres as much as they could, studies permitting and all officers were asked to complete the Fresher's schedule with their availability to ensure full cover on the SU stand over the three days (it had been suggested that four people be on the stand at any one time)
- Officers when wearing SU uniform are representing the Union and are acting in their capacity as an officer, and are encouraged to wear them and speak with as many students as possible
- No alcohol can be consumed when wearing the SU uniform
- Officers are not permitted to help students move into their accommodation, as they are not insured
- The team are encouraged to hand out the 'Fresh' guides to students on move in day

VC Tea Party

Noted:

- The Vice Chancellor holds two briefing sessions on Sunday 16 September 2012 (move in day) in the University's Main Administrative Building - to which all full and part-time officers, students and parents (at set times) are invited
- All the Executive Committee are to attend these events in their SU uniform and interact with parents and students about what they can get involved in and what their SU can offer them
- All Exec' are invited to join the President over a drink/bite to eat on the evening of Tuesday 18 September 2012

Pep Rally

Noted:

- Medals have now been delivered and inflatables will follow soon.
- It is hoped that a candy floss stall will be booked for the day

Varsity

Noted:

- The annual competition with the University of Derby is due to take place again this year
- All members of Exec' are encouraged to feed back their ideas for Varsity to VP Activities Dan Sam
- Lincoln will be having wrist bands for the event
- VP Activities Dan Sam has met with Director of Sport Robin Wright and Lincoln City Football Club to strengthen relationships, and a

meeting has been requested with the Chief Executive of the Football Club

- There is a standing offer in place for the University to use the pitch at Lincoln City, but heavy fines can be incurred if damage to the grass occurs

Enterprise & Employability Week: 12 – 16 November 2012

Noted:

- This is an event run by the University' Careers Service, on a limited budget
- A Careers Fayre is due to take place in the Engine Shed on Thursday 15 November 2012, and it is hoped that the Union will produce an Enterprise & Employability related publication to go out the week before
- Ideas for the publication are welcome and the Executive are encouraged to pass ideas on to the President

10. Finance

Noted:

- An update on this has already been received, however Exec' was asked to note that the Students' Union is now a separate organisation from the University and therefore is not obliged to fall under the University's Financial Regulations
- It is a priority for the Chief Executive, Deputy Chief Executive and Union Finance Intern to put together financial procedures for the Students' Union

11. Carholme Community Gala

Noted:

- VP's Andrew Tragira and Daniel Sam are leading on this event

12. Open Days Resourcing

Noted:

- Open Days on Saturday 29 September 2012, Saturday 20 October 2012 and Saturday 10 November 2012 run from 10.00 am – 4.00 pm (busiest times between 10.00 am and 4.00 pm)
- Two members of SU staff will cover the morning and the afternoon sessions

Action:

- Amanda Marshall to email out dates of Open Days to all Exec'

13. Expenses (Tower Bar)

Noted:

- A tab has been opened with the Tower Bar for Chief Executive James Brooks, Deputy Chief Executive Ian Johnston, Executive Assistant Amanda Marshall and the four full-time sabbatical officers Jennine Fox, Wesley Wells, Andrew Twagira and Dan Sam to purchase drinks for official visitors to the Union
- The expenditure reports will be brought to Exec', who can hold each other, and staff to account regarding the transactions

14. SU Calendar Review

Noted:

- Exec' agreed that their preference for the Make a Difference Day activity for the SU team would be 22 November 2012

Action:

- Amanda Marshall to inform Jane Kilby

15. Communications Priorities

Agreed:

- Fresher's Fayres and Activities

Agreed:

- All of Exec' to think overnight of three Union priorities and to let Jennine Fox know so that student opinion can be gauged at Fresher's Fayres

16. Any Other Business

Lincoln BIG

Noted:

- Lincoln Business Improvement Group ('BIG') has emailed the Students' Union asking it to come up with three priorities to stop binge drinking in Lincoln City Centre.
- Lincoln BIG has £20 to spend over the next two years on this project

Agreed:

- Three priorities will be agreed at the next meeting of the Executive Committee on Tuesday 25 September 2012, as the deadline for a response to Lincoln BIG is 12 October 2012

Brayford Radio

Noted:

- Exec' agreed that the SU can broadcast on Brayford Radio, providing that the content is kept specific and there is no promotion of other clubs or pubs

Media training

Action:

- Amanda Marshall to contact Siren FM's editor Andrew David to request that he deliver media training to full-time Executive Officers, and part-time officers if they are available

NUS Extra Cards

Noted:

- An NUS Extra cards costs £12 and lasts for twelve months – the Union makes £7 per card and needs to up the uptake of purchases of these cards to generate more income for the SU

Agreed:

- All Exec' and staff are to promote NUS Extra cards during Fresher's Week

Received:

- A new NUS Extra purchase request from designed by a member of the SU staff team, enabling any associate member to purchase an NUS Extra card

Action:

- To be discussed outside of Exec' which form to use, ie current Associate Member form, or new NUS Extra purchase request form

Outlook Accounts

Noted:

- All Exec' were encouraged to check their email accounts on a regular basis, as this is the main form of communication
- Part-time officers were asked to populate Outlook calendars with their timetable information, and to familiarise themselves with their Code of Conduct for their positions

17. Date of next meeting

Noted:

- The next meeting of the Executive Committee will take place on Tuesday 25th September 2012 at 2.00 pm in the SU Board Room

.....
(Chair)

.....
Date

Unconfirmed