



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

Minutes of the meeting of the Executive Committee  
Held on Friday 19 July 2013 at 9.00 am  
In the Students' Union Board Room

**Present:**

- Dan Sam, President (Chair) (DS)
- Brian Alcorn, Vice President Welfare & Community (BA)
- Joseph Burt, Vice President Activities (JoB)
- Ian Antwi, Vice President Academic Affairs (IA) (from 9.10 am)

Also in attendance

- James Brooks, Chief Executive (JB) (until 9.30 am only)
- Ian Johnston, Membership Services Manager/Deputy CEO (IJ)
- Amanda Marshall, Executive Assistant (AM)
- Aidan Mersh, Representation & Student Voice Manager (for part of meeting only) (AMer)

1.1	<b>Apologies for Absence</b>	Action
1.2	<b>Declarations of Interest</b> Noted: <ul style="list-style-type: none"> <li>• There were no declarations of interest to receive</li> </ul>	
2.	<b>Minutes of the previous meeting</b> Agreed: <ul style="list-style-type: none"> <li>• The minutes of the previous meeting were agreed.</li> </ul>	
3.	<b>Matters Arising</b>	
	5. <i>Sabbatical Officer verbal updates – VP Welfare &amp; Community</i> Noted: <ul style="list-style-type: none"> <li>• Two students have now complained about a member of University staff. Meetings have now been booked with Judith Carey (Director of Student Affairs) and Jayne Billam (Director of Human Resources)</li> </ul> <i>Student Buddy Scheme</i> Noted: <ul style="list-style-type: none"> <li>• BA to circulate link to Student Buddy Scheme to Exec'</li> </ul>	BA
	9. <i>Sabbatical Officer holidays</i> Noted: <ul style="list-style-type: none"> <li>• Holiday requests to be brought to, and agreed by the Exec'. AM to retain holiday forms</li> </ul>	

11. *International Students Trip – Alton Towers*

**Noted:**

- A date has now been set for the trip: Saturday 10 August 2013, and DS has been in contact with Jacqueline Mayer and emailed her this date.

4. **Sabbatical Officer verbal updates:**

**President**

**Noted:**

- The leadership event took place at Masham earlier this week. Going forwards DS will prepare a presidential Operational Plan. Next week DS is due to attend various training sessions.

**Vice President Welfare & Community**

**Groups – Standing Orders**

**Noted:**

- Following the visit to Hull Students' Union earlier this week, BA has obtained some information on 'standing orders' and intends to adopt these going forwards for the groups' structure

**Housing**

**Noted:**

- The University's Residential Services Manager Ben Ball is currently experiencing some difficulties with drug use within a student house. The rest of the students have moved out of the property (one of which is a society president) and contact may be made with the Students' Union shortly regarding the matter.
- Should a meeting takes place, BA will be invited to attend.

**Back to School Week (NUS 2013)**

**Noted:**

- BA made a contact at NUS 2013 for the upcoming 'Back to School' Week, and spoke with them yesterday. It concerns students revisiting their former schools, raising aspirations and developing a strong attachment to their school/s.

**International Friend**

**Noted:**

- BA has spoken with his pastor about this idea, who may make separate contact

**Multi-Faith Forum**

**Noted:**

- BA met with the University Chaplain yesterday to discuss this, and has asked BA to lead on it as it should be student led.
- Joint events were discussed, ie with the SU and the English Language Centre
- The Chaplain advised BA that it is hoped that the multi-faith space will be up and running by September 2014
- The Chaplain will follow up with JB on Chaplaincy drop-ins which are due to be held in the Students' Union on a weekly basis.

#### **Vice President Academic Affairs**

##### **TEDEx Event**

###### **Noted:**

- IA is focussing on this event at the moment, and submitted the application form last evening.

##### **Careers & Employability Service**

###### **Noted:**

- IA is due to meet with Mark Stow, the University's Careers & Employability Service Manager next Friday.

##### **Space Planning and Strategy**

###### **Noted:**

- IA met with Sam Williams (SW), the University's Space Planning & Strategy Manager last week.
- SW is keen to pursue social learning spaces with IA, and wishes to discuss this topic regularly, particularly about how to involve students in shaping how they are used

##### **ICT**

###### **Noted:**

- IA recently met with the University's Deputy Director of ICT Ian Marshall, who is keen to develop a way forward for student inputs. IA would like to focus on the benefits for students.

##### **Postgraduate Representation**

###### **Noted:**

- Deputy Vice Chancellor Professor Scott Davidson (SD) has now got back to IA, advising that a working group should be avoided, due to the fact that a Graduate Committee exists.
- SD has suggested taking proposals to the Graduate Committee first, and to progress from there
- IA is to email the chair of the Graduate Committee (Professor Mike Neary) to discuss the way forward in terms of development of the new structure for September 2013

##### **College identity**

###### **Noted:**

- IA has since spoken to Professor Andrew Hunter (Head of College of Science), and this matter cannot be progressed further until the reps training has been completed

#### **Vice President Activities**

##### **BUCS**

###### **Noted:**

- JoB attended BUCS last week, and found a lot of the workshops to be relative to his manifesto – including aspects on social media and some parts on social sport.
- JoB obtained some branding ideas from Sheffield Hallam – and obtained a copy of the information

##### **Masham**

###### **Noted:**

- JoB attended the Masham leadership event earlier this week.

IA

	<p><b>Union Visits</b> Noted:</p> <ul style="list-style-type: none"> <li>• JoB found the visits to Hull and Huddersfield Unions useful – it was good to see how other activities departments operate and to see how Lincoln compares</li> </ul> <p><b>Varsity</b> Noted:</p> <ul style="list-style-type: none"> <li>• The date for Varsity has now been set for 16 February 2014. JoB will also be considering the branding for the two Varsity events.</li> </ul> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• JoB to bring a plan to the next Executive Committee meeting, on how he proposed to shrink the Derby Varsity</li> <li>• JoB to have a conversation with the contact person at Derby University, to explore a date initially.</li> <li>• JoB to look at costs/budgeting (event is likely to be end of April/May 2014 time)</li> <li>• JoB and IJ to discuss the transition plan for ceasing Derby Varsity events.</li> </ul>	<p>JoB</p> <p>JoB</p> <p>IJ/JoB</p>
<p>5.</p>	<p><b>Chief Executive's verbal update</b> <b>Students' Union upstairs office</b> Noted:</p> <ul style="list-style-type: none"> <li>• The upstairs office of the Students' Union has now closed, and everyone is to ensure that no-one works upstairs as the Union will be liable if people do</li> <li>• It is likely that this will be closed for at least the next 6-7 weeks, with hot desking taking place in the downstairs office. Team members are being encouraged to work from home where possible</li> <li>• Jess Shields, Student Employment Co-ordinator is due to have two new members of staff joining her soon.</li> </ul> <p><b>Board of Trustees</b> Noted:</p> <ul style="list-style-type: none"> <li>• Roger Buttery is now back on the Board of Trustees, and JB is due to update him on progress in the Union so far today, since his departure in December 2012.</li> </ul> <p><b>Training</b> Noted:</p> <ul style="list-style-type: none"> <li>• A number of training sessions for the Sabb' team have been organised for next week.</li> </ul>	
<p>6.</p>	<p><b>Financial Update/Year End Accounts</b> Noted:</p> <ul style="list-style-type: none"> <li>• Year End Accounts will be brought to the next meeting of the Executive Committee, due to take place on Friday 26 July 2013.</li> </ul> <p><b>Opening Balances</b> Noted:</p> <ul style="list-style-type: none"> <li>• It is hoped that opening balances will be received in the next week or so from Professional Services Finance Manager Catherine Connell</li> </ul>	

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| 7.  | <p><b>Governance of Union Councils</b><br/>Noted:</p> <ul style="list-style-type: none"> <li>• DS explained the desire to standardise processes across all Union council meetings.</li> <li>• IJ suggested a governance review of sports and societies</li> </ul> <p>Action:</p> <ul style="list-style-type: none"> <li>• JoB, IJ and AMer to meet to review and work out the best way of making councils more student led, over the next two to three months</li> <li>• IJ to book meetings in and update Exec' on Friday 2 August 2013</li> </ul>  | IJ        |
| 8.  | <p><b>Varsity</b><br/>Agreed:</p> <ul style="list-style-type: none"> <li>• To confirm what was agreed at Masham on Tuesday 16 July 2013, the main Varsity event will take place on 16 February 2014, with Hull Students' Union.</li> </ul> <p>Noted:</p> <ul style="list-style-type: none"> <li>• Hull Students' Union will be hosting the Varsity event, therefore transports options will need to be explored. Hull may time the event to take place with Asylum night.</li> </ul> <p>Action:</p> <ul style="list-style-type: none"> <li>• JoB to liaise with Finance Controller Dean Howard to explore transport options</li> <li>• Project group to be set up to discuss Varsity, consisting of JoB, IJ, TR</li> </ul> | JoB<br>IJ |
| 9.  | <p><b>Link TV (student led project)</b><br/>Agreed:</p> <ul style="list-style-type: none"> <li>• To be carried forward to the next meeting of the Executive Committee, due to take place on Friday 26 July 2013</li> </ul>   |           |
| 10. | <p><b>Executive Operational Plans</b><br/>Noted:</p> <ul style="list-style-type: none"> <li>• All to complete their amended operational plans by 31 July 2013 (ie to incorporate all the changes made at Masham)</li> </ul>  | ALL EXEC' |
| 11. | <p><b>Any Other Business</b><br/>Noted:</p> <ul style="list-style-type: none"> <li>• There was no other business to report.</li> </ul>   |           |
| 13. | <p><b>Date of next meeting</b><br/>Noted:</p> <ul style="list-style-type: none"> <li>• The next meeting of the Executive Committee is due to take place on Friday 26 July 2013 at 2.00 pm in Room BL2107 in the Business &amp; Law building (second floor)</li> </ul>  |           |



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(Chair)

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Date

Confirmed