



UL STUDENTS' UNION
www.lincolnsu.com

University of Lincoln Students' Union Executive Committee

Minutes of the meeting of the Executive Committee
Held on Wednesday 24th October 2012 at 10.00 am
In the Students' Union Board Room

Present:

Jennine Fox, President (Chair)
Andrew Twagira, Vice President Welfare & Diversity
Loryn Good, College Representative – College of Arts
Francesca Anderson, Officer for Students
Jade Snedeker, Sports Officer
Daniel Sam, Vice President Activities
Lindsay Westgarth, College Representative – College of Social Science
Tom Candy, College Representative – College of Science
Wesley Wells, Vice President Academic Affairs

Also in attendance

James Brooks, Chief Executive
Amanda Marshall, Executive Assistant
Aidan Mersh, Representation Co-ordinator

1.

1.1 **Apologies for Absence**

- Apologies were received from Student Officer Hugh Lound

1.2 **Declarations of Interest**

- No declarations of interest were received

2. **Minutes and actions of the meeting held on 13 September 2012**

Noted:

- The minutes of the meeting held on 8 October 2012 were agreed as an accurate record

3. **Matters Arising**

1. **TOP 6 meetings and templates**

Agreed:

- The four full-time sabbatical officers met and agreed that the agenda item would be changed to 'feedback from University key meetings' and that Exec' reports may be included in this agenda item

2. **Timetabling**

Noted:

- WW is to keep working on this as it is more complicated than first anticipated; as faculties have timetabling co-ordinators.

3. **Support for part-time officers**
Noted:
 - This is yet to be discussed
4. **Demo' 2012**
Noted:
 - The Exec' has agreed that this will be a two week campaign. A coach has been booked and the Reception team has been advised.
5. **Riseholme**
Noted:
 - The meeting has been put on hold as Libby John (Head of School of Life Sciences) has scheduled a meeting with reps
 - Space usage is contentious at the Riseholme campus at the moment, and is yet to be resolved
6. **University's Advice Service**
Noted:
 - A letter of complaint was sent to the Director of Student Affairs, and a meeting has been set up to discuss this between various parties from the University and Students' Union
 - Bursary dates have now been changed
7. **DART**
Noted:
 - AT met with Julie Spencer, Head of the DART service, where statistics on number of drop-ins to the service in initial weeks of the academic year were shared
 - Funding for the DART service has decreased, and the number of students seen by the service is increasing year on year
 - Last year 226 tests were conducted, and to date this year 153 tests have been done already
 - Once funding has been exhausted the students have to wait until the following year to be tested
 - The DART service has asked the Students' Union for funding
8. **Accommodation**
Action
 - **AT to flag Lighthouse accommodation issues initially to the University**
9. **Rotary Club**
Noted:
 - Meeting is yet to take place
10. **Snowflake Ball**
Noted:
 - A Facebook group has been set up – as an event and a page, and the Executive team is to promote both to reach a wider audience
11. **Varsity**
Noted:
 - DS has emailed contacts and a reply is awaited. Other East Midlands contacts have been approached and run events such as debates, quizzes and sing-offs.
12. **Student Ambassadors**
Noted:
 - LS and TC are happy with the SU content that the University has in its script

13. Student Council

Noted:

- Student Council members would like to receive a combined Executive report, which is circulated with Student Council papers – with verbal updates being provided on the day for any matters which arise after the circulation of the papers
- Part-time officers can feed into this combined report, or prepare their own report if they wish to

14. Campaigns

Responsible Drinking Campaign

Noted:

- No progress as yet. AT is due to attend a meeting organised by Lincoln BIG, which fourteen organisations who have put their ideas forward (including the Students' Union) has been invited to.
- A facilitator will decide the top three ideas at the meeting, on how the £20k budget will be spend over two years (£10k per year)

15. Executive Committee agenda

Noted:

- The agenda has recently been revised to adopt the format of the Board agenda, and all Exec' are happy with the format
- If submitting an agenda item to AM, a brief description is to be included for insertion on the agenda

16. Facebook Group – Executive Committee

Action:

- **JF to add new student officers and groups officer once elected**

4. Student Feedback from GOATing Flyering on campus

Noted:

- Security are to be advised of any unofficial flyering taking place on campus (01522 886062)

Snowflake Ball

Noted:

- Positive feedback has been received from students on the headline act for the Snowflake Ball

Action:

- **DS to conduct a survey to include preferred night of the week, after the Snowflake Ball**

Sabbatical Officers

Noted:

- Positive feedback has been received on Sabbatical Officers, in particular DS and WW

Student Centre

Noted:

- Some students are not happy with the food and drink price increases in the Tower Bar, but Wednesday evening events laid on by the Engine Shed have been positively received

Library Core Texts

Noted:

- Only one core text is available in the library for a humanities subject, which is being followed up with the University Librarian

LPAC student performances

Discussed:

- The possibility of the SU promoting student performances at the LPAC, which are free to attend

Did you Know? Campaign

Action:

- **JF to bring back 'Did you Know?' campaign**

Entrepreneurs

Noted:

- Students would like more support for entrepreneurs

Ipads

Noted:

- Students would like more iPads in faculties

Modules/module descriptors

Noted:

- Some module descriptors are very brief

Lecturer no show

Noted:

- A lecturer is not turning up to lectures – WW following up

Leaflets on campus

Noted:

- Students feel that there are too many leaflets on campus

Snowflake Ball feedback (2011)

Noted:

- Headline act was funny, but not good – fake snow burned some students nostrils

Prayer Room

Noted:

- Not all religions and cultures are being catered for in the Prayer Room, and trustee Chris Whitwood ('CS') has met with the University Chaplain and conducted some of his own GOATing with students
- CW and AT are due to meet with the University's Estates Department

Action:

- **AT to encourage CW to record is GOATing**

Action:

- **JF to ensure that CW conducts GOATing in the guise of a student, not a trustee (as not representative)**

Entrepreneur Board

Noted:

- A new Entrepreneur Board is being formed, and the SU is invited to the initial meeting taking place during week commencing 29 October 2012
- JF suggested setting up a meeting with Mark Stow (Careers & Employability Services Manager)

Condoms

Noted:

- The SU has exhausted its supplies of free condoms. Due to previous double ordering the budget is now in deficit

Action:

- **JF to request free condom supply from the PCT**

Student Council

Discussed:

- The possibility of opening up Student Council to allow all students to vote, and possibly introducing more Executive meetings with groups of students (ie section sports teams and societies into common groups)
- Education is the main priority for the Union, as stated in the constitution

Agreed:

- Exec' agreed to keep the format as is

Action:

- **All Exec' to provide JF with any further opinions/comments**

5. Public Engagement Committee

Noted:

- David Sleight, Dean of Public Engagement is starting up a public engagement committee, with an SU seat. Terms of Reference will follow

Action:

- **DS to take SU seat, attend first meeting and Exec', and review SU seat afterwards**

6. Campuses

Riseholme

Noted:

- TC has attended a meeting of reps and the main issue was the Riseholme library which is being taken forward by Libby John ('LJ'), Head of School of Life Sciences
- LJ is looking into producing a video
- Second year students (53) wish to move to the Brayford Campus, but there is a capacity issue which could be overcome if lectures could be streamed on line

Hull

Noted:

- The space issue for Lincoln students based on the Hull campus is being addressed by Pro Vice Chancellor/Head of College of Social Science Professor Sara Owen

7. SU Awards

Noted:

- The Exec' would like to form a working group for the SU Awards, which will comprise two full-time officers and two staff.
- WW may ask Dean Howard to join the group

8. TOP 6 Feedback

Noted:

- No new feedback to receive.

9. Executive Reports

Noted:

- To be moved to the end of the agenda.

10. Project Updates & Campaigns

Smoke Free Campus Project

Noted:

- JF presented a proposal to Student Council on 12 October 2012, no costs are available as yet
- A stall will be erected outside the Students' Union on Monday 29 and Tuesday 30 October 2012 to promote the referendum
- JF to keep everyone updated

Snowflake Ball

Received:

- DS tabled a report on the Snowflake Ball

Noted:

- DS is aiming to maximise student involvement as much as possible by showcasing sports clubs and societies during the evening

Lincoln BIG**Noted:**

- Previously discussed under 'Matters Arising'
- Views have been sought from members of the Carholme Community Forum, as one of the stakeholders

Varsity**Noted:**

- DS will bring a definitive list to a future Executive Committee meeting
- Financing for wristbands will be discussed at a budget meeting

RAG**Noted:**

- There is a base of interested students, and elections for positions is yet to take place
- Three students are currently co-ordinating the group

Action:

- **FA and LS volunteered to assist the students currently co-ordinating the group until elections have taken place**

Housing Horrors**Noted:**

- Video due to be completed 25 October 2012
- SU Gazebo will be outside SU Reception on Wednesday 31 October 2012 from 11.00 am – 3.00 pm
- AT plans to have music, sweets, banners and music – possibly a smoke machine; and leaflets will be handed out
- AT to contact SU Helpers to see if they can assist
- The emphasis is to be on students in existing accommodation, rather than those due to move in in future – to allay any concerns the University has raised

Bye Elections**Noted:**

- Candidate Briefing due to take place on Friday 26 October 2012, with voting take place Monday 29 – 2 November 2012
- All Exec' is to encourage everyone to vote and to promote the bye elections
- Executive Committee members are not permitted to promote any friends, as this poses a conflict of interest and they must remain impartial
- Results due on line at 6.00 pm on Friday 2 November 2012

Demo' 2012**Noted:**

- The Exec' plan to promote the Demo' from 12 November 2012, and a further coach will be booked if necessary

Action:

- **JF to contact Students' Union at Bishop Grosseteste about number of sign ups and coach bookings**

Noted:

- WW to be lead officer on the Demo', and to keep SU Reception informed

11. Communications Priorities

Agreed:

- Bye Elections
- Housing Horrors Campaign
- Referendum
- Snowflake Ball

12. Any Other Business

SU Signage

Noted:

- Part of JF's manifesto is to improve communications for the SU, and the SU Signage at the front of the Students' Union entrance will be changing some time over the next week
- This will raise the profile of the SU and make it more accessible and inviting to students

Student Impact Award

Agreed:

- The professional services team within the University which will receive the Student Impact Award (administered by the University's Human Resources Department) is the Library Services team

Students' Union Christmas Meal

Action:

- **JF to send Facebook message to part-time officers regarding deposits**

Postcards

Noted:

- Exec' will be sending postcards out to the current fresher's as a friendly reminder about the services the SU offers in November 2012, as it is common for students to start feeling homesick at this time

13. Date of next meeting

Noted:

- The next meeting of the Executive Committee will take place on Wednesday 7th November 2012 at 10.00 am in the SU Board Room

.....
(Chair)

.....
Date