



UNIVERSITY OF LINCOLN STUDENTS' UNION EXECUTIVE COMMITTEE

Minutes of the meeting of the Executive Committee
Held on Tuesday 13th August 2013 at 2pm
In Group Room 8, third floor, GCW Library

Present:

Brian Alcorn, Vice President Welfare & Community (Chair) (BA)
Joseph Burt, Vice President Activities (JoB)
Ian Antwi, Vice President Academic Affairs (IA)

Also in attendance

Ian Johnston, Membership Services Manager/Deputy CEO (IJ)
Hannah Coleman, Administrative Support Worker (HC)

- 1.1 **Apologies for Absence**
Apologies for absence were received from President Dan Sam (DS), Chief Executive James Brooks (JB), Student Voice and Representation Manager Aidan Mersh (AMer) and Executive Assistant Amanda Marshall (AM)
- 1.2 **Declarations of Interest**
Noted:
- There were no declarations of interest to receive
2. **Minutes of the previous meeting**
Agreed
- The minutes of the previous meeting were agreed as an accurate record.
- Noted:**
- The number of tickets on the guest list for Graduation Ball for the Union/NUS was queried as all Union staff have now been invited which exceeds the agreed 10 agreed.
- Agreed:**
- All Union staff will be on the guest list for Graduation ball, with an extra 10 tickets reserved for NUS /Others.
 - The Unions Membership Services Co-ordinator, Wayne Granger to be kept updated on the number of guest list tickets so that this can be accounted for when selling tickets to students.
3. **Matters Arising**
4. ***Sabbatical Officer Verbal Updates- VP Activities***
- Student Sport Activator Scheme*
- Noted:**
- Going forward, the Unions Gaelic Football will train on weekends.

DS,BA,
IA,JoB

Operations Plan

Noted:

- Nominations for Lincolnshire Sports Partnership awards have yet to be discussed with IJ.

Agreed:

- JoB and IJ to consider nominations and update at the next Executive Committee meeting.

JoB/IJ

6. Sports and Societies Constitutions

Noted:

- Sports and Societies will be allocated temporary status prior to holding elections which are scheduled in approximately for 19th October 2013.
- During the election process, at least two Union Representatives will attend the individual sport or society's general meeting. JoB will attend all of the general meetings.
- DS and JoB have meetings next week with specific individuals to discuss and clarify Bye-Laws.

7. Media Engagement Group

Noted:

- JoB has yet to speak to Student Voice and Representation Manager Aidan Mersh regarding the Unions Comm's department and the Media Engagement Group.

Agreed:

- JoB to discuss the Unions Comm's department and the Media Engagement Group with Student Voice and Representation Manager Aidan Mersh.
- JoB to bring an update to the next Executive Committee meeting.

JoB

JoB

3. Matters Arising- VP Activities

Varsity

Noted:

- JoB has been in contact with Derby regarding the proposed downsize of Varsity. Derby will be in contact with a decision about the proposal late September.
- No date has been officially confirmed for when Varsity will take place.

4. Sabbatical Officer Verbal Updates – VP Academic Affairs

Postgraduate Representation

Noted:

- IA has a meeting planned with Mike Neary (Director of Teaching and Learning) to discuss the strategy for Postgraduate Representation.

4. Sabbatical Officer verbal updates:

President

Noted:

- No update provided as Dan Sam (President) was not in attendance.

Vice President Academic Affairs

Course Rep Training

Noted:

- Organising team building away day for all course reps as part of training. It has not yet been confirmed what this will entail.
- IA has met with almost all of the schools apart from 2 which are scheduled. Most of the schools have been in agreement with the election process proposed.

Student Staff Conference

Noted:

- The date for the conference has been set for 27th November 2013. An outline of the format of it is currently being produced.
- Invitations to University Senior Staff will be sent out soon if not by end of week.
- Room bookings for the conference have yet to be confirmed as difficulties have arisen using the Business and Law building for it. The Co-op lecture Theatre in the University's Main Admin Building has been offered as an alternative but this has been deemed impractical for the conference to be held in two different areas.
- IA has met with David Sleight (Dean of Public Engagement) who is very keen to speak at the conference and has shown interest in the Lincolns own Lecturers.

Postgraduate Representation

Noted:

- Discussions with Mike Neary (Director of Teaching and Learning) are still on going.

Representation Charter

Noted:

- IA is currently amending the Representation Charter so that it is fit for purpose.

Vice President Activities

LASI (Leading Active Student Involvement)

Noted:

- JoB found the Crisis Management and High Societies workshops very insightful at the event.

Board of Trustees

Noted:

- IJ and JoB met with Dave Carter (External Trustee) following the

Board of Trustees Training.

- JoB reported that Dave Carter had a lot of ideas about promotional strategies and was passionate about promoting BUCS individual entries.

Sports and Societies Councils

Noted:

- The Role Descriptor's for the Sports and Societies Officers are being developed.
- Mini elections will be held for Deputy Sports Officer and Deputy Societies Officer.

University Sports Centre

Noted:

- JoB met with Helen Evans (Sports Facilities Manager) who reported that a 'sport development person' was being recruited. This role will develop when the sports strategy is done.
- A discussion over where sports sit within the University took place with Richard Merryweather (Head of Commercial Facilities). Richard Merryweather is taking this to University Senior Management Team as he could not provide a definitive answer. At present there is no University committee for sports.

International Students

Noted:

- 5 Students played basketball and 4 students played Badminton at the International Student Sport session organised which JoB attended on 7th August 2013.
- JoB reported that the international students had enjoyed the events which were put on for them.

Vice President Welfare and Community

International Friends Scheme

Noted:

- BA is working on a scheme which aims to encourage local families to host international students to encourage cultural awareness.
- Church groups have been contacted, Lincoln New Life has replied to say that they host coffee mornings similar to this idea.
- IJ recommended that risk assessments would need to be done for this. BA noted that no student would be allowed to stay overnight at a hosts home. IJ offered to help with this.
- BA reported that he has been contact with an organisation in Ireland who has set up a similar scheme to this and could be able to get paperwork from them to use as a template.

International Students

Noted:

- BA and IA met with Catherine Fitzgerald (Senior Advice Worker), Jo Jefferies (Advice and Development Worker) and Nicola Fletcher (Advice Support Worker) from Student Advice to discuss internationalisation and were given a box Welcome Week guides.
- They are keen to set up a working group with the Union. BA and IA are planning to meet with Catherine Fitzgerald, Jo Jefferies and Nicola Fletcher late October/early November to discuss developments and the intake.

Accommodation

Noted:

- BA met with Michael (Ben) Ball (Manager Residential Services)and the University main external accommodation providers to discuss welcome week and moving in.
- The accommodation providers were very receptive to this meeting and suggested that they would like more regular contact with the Union.
- BA to ask Ben Ball to set more meetings up with the University main external accommodation providers with the possibility of expanding the accommodation providers invited in the future.
- Ben Ball accepted a stall at Fresher's Fayre for accommodation queries but noted that he felt it was too early to raise housing issues at the Fayre.
- Housing Fayre was discussed with the possible dates for it being 14th or 15th January 2014 as it was felt that it had been too late in previous years.
- The 15th January is a Wednesday, JoB and IJ suggested that this may impact on sports and societies and the Refreshers Fayre.

Agreed:

- Discuss the date of the Housing Fayre at the next executive Committee meeting.
- Put Housing Fayre discussion on the Agenda for the next executive Committee meeting.

ALL

AM

Unions Accommodation Booklet:

Noted:

- BA thought that the University of Kent Accommodation booklet as really good and has given it to Comm's department to use as a template for designing the Unions booklet.

Student Buddy Scheme

Noted:

- 12 buddies have been confirmed, 5 or 6 more students are interested so have been put on a reserved list. Catering for the training has been booked.

SU Helpers

Noted:

- BA has contacted Councillor Neil Murray to inform him of the litter picking activities.
- High visibility vests, grabbers, gloves and bags have been ordered for the litter picking activities.
- The rota for SU Helpers has been sent out, University accommodation providers are due to send out accommodation plans to the SU Helpers for reference during move in.
- Due to insurance purposes, IJ emphasised that no SU Helper is allowed to carry/ lift objects during move in. BA noted that they were there to act as information points.

Multi Faith Events

Noted:

- BA met with Subash Chellaiah (University Chaplain) to discuss cultural multi faith events.
- BA to discuss and liaise with JoB about arranging multi faith events.

JoB/BA

Groups

Noted:

- BA has contacted all groups via email to ask to meet to discuss governance and perform a structure review of groups. No one has replied as yet.

5.

Chief Executive's verbal update

Noted:

- BA gave a verbal update on behalf of James Brooks (Chief Executive) in his absence.

Snowflake Ball

Noted:

- JB spoke with Victoria (Vix) Simpson (Venue Manager) who will challenge the other group who has tentatively booked the venue on the date Snowflake Ball is scheduled for. Vix is away for three weeks so will update accordingly when she returns.

Noted:

- A verbal update from Ian Johnston (Deputy Chief Executive) was received.

Upstairs Office

Noted:

- Work is underway to install the air conditioning in the office and is due to finish on 16th September 2013. All Union belongings were removed from the office and stored accordingly downstairs or externally.

Building works

Noted:

	<ul style="list-style-type: none"> • Building work in the main square in front of the Union office is due to commence in the next couple of weeks. This has posed many problems for Graduation ball including accommodating the fairground rides scheduled. • IJ is waiting for a reply from the LPAC to see if Graduation ball acts can use their dressing rooms as Engine sheds are out of bounds due to the air conditioning being installed. 	
6.	<p>Carholme Community Gala- SU Support</p> <p>Noted:</p> <ul style="list-style-type: none"> • Carholme Community Gala is on the Sunday after Fresher's week. • BA, DS, JB and AMer met with Neil Murray to discuss ways the Union could support the gala. • Suggested ideas were a shuttle bus to and from the event and music entertainment. • IJ suggested that sports and societies have been popular when they have attended the gala. <p>Agreed:</p> <ul style="list-style-type: none"> • Suggestions of how the Union can support the gala to be emailed to BA who is attending the next planning meeting scheduled for either 13th or 14th August. • JoB to email sports and societies to see if they would like to participate in the gala. 	ALL JoB
7.	<p>Welcome Week 'Treasure Hunt'</p> <p>Noted:</p> <ul style="list-style-type: none"> • BA has found a copy of a Treasure Hunt for Lincoln from the Internet and proposed if the Union could purchase one copy for £50.00 and produce multiple copies from or the Union make their own hunt. • Copyright laws could prevent the Union from producing multiple copies of the treasure hunt purchased from the internet and limited time available to produce Unions own treasure hunt. • IA believed that there was a meeting where the Treasure Hunt was discussed but he was unsure if it was at Masham or at a Welcome Week meeting which is not minuted. <p>Agreed:</p> <ul style="list-style-type: none"> • Confirm if the Executive Committee are meant to be organising the Treasure hunt. • Find the notes from Masham to ascertain if the organisation of the Treasure Hunt is featured. 	ALL HC/AM
8.	<p>Ceilidh in Welcome Week</p> <p>Noted:</p> <ul style="list-style-type: none"> • Ceilidh to be held on the Saturday evening of welcome week, free of charge. • BA has sourced a band for £250.00. 	

	<p>Agreed:</p> <ul style="list-style-type: none"> • Ceilidh to be a Union event during welcome week. • BA to confirm costs for the event (with IJ if required) • BA to speak to JB about budget for the event. 	BA BA/JB
9.	<p>Students' Union inkjet/telephone recycling service.</p> <p>Noted:</p> <ul style="list-style-type: none"> • External company scheme where deposit boxes could be issued around campus where inkjets/telephones can be recycled by students. For every inkjet/telephone, the Union would get a percentage of money from the external company. • Unsure how this scheme would be marketed and how popular it would be. • IJ thought that the Union had entered into a scheme similar to this before which proved popular. <p>Agreed:</p> <ul style="list-style-type: none"> • BA to liaise with Membership Services Co-ordinator Wayne Granger to see how to develop this scheme. 	BA
10.	<p>MAPS and Groups' Structure changes.</p> <p>Noted:</p> <ul style="list-style-type: none"> • As MAPS would not like to be representative, they are now going to be classed as a society. • Students involved with MAPS would like to sit on University Committees. IA explained that only Reps sit on committees and so students involved with MAPS would need to be elected first. • The Mature Officer would link the groups and MAPS together. • The president of the International Student Group (ISG) is acting as Part-time International Officer until the bye elections scheduled in October. 	
11.	<p>Agreed:</p> <ul style="list-style-type: none"> • JoB to contact MAPS to let them know that they are a society and detail what this means to them. • BA to contact all groups to discuss group's structure, sitting on council and having a stall at the Societies Fayre. • Ian Antwi to target Postgraduate representation. <p>Any other Business</p> <p><i>Sabbatical Holidays</i></p> <p>Agreed:</p> <ul style="list-style-type: none"> • BA agreed all holidays requested. • IJ signed BA's holiday form as BA did not want to sign his own holiday sheet to show approval. <p>DJ Competition</p> <p>Noted:</p>	JoB BA IA
		JoB



12.	<ul style="list-style-type: none">• JoB has been contacted by a company who are looking for DJ's to enter a national competition due to be held in Winter time.• 20 universities have been contacted. <p>Agreed:</p> <ul style="list-style-type: none">• JoB to update and discuss DJ competition at the next Executive meeting. <p>Date of next meeting confirmed.</p> <p>Agreed:</p> <ul style="list-style-type: none">• Cancel the Executive Committee Meeting scheduled for 16th August 2013 as two Sabbatical Officers are available to attend.• Confirm the date of next meeting outside the meeting.	HC HC
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(Chair)

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Date

Confirmed