



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

Minutes of the meeting of the Executive Committee
Held on Tuesday 29th August 2013 at 2.00 pm
In Group Room 8, third floor, GCW Library

Present:

Dan Sam, President (Chair)
Brian Alcorn, Vice President Welfare & Community (BA)
Ian Antwi, Vice President Academic Affairs (IA)

Also in attendance

James Brooks, Chief Executive (JB)
Ian Johnston, Membership Services Manager/Deputy CEO (IJ)
Aidan Mersh, Representation & Student Voice Manager (AMer)
Amanda Marshall, Executive Assistant (AM)

Action

1.1	<p>Apologies for Absence Apologies for absence were received from Joe Burt, Vice President, Activities (JoB)</p>	
1.2	<p>Declarations of Interest Noted:</p> <ul style="list-style-type: none"> • There were no declarations of interest to receive. 	
2.	<p>Minutes of the previous meeting</p> <ul style="list-style-type: none"> • The minutes of the previous meeting held on 13 August 2013 were agreed as an accurate record. 	
3.	<p>Matters Arising Graduation Ball Noted:</p> <ul style="list-style-type: none"> • JoB is monitoring this, and DS will catch up with him on this matter, on his return from annual leave. <p>Lincolnshire Sports Partnership nominations Noted:</p> <ul style="list-style-type: none"> • This matter is ongoing. Activities Co-ordinator Tracey Reville has already submitted some nominations. DS, JB & IJ will also be submitting a joint one. <p>Media Engagement Group Noted:</p> <ul style="list-style-type: none"> • To be carried forward to the next agenda, when JoB has returned from leave. <p>Multi-faith events Noted:</p>	<p>DS/JoB</p> <p>JoB</p> <p>JoB</p>

- This will be carried forward to the next agenda, when **JoB** has returned from leave.

Carholme Community Gala – SU Support

Noted:

- JB and DS are due to attend a meeting regarding this, this evening. This will be an agenda item to be carried forward to the next Executive Committee meeting. IJ will be supporting JoB with this.

Ceilidh in Welcome Week

Noted:

- BA has been liaising with a contact from a band, and Abbi Quinn from the Engine Shed. The gig will cost approximately £250-£300, and BA has prepared a pro-forma, which also includes decoration costs for the event. BA will determine which budget this comes from.

Welcome Week Treasure Hunt

Noted:

- BA has checked all previous minutes and whilst the Treasure Hunt is not mentioned, this event will definitely be going ahead though.

Students' Union inkjet/telephone recycling service

Noted:

- Students and staff can deposit old mobile telephones and used printer cartridges, in the collecting box in reception – and the SU can make some money out of it. The organisation providing this facility is 'recycleforcharity.org.uk'.

MAPS and Groups' Structure Changes

Noted:

- JoB has contacted MAPS and advised them that they are a society. BA has emailed the rest of the groups where contacts exist, and will endeavour to contact the remainder via Facebook as suggested by DS.

For postgraduates, IA advised that institutional committees now have to co-opt. IA is still working on the PG representation structure as a whole, and is due shortly to have a full meeting with the University's Dean of Teaching & Learning Mike Neary. IA is currently reviewing the Representation Charter and when complete will go back to MN with a redraft. Work needs to be done on the elected postgraduate officer position, so election for this position is being deferred. IA to provide update at next Executive Committee meeting, and to circulate Representation Charter to Exec'.

IA

4.

Sabbatical Officer verbal updates

Noted:

- DS advised that for this section of the Executive Committee, all

Sabbatical Officers are required to write five bullets, related to their Operational Plans – which relate to their KPI's. All Officers are asked to talk for two minutes on each point. This will give a bigger picture overall. JB will help sabbatical officers when preparing their updates for the Board. Executive Committee meetings will now last for an hour and a half, to allow sufficient time to cover all agenda items.

President

Noted:

- Earlier in the week DS met with colleagues from the Engine Shed. DS met with members from Lincoln City Council and Article 4 (of the planning legislative document) regarding building protection on buildings in certain areas – will affect HMO's (houses in multiple occupation) and in turn affect students. The Union will be focusing more on community this year, and as such the Carholme Community Gala will be particularly important. The meeting with the City Council was very positive and another meeting is due to take place in the coming weeks.
- The SU will be reinstated onto the accreditation meetings, and there has always been a question mark over the ownership of the scheme – which presents an opportunity for the SU going forwards as students will be able to sit on the group.

International Students

Noted:

- The University laid on a five week programme for students to be fully inducted onto their courses, and DS has been encouraging them to purchase Graduation Ball tickets. The SU needs to be aware of international students' lack of confidence in communicating in the English Language, and be mindful of this – and support and encourage them to communicate.

Welcome Week Events Guide

Noted:

- This Guide has already been published and DS is to produce a Powerpoint presentation on student and academic life in Lincoln. This can be tied in with enrolment talks. DS plans to pin down exactly what the University's access KPI is, and will be liaising with the University's Registrar Chris Spendlove, to see what HEFCE's plans are. DS will form a working group when the international agenda is known. IJ added that a large amount of access work was previously undertaken by the Union, and DS may wish to access this.
- DS plans to focus on internationalisation between now and October 2013 along with his other two priorities of 'Community' and 'Access'.

Graduation Ball

Noted:

- The message to all is sell as many tickets as possible. Due to the SU now being a stand-alone organisation the SU is treating the event as a 'fundraiser', which means that VAT is not paid on ticket sales, but a percentage ratio is paid on expenditure.

**Vice President Academic Affairs
College Committees**

Noted:

- IA has completed most of the work on college committees, with a few remaining people to speak to.

Feedback Loop Campaign

Noted:

- Since the release of the NSS result Deputy Vice Chancellor Professor Scott Davidson's focus is now on other priorities
- Professor Scott Davidson is due to attend senior and course rep' training this year, as he wishes to emphasise the importance of their roles this year

Rep Forums

Noted:

- These will present an opportunity for reps to compare cross issues

Employability

Noted:

- IA has not moved further forward with this yet. He has a brief outline on what some schools do and don't do, and is yet to pull together the full information
- IA is to write an update for the Board of Trustees meeting due to take place on 17 September 2013 – papers are due to be sent out on 10 September 2013
- IA to bring an update to the next Executive Committee taking place on 6 September 2013

IA

IA

Vice President Welfare & Community

Student Complaints

Noted:

- BA has just returned from annual leave. BA has been working on student complaints with the Director of Student Services, and is pleased to report that these are reaching a resolution, having been brought to the attention of the relevant parties. The students are confident that the Students' Union has supported them.

Student Buddy Scheme

Noted:

- This is due to start next week. One student requested to access the scheme prior to their arrival, and BA will find out how they learned of the Scheme

Treasure Hunt

Noted:

- BA has sourced a company for this, which is able to provide a Hunt for a fee.

BA

- A treasure hunt was previously compiled by the SU's Volunteer Co-ordinator Jane Kilby, which can be adapted to incorporate relevant areas where students need to go.

Student Experience Committee membership

Noted:

- Former Vice President Academic Affairs Wesley Wells put forward a proposal to the University for the membership (of Vice Presidents) on the Student Experience Committee

Agreed:

- The Executive agreed to keep the membership from the Students' Union to the Vice President Activities and Vice President Academic Affairs
- Following the meeting the Executive delegated authority to DS and IA to agree student membership on University Committees to meet the University's deadline of tomorrow.

DS/IA

5.

Chief Executive's verbal update

Noted:

- There was no update to receive, due to business being covered under agenda items.

6.

Housing Fayre

Noted:

- BA, AMer and Ben Ball and Amy Fairweather from the Accommodation Office attended a meeting recently and discussed putting on a table to promote SU services.

Discussed:

- The Housing Fayre has traditionally been held before Refresher's Fayre on Wednesday, and the Executive discussed the merit of holding the Housing & Refresher's Fayres on the same day due to low attendance on both days.

Agreed:

- The Executive agreed to hold both the Housing Fayre and Refresher's Fayre on the same day, and the wall-planner will be changed to reflect this change.

7.

YouTube Engineering Video

Noted:

- The Executive had previously viewed the video showing a clip of a student being invited to an informal meeting, which had been released by the student on the day of clearing and emailed to the Vice Chancellor.

Agreed:

- DS and JB to write a letter to the Head of School, asking what the University was doing about it, and seeking assurance that this would not happen again.

DS/JB

Associate Members

8. **Noted:**
- Currently University staff participate in volunteering activities and 'give back' days, so if a charge were to be imposed this would be a barrier to participation. It was proposed that a University staff member could be an associate member, provided that the appropriate associate member form was filled in. Membership would be free.
- Agreed:**
- Associate Membership will be available to University staff at no cost, subject to the completion and acceptance of the Associate Membership form.
- Noted:**
- The Vice Chancellor has given permission for the Students' Union (JB and DS) to be included in her regular talks with University staff.
- Action:**
- JB to raise inclusion of the Students' Union in the University's induction sessions for new starters with the University's Director of HR Jayne Billam.
- Snowflake Ball**
9. **Noted:**
- Agenda item to be carried forward to next Executive Committee meeting, when JoB is back from leave.
- Tower Bar Game Company**
10. **Noted:**
- JB has recently met with the provider of the gaming equipment situated in the Tower Bar, and was able to arrange for no fee to be charged for the pool tables. There is a small amount of income generated from the existing machine (30%) and JB has been able to increase this to 50%. The situation will be monitored until Christmas 2013.
- Agreed:**
- With regard to a new machine (similar to a fruit machine) being installed the Executive voted not to have this machine, as they felt it would not be ethical/moral for students.
 - The existing machines will be publicised more, with more signage, and the SU will now have ownership of the keys for the pool tables.
- Carholme Community Forum Update**
11. **Noted:**
- This meeting is due to take place on 4 September 2013, after the Commons Advisory Board. Attendees are DS, JB and AMer at present.
- Discussed:**
- Members of the forum have complained to the Director of Student Affairs about noise, and the issue of noise is expected to be raised under the 'anti-social behaviour' section on the agenda.

JB

JoB

	<p>Carholme Community Gala Noted:</p> <ul style="list-style-type: none"> This will be discussed at the Carholme Community Forum meeting, due to take place this evening.
12.	<p>DJ Competition – update Noted:</p> <ul style="list-style-type: none"> This is to be run by JB to ensure that it is in students' interests, and not merely a marketing tactic.
13.	<p>Any Other Business Pen purchase Agreed:</p>
14.	<ul style="list-style-type: none"> A purchase of 17,000 pens, at a cost of £1,250 will be purchased for use in Welcome Week and for use in training events – and the cost will be met from the additional funds which were previously deposited in BA's budget (in anticipation of funding for unplanned events).
	<p>Sabbatical Officer business cards Noted:</p> <ul style="list-style-type: none"> Sabbatical Officer business cards have now been printed, but the title 'Vice President' is not printed in full, which would have been BA's preference. BA felt it important to note that the full title would ensure that students could understand the Union's structure, and are not confused by acronyms.
	<p>Charities Commission Noted:</p> <ul style="list-style-type: none"> BA is not listed as a trustee on the Charities Commission website. JB to update this.
15.	<p>Date of next meeting Noted:</p> <ul style="list-style-type: none"> The next meeting of the Executive Committee will take place on Friday 6 September 2013 at 1.00 pm.

JB

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(Chair)

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Date