



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

Minutes of the meeting of the Executive Committee  
Held on 11 October 2013 at 3.30 pm  
Students' Union Board Room

**Present:**

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

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	<b>Apologies for Absence</b> There were no apologies for absence received.	
1.2	<b>Declarations of Interest</b> <b>Noted:</b> <ul style="list-style-type: none"><li>DS declared his interest in the Women's Futsall, therefore BA will chair this agenda item.</li></ul>	
2.	<b>Minutes of the previous meeting</b> <ul style="list-style-type: none"><li>The minutes of the previous meeting were agreed as an accurate record.</li></ul>	
3.	<b>Matters Arising</b> <b>Casino Night – Investing Society</b> <b>Noted:</b> <ul style="list-style-type: none"><li>JB confirmed that functionality already exists in the membership management system, for a flag to appear for members aged under 18.</li></ul> <b>International Calls Policy</b> <b>Noted:</b> <ul style="list-style-type: none"><li>AM, JB and HC are due to meet on Monday 14 October to discuss the policy.</li></ul> <b>Nightclub Sponsorship</b> <b>Noted:</b> <ul style="list-style-type: none"><li>JB has now checked the bye laws, regarding student disciplinaries, and confirmed that a letter to individuals not acting in according with the bye laws will suffice.</li></ul>	

**Action:**

- IJ to email committees (as per action from previous Exec').

IJ

**4. Sabbatical Officer verbal updates  
Vice President Welfare & Community  
Groups' health & safety/treasurer training**

**Noted:**

- BA has to date heard from LGBT and will follow up training with other groups.

**Vice President Activities**

**Cultural trips/excursions**

**Noted:**

- JoB has mapped out a number of ideas and sourced potential venues, ie Skegness visit, York, Cambridge, Chatsworth House, The Deep, Leicester Space Centre, Pleasure Island, Parrot Zoo, Friskney, Nottingham caves, a possible Ireland trip.

**Vice President Academic Affairs**

**Black History Month**

**Action:**

- IA to ascertain whether students would like the Union to support them with any activities for Black History Month by the end of next week (week ending 25 October 2013).

IA

**4. Sabbatical Officer verbal updates**

**Academic Affairs**

**Course Reps**

**Noted:**

- IA has been involved in course' rep elections and attended the Graduate Committee. There was only one nomination for a course representative for Business Management, and unfortunately no votes were made so they were eliminated from the process, which is hoped will serve as a learning curve for next time.
- There have been 530 reps (of which 22 are senior) – with over 1000 votes being placed. The KPI for next year is 1500.

**Representation Charter**

**Noted:**

- IA is currently considering the content of the Representation Charter, in readiness for a meeting to discuss it this coming Monday (14 October 2013).

**Vice President Activities**

**Pep Rally**

**Noted:**

- JoB has been preparing for the Pep Rally and initial feedback from participants was that due to the late start time and other commitments, some participants did not get to hear that they had won. DS suggested that an agenda item be placed on the next Student Council agenda to obtain feedback on the Pep Rally.

**Action:**

- JoB to bring to the next Executive Committee meeting (due to take place on Monday 21 October 2013) a paper on recommendations for next year's Pep Rally.

**Sports Strategy**

**Noted:**

- JoB has been looking at the Sports Strategy along with IJ and picking out the key flaws. There is a lot of work still to do and IJ and JoB plan to work on it over the coming weekend.
- DS advised that the Strategy should be completed by the end of the coming week (week ending 18 October 2013).

**Vice President Welfare & Community**

**Subsidiary Company**

**Noted:**

- BA has recently met with solicitors Wilkin Chapman, along with student trustee Gooleswari Seeburn, DS and JB, to discuss the formation of a subsidiary company of the Students' Union and the legal processes that would be involved.

**Student Buddy Scheme**

**Noted:**

- BA has recently met with Julie Goode (the University's Counselling Services Team Leader) with the student buddies to start the relationship/dialogue between everyone involved. Meetings are currently bi-weekly, but can be weekly if necessary going forwards.

**Carholme Community First Panel**

**Noted:**

- This meeting has been rescheduled to take place on Thursday 24 October 2013, where the funding bid submitted will be considered.

**Action:**

- BA to circulate funding bid to Exec'.

**St Hugh's Church**

**Noted:**

- BA met with Helen Townsend from St Hugh's Church to discuss the running of meditation sessions (which have been run by her and the University's Chaplain in the past). Ideally she would like to hold these during a lunch-time. BA feels this is a positive activity and is hopeful that it will go some way to supporting those students who feel isolated.

**Student Council**

**Noted:**

- A motion was passed at the meeting of Student Council which took place on Friday 11 October 2013, giving the Students' Union authority to send letters to students exhibiting anti-social behaviour or noise nuisance behaviour. The agreed motion will allow for follow up visits from a member of the Executive, plus a councillor and a Police Community Support Officer (PCSO) if issues persist. BA stressed that this is very positive. Local councillor and former mayor

JoB

Karen Lee Tweeted to say that she was very glad to hear this news. BA is confident that the West End Residents' Association and the members of the Carholme Community Forum will also be pleased to hear about this active approach.

**President**

**Alton Towers Trip**

**Noted:**

- A trip to Alton Towers is due to take place in November 2013, for the Afro-Caribbean Society.

**Unions meeting**

**Noted:**

- There has been a vote passed by members of Unison (following a ballot) to say that they are due to take strike action, regarding the agreed pay increase this year. Unison's Lincoln branch is not in favour of the strike action. The strike action will entail picketing each academic entrance to the University. Unison would like the support of the Students' Union for the strike action. DS and JB are due to meet again with the Unison's branch secretary Gwen Kemp and UCU's chair Simon McCaffrey to discuss the joint approach and what has been planned. The Executive will then decide if they would like to support this, and to what degree.

**Executive Board**

**Noted:**

- DS is due to write a report shortly for the University's Executive Board on how the University can help the Union to deliver its strategy, and may be seeking Exec's input on this shortly.

5. **Chief Executive verbal update**

**Noted:**

- Items of business have already been covered under the Sabbatical Officer updates.

6. **Sports teams competing in competitions (not BUCS)**

**Discussed:**

There is budget allocated for sports teams to compete in BUCS competitions, however not currently for other competitions. In order for this to happen, this would require a shift in the funding from another area of the Union where it has already been allocated, so the whole holistic picture would need to be addressed when considering allocating funds for competitions other than BUCS and priorities for the Union set against the strategy considered. It is the Trustees' responsibility to ensure effective use of the Union's resources/funding.

**Action:**

- JoB to write a proposal before the final Executive Committee meeting of the 2013 calendar year containing different models which could work, looking at the matter holistically and taking into consideration the Sports Strategy – for how funding can be allocated.

**JoB**

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| 7.  | <p><b>LinkTV (to discuss whether a society, group, student led project or other)</b><br/> <b>Discussed:</b></p> <ul style="list-style-type: none"> <li>• The Executive discussed that currently this project has nothing to do with the Union. There should be some defined criteria (ie terms of reference), which includes the benefit to the community. JB suggested a student media committee.</li> <li>• DS to gather documentation which has already been drafted in relation to student led projects and put together a proposal (ie standing committees) and bring an update to the next Executive meeting on 21 October 2013. IJ to check what has already been written. Consideration needs to be given on how the standing committees would fit into the whole democratic structure.</li> <li>• JoB to ascertain what criteria Volunteer Co-ordinator Jane Kilby is using to define 'student led projects'.</li> </ul>                                                 | DS<br><br>JoB |
| 8.  | <p><b>Sabbatical Officer – time analysis chart</b><br/> <b>Noted:</b></p> <ul style="list-style-type: none"> <li>• BA, as lead officer responsible for the time analysis charts for the Executive team, requested that all Exec' email BA their time analysis chart each month once it is complete.</li> </ul> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• BA asked all Exec' to have their time analysis chart up to date by the next Executive meeting (Monday 21 October 2013) for approval.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Exec'         |
| 9.  | <p><b>Futsal to charge entry for spectators</b><br/> <b>Noted:</b></p> <ul style="list-style-type: none"> <li>• BA assumed the role of Chair for this agenda item, due to DS having declared an interest in Futsal at the beginning of the meeting.</li> <li>• Futsal would like to charge an entry fee for spectators (a £1 fee was suggested), with the proceeds being donated to their chosen charity.</li> <li>• BUCS own the rights to the games that are played, even if they take place on University property – so JoB would need to consult with the student chair to obtain permission to do this.</li> <li>• There has to be a full cost recovery before any donations can be made to another charity, in order to fully comply with ultra vires.</li> </ul> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• JoB to speak to BUCS regarding the position on this and report back to the next Executive Committee meeting on 21 October 2013.</li> </ul> | JoB           |
| 10. | <p><b>Volunteer Student Led Project</b><br/> <b>Noted:</b></p> <ul style="list-style-type: none"> <li>• Futsal had previously submitted a proposal which they wished to be considered as a student led project. DS suggested that they be signposted to the Football Activator funding, as this would be more appropriate for what they would like to do.</li> </ul> <p><b>Agreed:</b></p> <ul style="list-style-type: none"> <li>• The Executive did not agree to the proposal submitted by Futsal.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |               |

	<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• JoB to speak to Reginald Oblitey (the proposer of the project) to discuss the Union's position in relation to ultra vires, and direct him instead to considering the Football Activator funding as there is already £1k restricted funding set aside for this purpose.</li> <li>• Training to be arranged regarding fundraising</li> <li>• IJ to work together with JoB to put together an email to sports clubs and societies.</li> </ul>	<p>JoB</p> <p>IJ/JoB</p>
<p>11.</p>	<p><b>Development Fund Applications</b></p> <p><b>Agreed:</b></p> <ul style="list-style-type: none"> <li>• The Executive agreed the development fund applications previously circulated with the papers, and as previously agreed at the meetings of Sports &amp; Societies Councils which took place on Friday 4 October 2013.</li> </ul> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>• Whilst the applications have already been approved at the Sports and Societies Councils, it was noted that the Executive are scrutinising them from a trustee perspective, to ensure that the Union's funds are being spent appropriately.</li> </ul>	
<p>12.</p>	<p><b>Any Other Business</b></p> <p><b>Litter Pick</b></p> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>• The second scheduled litter pick in partnership with the Students' Union and the community is due to take place on Saturday 12 October 2013 in the Monks Road area. Union staff and others are welcome to participate.</li> </ul> <p><b>Wear it Pink Day</b></p> <p><b>Agreed:</b></p> <ul style="list-style-type: none"> <li>• The Executive agreed to support the 'Wear it Pink' day, in support of Breast Cancer, due to take place on Friday 25 October 2013.</li> </ul> <p><b>University Business Diary</b></p> <p><b>Agreed:</b></p> <ul style="list-style-type: none"> <li>• The Executive agreed that the Union's top level meetings (ie Student Council, Board of Trustees, Sports &amp; Societies Councils) should be included in the University's Business Diary, which sits on the University's Portal.</li> </ul> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• AM to arrange for the Business Diary to be populated with the Union's key meetings.</li> </ul>	<p>AM</p>
<p>13.</p>	<p><b>Date of Next Meeting</b></p> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>• The next meeting will take place on Monday 21 October 2013 at 3.10 pm in the Students' Union Board Room.</li> </ul>	



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(Chair)

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Date

Confirmed