



## UNIVERSITY OF LINCOLN STUDENTS' UNION EXECUTIVE COMMITTEE

Minutes of the meeting of the Executive Committee  
Held on 21<sup>st</sup> October 2013 at 3.10 pm  
Students' Union Board Room

### **Present:**

Dan Sam, President (Chair) (DS)  
Brian Alcorn, Vice President Welfare & Community (BA)  
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)  
Hannah Coleman, Administrative Support Worker (HC)

		Action
1.1	<b>Apologies for Absence</b> <ul style="list-style-type: none"><li>Apologies for absence were received from VP Academic Affairs Ian Antwi and Executive Assistant Amanda Marshall.</li></ul>	
1.2	<b>Declarations of Interest</b> <ul style="list-style-type: none"><li>No declarations of interest were received.</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>Black History Month</b> <b>Noted:</b> <ul style="list-style-type: none"><li>BA has asked IA to take the lead on Black History Month. No update on this was available as IA was absent.</li></ul> <b>Discussion:</b> <ul style="list-style-type: none"><li>The Union's African Caribbean Society has been holding different events.</li><li>BA reported that during his election campaign, a student had enquired about the Union having a potential Black Officer position. When BA came into office he contacted the student regarding this however no further contact was made by the student.</li><li>It was suggested that a non-portfolio student officer could take on a Black Officer role within their remit however the legacy of this would be difficult to sustain year on year.</li><li>The Executive was reminded of the deadline for submission of</li></ul>	

papers to propose creating a Black Officer position for Elections in February 2014 is prior to the next scheduled Board of Trustees and Annual General Meeting in November as it will need to be sent and approved by these bodies.

**Agreed**

- It was agreed that at present there is not a demand for a Black Officer.

**Sponsorship and Disciplinary procedures**

**Noted:**

- IJ sent a draft email for Activity Committees to JoB detailing Sponsorship and Disciplinary procedures.
- JoB was unsure which account the email should be sent from, either his individual account or Activities.

**Agreed:**

- The draft email detailing Sponsorship and Disciplinary procedures to be sent from JoB's account to Activity committees.

JoB

**VP Activities**

**Pep Rally**

**Action:**

- JoB to bring a proposal to the next Executive Committee on Friday 25<sup>th</sup> October 2013 including any recommendations for next year.
- JoB to liaise with AMer to action putting Pep Rally as an Agenda item for the next Student Council.

JoB

JoB

**LincTv**

**Noted:**

- IJ sent DS Bullet Media training material. It was reported that this material was not as student led as required.

**Discussed:**

- It was highlighted that the Standing Committee should be student led and how this should be continuous year on year.
- BA and JB are in discussions regarding Standing Committees.
- The Union's Constitution is currently being reviewed by a working group including BA and External Trustee Gooleswari Seeburn.
- If the Union's Constitution is approved, the Bye-laws will be reviewed which will be imbedded in Standing orders through to Standing Committees.

**Agreed:**

- DS to email BA and JB all documentation that he has obtained on student led projects.
- IJ to send JoB information on what Criteria Volunteer Coordinator Jane Kilby is using to define student led projects. JoB to provide an update of the criteria at the next Executive Committee. (item carried over)

DS

IJ/JoB

**Futsal to charge entry for spectators:**

**Noted:**

- JoB attended a BUC's divisional in Bedford on Friday 18<sup>th</sup> October where he spoke to a BUC's representative regarding spectator fees

for fundraising.

- JoB is awaiting a reply from BUCS and will update the Executive when it has been received.

#### **Volunteer Student Led Project**

##### **Noted:**

- IJ spoke to Reg Oblitey regarding ultra vires.
- IJ is in the process of setting up training on fun-raising to include information on sponsorship.

#### **4. Sabbatical Officers verbal Updates**

##### **VP Academic Affairs**

##### **Noted:**

- DS delivered an update on behalf of IA due to his absence.

##### **Rep Training**

##### **Noted:**

- IA is currently undertaking Rep Training alongside Course Representative Worker Kirsty Barnes.
- IA is receiving feedback from the Rep Training to ascertain how to progress the training for future sessions.

##### **Elections**

##### **Noted:**

- IA has been in contact with School Administrators to resolve issues that appeared during the Course Rep elections.
- Business Management have raised concerns regarding if they have enough Reps.
- Due to the Nursing's structure being changed into two areas, there is concern that the Reps appointed are not truly representative of the whole cohort.

##### **VP Welfare and Community**

##### **Student Buddy Scheme**

##### **Noted:**

- An event was organised by a 2<sup>nd</sup> and 3<sup>rd</sup> year which was founded on Facebook called Homesick Students. 20-30 students attended with a few international students present. BA attended and discussed the Student Buddy Scheme and useful tips to minimise the potential of being homesick.
- BA met with Business School Joint Head of Division Siobhan Goggin who expressed an interest and offered to cover any cost in adapting the Student Buddy Scheme to have a specific Buddy within their school to help with the high number of international students who do not integrate with other demographics
- Training for specific Buddy's would be centred upon mentoring and coaching.
- The name of the specific Buddy is currently under negotiation.

- BA is due to contact Senior Lecturer Sally Riggall and Associate Professor David Howard regarding the potential of specific Buddies.
- Counselling Services Team Leader Julie Goode has offered to cover the cost of Continuing Personal Development training. It was highlighted that LGBT should be prioritised for this as a third year student has expressed interest in being a LGBT buddy. It was noted that it would be preferable if students were 1<sup>st</sup> and 2<sup>nd</sup> years due to the expense and length of time of training to become a Buddy.

### **Meetings**

#### **Noted:**

- Article 4 directive was discussed at Carholme Community Forum where problems implementing the Article were raised.
- BA met with Business Efficiency & Employee Engagement Intern Matthew Penny to discuss the Respect Charter.
- International Student Focus Groups have now been created to source student feedback.

### **Events**

#### **Noted:**

- Funding of £500.00 was approved by Community First Panel for a 'Meet the Street' event. It was reported that there is the potential to source more funding for future projects. The Union's Islamic Society proposal was rejected due to being a late submission.
- The deadline for the applying for funding from Interfaith funding for a Multi-cultural multi faith event organised with University Chaplain Subash Chellaiah is Thursday 24<sup>th</sup> October. The event is being scheduled for end of November with a hope to get Activities involved in it.
- University Chaplain Subash Chellaiah is organising a Diwali event which BA has contacted JoB about to see if Activities would like to get involved in.
- BA has met with Church representatives who are planning to arrange various events over the Christmas period for students who are still on campus.

### **Accommodation**

#### **Noted:**

- Two students who name themselves Rent Happy underwent a student survey of the University Accommodation. The research of which is to be emailed to BA. It was noted that action taken further on from the research should be discussed with Rent Happy.

### **VP Activities**

#### **Sports Strategy**

#### **Noted:**

- A meeting to discuss the Sports Strategy took place with Head of School of Sport and Exercise Science Catherine Thomas and Sports Facilities Manager Helen Evans. The Strategy was well received with only minor amendments needed to be made.

**The Linc**

**Noted:**

- JoB was interviewed by The Linc to discuss the Union's Policy on Initiations.

**Discussed:**

- It was reported that The Linc had heard rumours prior to the interview over initiations.
- A regular interview by LincTv in partnership with The Linc for JoB to discuss weekly fixtures has been organised.
- Communications Coordinator Sabine Gerlach has stipulated that all interview questions are emailed to her for proofing prior to the interview. Failure to comply with this will mean that the interview does not take place.

**Sports Activator Role**

**Noted:**

- JoB and IJ met with Chris from the FA to discuss the Sports Activator Role. Six candidates have now be shortlisted for the role and will be interviewed on Tuesday 29<sup>th</sup> October.

**Discussed:**

- The role will be a voluntary position as the funding of £2000 will used for projects. There is a potential of a Christmas bonus.
- The FA will line position the positions however will be able to contact JoB and IJ if required for information and advice.
- There is no funding for the Union from this role.

**Training**

**Noted:**

- No training dates for the President and Vice President of Activity Committees have been confirmed as yet.

**Agreed:**

- Confirm dates for President and Vice President of activities training sessions.

JoB

**Fixtures**

**Noted:**

- JoB watched the Union's Rugby League win against Loughborough thirds; 30-28 which was reportedly a big success for Rugby League.

**Discussed:**

- It was highlighted that the Union should publicise the achievements of Activities through media.
- JoB was asked to tweet fixtures in order for the Communications department to re-tweet them however this has yet to happen.

**Agreed:**

- JoB to tweet winning fixture scores each week.
- JoB to collect Activities phone which receives fixture scores on Wednesdays each week and return it in time for the deadline for BUCS scores to be updated which is at 12 noon.
- Communications department to re-tweet fixtures.

JoB  
JoB

AMer

**Leicester Rugby Trip**

**Noted:**

- The trip to Leicester Rugby Club reportedly made a loss in profit with 26 paid members attending the trip.

**Discussion:**

- It was suggested that the Union could secure a refund for the remaining tickets unsold if the original payment for the tickets was made within 14 days by credit card via phone.
- To secure a refund would minimise the loss in profit.

**Agreed:**

- JoB to liaise with Finance Controller Dean Howard to see whether they can secure a refund for the remaining tickets that were unsold.

JoB

**Hodson Coaches**

**Noted:**

- Hodson Coaches have not contacted JoB to discuss what trips they can facilitate for students.

**Discussion:**

- It was suggested that an extra £1.00 was charged for each member for trips to minimise the potential of a loss in profit.

**Agreed:**

- JoB to contact Hodson Coaches to initiate discussions for organising trips which they facilitate.

JoB

**Tour**

**Noted:**

- Three quotes were obtained from Tour Operating Companies with I Love Tour being the cheapest.

**Discussion:**

- It is important that the Union's reputation is upheld whilst Activities are on Tour.
- Additional Terms and Conditions can be added onto the Tour Operating Company website.
- It was suggested that there should be a section which stipulates that if a member is banned from going on tour, they will not be refunded for any expense incurred.

**Agreed:**

- The Union to go with I Love Tour as their Tour Operating Supplier.
- Tour to be put as an Agenda item for the next Board of Trustees.
- JoB to talk to AMer to discuss what the Union's stipulations for Tours should include.
- The Union's Terms and Conditions for Tour to be brought to Executive Committee.

JoB/IJ  
HC  
AMer/  
JoB  
JoB

**President**

**Noted:**

- DS met with Pro Vice Chancellor / Head of College of Social Science Sara Owen and discussed how the college could become more student focused. A regular meeting between DS, IA and Sara Owen is being set up to discuss this further.

### International Committee

#### Noted:

- DS attended an International Committee where he reported that it provided a good insight into activity happening next year.
- A proposal to remove the bursary given to all level one undergraduate international students was passed. It has been reported that students attend English Universities due to the prestige of getting the degree rather than the cash incentive. More evidence on this will be presented at the next committee.
- Focus was placed on how Colleges could increase the uptake of International students.

### Academic Board:

#### Noted:

- Vice Chancellor Mary Stuart and DS commended the College Reps who attended for talking during the Board. A College Rep who did not attend the pre meet to the Board spoke as he saw the other College Reps speaking.
- The National Student Survey was heavily discussed at the Board.

#### Discussed:

- It was suggested that College Reps have set questions prior to the Board to ease speaking within it.

### University Challenge

#### Action:

- DS to speak to IA for an update on this.

DS

### Sabbatical Officers Time Analysis Charts

#### Noted:

- No time analysis chart was available for the month of October for IA.
- 25% of Sabbatical Officer time should be spent GOATING each week.

#### Discussed:

- There was confusion over how different activities were coded within the chart.
- JoB detailed travelling to the Rugby League match as GOATING in his chart as he was travelling with the team however BA suggested that this should be coded as travelling.
- It was suggested that BA oversee the coding of the charts if officers were unsure of how to code their activity.

#### Agreed:

- Sabbatical Officers time analysis charts to be a reoccurring separate agenda item at each Executive Committee.
- BA nominated to provide an update on the time analysis chart on behalf of each Sabbatical Officer.
- DS to speak to IA regarding October's time analysis charts.
- IA Octobers time analysis chart to be brought to next Executive Committee.

HC

BA

DS  
BA/IA

5.

**Chief Executive Verbal Update**

**Vice Chancellor Nominee**

**Noted:**

- Vice Chancellor Mary Stuart as re-nominated Deputy Vice Chancellor Scott Davidson as Vice Chancellors Nominee on the Board of Trustees as his term finishes on 29<sup>th</sup> October 2013.
- The Re-nomination will need to be approved at Student Council.

**SU Awards**

**Noted:**

- JB will be taking the lead on the award and proposed that a working group be set up to include Membership Services Coordinator Wayne Granger and the Executive.

**Discussion:**

- It was suggested that JoB and IJ focus on the Sports and Societies Awards as the dates of when both events are scheduled are very close together.
- Preparation for the awards and invites should be sent out soon to ascertain which delegates can attend and to minimise potential operational difficulties.

**Agreed:**

- JB to take the lead in the organisation of the SU Awards.
- An SU working group to be set up to include BA/IA/DS and Membership Services Coordinator Wayne Granger.
- IJ and JoB to concentrate on Sports and Societies Awards.

**New Constitution**

**Noted:**

- The Union's constitution is currently under review and is with the Solicitors. If it is changed, the Executive's Code of Conduct of how they are disciplined will be affected.

**Personal Development Reviews PDR's**

**Noted:**

- HR Consultant Laura Curtis will be discussing PDR's with the Sabbatical Officers in preparation for their PDR's taking place on 24<sup>th</sup> October 2013.

**Discussed:**

- The Executive was notified what the benefits of undertaking a PDR is.
- The outcome of the PDR's will be discussed with each Executive at the beginning of December so that they have time in office to see their progression and development.

**Data Protection Policy for Clubs and Societies**

**Noted:**

- The proposed Union Data Protection Policy for Clubs and Societies was tabled for the Executive.

**Discussion:**

- External Trustee James Loveday has raised concerns over how Clubs and Societies use student data collected from Welcome Week Fayres.

**Agreed:**

JB

6.	<ul style="list-style-type: none"> <li>• The policy was approved by the Executive.</li> <li>• The policy to be emailed to all Committee Members for them to sign to show adherence to the policy.</li> <li>• No student data will be shared to Clubs and Societies until all Committee Members have read and signed the policy.</li> </ul> <p><b>Employability Presentation</b></p> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>• The Union in partnership with the Careers Service during Employability Week will be presenting on how being involved in the Union can develop students employability skills.</li> <li>• Each Executive will detail how within their remit students can gain employability skills, for example IA and Reps.</li> </ul> <p><b>Agreed:</b></p> <ul style="list-style-type: none"> <li>• The Executive to meet outside the meeting to discuss the presentation content.</li> <li>• DS to liaise with Communications Coordinator Sabine Gerlach when producing the presentation.</li> </ul> <p><b>Tills for Reception</b></p> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>• JB proposed that two new tills costing £600.00 each be purchased from Capital Expenditure for reception due to the insufficiency of the current ones.</li> </ul> <p><b>Agreed:</b></p> <ul style="list-style-type: none"> <li>• A written proposal for the purchase of two new tills for Reception to be submitted at an Executive Committee for approval.</li> </ul> <p><b>Away Day- 28<sup>th</sup> October 2013</b></p> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>• Each Sabbatical Officer to present their plans for the year at the next Away Day. This was discussed on the residential trip to Masham over the Summer period.</li> </ul> <p><b>External Trustee Recruitment</b></p> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>• An External Trustee for the Board is required to be recruited.</li> <li>• External Trustee Dave Carter and Student Trustee Abisoye Osundairo have expressed an interest to be involved in the recruitment process.</li> </ul> <p><b>Agreed:</b></p> <ul style="list-style-type: none"> <li>• JoB and BA to be involved in the recruitment process of an External Trustee.</li> </ul> <p><b>Hull City Football Club</b></p> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>• Hull City Football Club is offering to distribute 500 free tickets for student's to watch matches.</li> </ul> <p><b>Agreed:</b></p> <ul style="list-style-type: none"> <li>• Look to see if the Union can obtain tickets from Hull City Football Club so that a trip can be organised for students to attend a match.</li> </ul>	<p>IJ</p> <p>IJ/JoB</p> <p>Exec</p> <p>DS</p> <p>JB</p> <p>JB/BA/ JoB</p> <p>JB</p>
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- 7. **Student Council debrief**
  - This item of Agenda was not discussed as Chair for Student Council Joshua Leafe was not in attendance.
- 8. **Sabbatical Officer Uniform**
  - This item of Agenda was not discussed as IA was not in attendance.
- 9. **Annual leave**

**Noted:**

  - BA Annual leave request was approved.
- Student Led Teaching Awards- applications open.**
  - This item of Agenda was not discussed as IA was not in attendance.
- Any other Business**

**Papers on Website**

**Action:**

  - AMer to speak to Web Assistant Joshua Leafe about putting Board papers and minutes from Union meetings onto the website.
- Date of Next Meeting**

**Noted:**

The next meeting will take place on Friday 25<sup>th</sup> October 2013 at 2.00 pm in the Students' Union Board Room.

AMer

.....  
(Chair)

.....  
Date