



UL STUDENTS' UNION  
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## University of Lincoln Students' Union Executive Committee

Minutes of the meeting of the Executive Committee  
Held on Wednesday 7 November 2012 at 10.00 am  
In the Students' Union Board Room

### **Present:**

Jennine Fox, President (Chair)  
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  
Gooleswari Seeburn, Societies Officer

### Also in attendance

James Brooks, Chief Executive  
Amanda Marshall, Executive Assistant  
Aidan Mersh, Representation Co-ordinator (until end of agenda item 7)

### **1.**

#### **1.1 Apologies for Absence**

- Apologies were received from Student Officer Hugh Lound, Andrew Twagira, Vice President Welfare & Diversity and Wesley Wells, Vice President Academic Affairs
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#### **1.2 Declarations of Interest**

- No declarations of interest were received

### **2. Minutes and actions of the meeting held on 24 October 2012**

#### **Noted:**

- The minutes of the meeting held on 24 October 2012 were agreed as an accurate record

### **3. Matters Arising**

#### **8. Accommodation**

##### **Noted:**

- A meeting between the SU and the University's Residential Services took place on 5 November 2012. The Union is looking at introducing an accommodation accreditation scheme, as the University only currently looks at the fabric of the buildings and not the service provided by the landlord
- Accommodation provider Lighthouse is currently under review (following feedback provided to the University by the SU), and they have a year to rectify issues

**16. Facebook Group – Executive Committee**

**Action:**

- JF to contact newly elected part-time officers, and add to Executive Committee Facebook group

**4. Student Feedback from GOATing**

**Did you Know? Campaign**

**Noted:**

- JF has spoken with the designer who designed the posters for this campaign and has requested that they draw up more posters

**Action:**

- **JF to circulate posters at next Executive Committee meeting on 27 November 2012/or beforehand if available**

**Prayer Room**

**Noted:**

- AM has advised Chris Whitwood that any GOATing he carries out should be in the guise of a student and not a student trustee, and has encouraged him to feed back information gathered to VP AT to progress any issues raised

**Action:**

- **AM to ask Chris Whitwood to record GOATing information**

**Condoms**

**Action:**

- **JF to contact PCT to request supply of free condoms (carried forward from last Exec' on 7 November 2012)**

**5. Public Engagement Committee**

**Noted:**

- DS attended the initial meeting of this newly formed committee, and members seem to be particularly interested in the SU's volunteering and sports and societies opportunities.
- The Vice Chancellor is very keen on putting together a public engagement strategy for the University
- DS and WW (so he can showcase his 'Show Off' shops) to attend next meeting

**10. Project Updates & Campaigns**

**Demo'**

**Noted:**

- JF has sent an email to her contact at Bishop Grosseteste University College regarding their plans, and a reply is awaited.
- It is known that they are laying on six coaches, are charging £10 for students to attend – which includes a t-shirt in the price

**SU Christmas Meal**

**Noted:**

- Part-time officers can still attend if they wish. Deposits to AM as soon as possible (the balance of £9.95 will be paid by the SU)

**4. Student Feedback from GOATing**

**Noted:**

- Students want the student voice to be bigger on campus

- The key to achieving this is communication, and the Union, whilst it is working on changing this does not currently have the ability or the functionality to do this

### **Referendum**

#### **Noted:**

- Students felt that the referendum was not widely promoted or publicised on campus – resulting in only a small minority being aware of it
- Marketing and communication channels need to be firmly established prior to running any future referendums – and students need to be educated on what a referendum actually is; as a lot did not understand what a referendum is.

### **Students' Union**

#### **Noted:**

- Positive feedback has been received from students on the new signage at the front of the Students' Union, and their presence, profile, approachability and interaction at recent student events has been praised
- Everyone is to cease reference (and remove it from all electronic and paper materials) to 'SOAP' and refer instead to the 'Students' Union'
- Students found the information given out during the 'House of Horrors Campaign' helpful, however some were uncertain on the correct time to apply for housing
- Snowflake Ball – some students have spent their student loan already

### **Zero Tolerance Policy**

#### **Noted:**

- Following attendance at a 'Out in Sport' workshop at a recent NUS Conference, and feedback from the Womens' Football President about homophobic comments towards the team, JF plans to prepare a 'zero tolerance' policy for the Students' Union
- The Students' Union should be a safe place for all, where anyone can participate

### **Library**

#### **Noted:**

- Some issues have been encountered by students with reserved library books not being available or reissued, and this is being taken up with the University Librarian
- LS to copy WW into correspondence with Library on this matter

## **5. Photographic Company 'Take That'**

#### **Agreed:**

- The Executive agreed to use photographic company 'Take That' in future for team and event photographs
- The company offers a more flexible service, with 10% of gross sales being given back to the SU, due to low operating costs
- They offer background options, hard frame options and better quality photographs for the same price which are available on the day of taking (also potentially reducing the back log of photographs held on SU Reception for collection at a later date)

## 6. **Campuses**

### **Noted:**

- No updates to receive

## 7. **AGM 2013 proposal**

### **Agreed:**

- The Executive agreed that incentives, and not fines would be offered
- Incentives will be 1 x £300 and 2 x £50 in cash to be drawn at the end of the AGM for individual students who attend (teams may split between their team members at their discretion)
- Dominos Pizza will be provided at the AGM

### **Action:**

- The Executive is to promote the AGM at forthcoming Sports and Societies Council meetings
- JF to do soft launch of elections at the end of the AGM session

### **Action:**

- Representation Co-ordinator Aidan Mersh to contact Wes Streetings, Campaign Director at Stonewall to request that he speak at the AGM
- AM to put together a promotion plan in conjunction with SU Marketing & Communications Manager Ross Ironfield
- AM to book Engine Shed for AGM
- AM to follow up electronic method of registering students for AGM with Media & Communications Intern Alan Bage

## 8. **Feedback from key meetings**

### **Noted:**

- No updates to receive since the last meeting of the Executive Committee

## 9. **Finance**

### **Received and Noted:**

- The Student Union's accounts to the end of September 2012 were circulated
- Currently the SU is £35k ahead of budget
- Staffing costs have been split across areas to more accurately reflect costings
- Financial information, in the new format; will in future be received at month end Executive Committee meetings
- The Executive team will be empowered to decide how the SU's finances are allocated and spent – with support from the Chief Executive
- Plans for spending for the academic year, will be put in place in the early stages after a new Sabbatical team being elected, in future – as JB is keen to put the finances back in the control of the Executive team

## 10. **Project Updates & Campaigns**

### **Smoke Free Campus**

#### **Noted:**

- The referendum yielded the following results: 49% for and 51% against a smoke free campus

#### **Discussed:**

- The next steps from a number of options, ie to write a report to the University and include recommendations; to re-do the referendum, or vote to gather student option via the STV route.

#### **Discussed:**

- The Executive was in favour of gathering student opinion via an STV and JB volunteered to bring a proposal on how to do this to a future Executive Committee meeting
- The possibility of instructing external research company Alterline to include a question in their survey of students about smoking preferences on campus

**Agreed:**

- JF and JB to instruct Alterline to include a question in their research survey to gauge student opinion on smoking on campus at the initial meeting of the trustee strategic working group next week

**Action:**

- JF to update Student Council at the next meeting on Friday 9 November 2012 on planned way forward

**Snowflake Ball**

**Noted:**

- Early bird tickets sold out in three days
- 102 standard tickets have been sold so far, with 300 being sold overall
- Leafleting will start soon, and it is hoped that the University will also promote the event via Blackboard and through the student email alerts
- Almost everything has been paid, and final timings/running order are soon to be provided to the Engine Shed

**BIG**

**Noted:**

- Deputy Chief Executive Ian Johnson attended recent meeting with Lincoln BIG and invited organisations
- Lincoln BIG will decide on three priorities of all those submitted to commit their funding to
- There may be further opportunities to connect with Lincoln BIG on community issues in the future

**Varsity**

**Noted:**

- DS plans to go a sing off, similar to that done at the Eurovision song contact, using half the Engine Shed
- The proceeds for the event will be donated to charity
- Hull University Union is currently considering whether to do a varsity event with Lincoln

**RAG**

**Noted:**

- RAG will continue in its existing format, ie as members not a committee, and DS thinks it is best to leave it like this for the time being
- DS is considering taking RAG under the SU's Volunteering department, as a student led project, and the Executive was in agreement with this

**Housing Horrors**

**Noted:**

- Event took place on a Wednesday, so not as many students were around
- This was run as an awareness campaign, with a twelve minute video being posted on YouTube
- The information was well received by students

## **Bye Laws/Referendum**

### **Noted:**

- James Wigger and Kay Codlington were elected to the part-time positions and will be invited along to the next meeting, and future meetings of the Executive Committee (once they have received training)

## **11. Communications Priorities**

### **Agreed:**

- Snowflake Ball
- Demo' 2012

## **12. Any Other Business**

### **SU Open Day**

#### **Noted:**

- There is an SU Open Day in the diary for 13 November 2012, occurring during Enterprise & Employability Week

#### **Agreed:**

- Exec' agreed that the Open Day would go ahead, with staff who are available covering the stand for the day outside

#### **Action:**

- JF to write a script on what they would like staff to ask students during the day

#### **Noted:**

- It was suggested that students be asked about their views and experiences on timetabling on Wednesday afternoons

### **Postcards**

#### **Noted:**

- Officers plan to distribute postcards to freshers, via the student accommodation on Friday 9 November 2012

### **International Students Day**

#### **Noted:**

- International Students Day is due to take place on Saturday 17 November 2012

#### **Action:**

- GS is to speak to the President of the International Students Group and advise Exec' of their plans for the day

### **Co-opting Rep's**

#### **Discussed:**

- Co-opting rep's is not possible, as it contravenes the Election Regulations
- An on line election must be carried out

#### **Action:**

- JB to ask AMer to come up with an action plan for running an on line election for the vacant position of Humanities rep'

### **Student Impact Award – Professional Services Team**

#### **Noted:**

- FA will present trophy to the winner of the Student Impact Award (the library team), along with JB at the awards event on Tuesday 13 November 2012

## **13. Date of next meeting**

### **Noted:**

- The next meeting of the Executive Committee will take place on Tuesday 27th November 2012 at 10.00 am in the SU Board Room

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(Chair)

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Date

Confirmed