



UL STUDENTS' UNION
www.lincolnsu.com

**University of Lincoln Students' Union
Executive Committee**

Minutes of a meeting of the Executive Committee
Held at 9.00am on Wednesday 26th Oct. 2011
In the Students' Union Board Room

Present [shown in bold]:

Jennine Fox – VP Academic Affairs

Ary Sharif – President

Kayleigh Taylor – VP Welfare & Diversity

Andreas Zacharia – VP Activities

Gemma Cobby – Non Portfolio Officer

Kelly Nicholls – Non Portfolio Officer

Maryam Saghir – Liberation Officer

In attendance:

Rebecca Rock – Acting General Manager

Maggie Pocklington – Support Administrator [Officer]

Rebecca Pocock – Democracy Worker [Officer]

Note: The meeting was not quorate and so decisions are for information only.

1. Apologies for Absence

AS, MS, KN, GC

2. Minutes of Previous Meeting

The minutes of the previous meeting 10th October 2011 were accepted as an accurate record.

3. Matters Arising

Actions outstanding:

Website:-

Action: AS to review with Ross how Bullet/website content is produced and provided [KT available to assist if required]

Exec/Sabb regular reporting:-

Action: All Sabbs to each review how they report e.g. monthly, considering SUEI report recommendations and agree the way forward at their weekly meeting .

Link way forward with reports with Exec Protocol, meeting guidelines [including how these are adhered to] and the Top 6 briefing report templates [all available on idrive for reference].

Protocol to be updated once way forward agreed, including information to go to web site.

Reports from Exec are used by Rebecca Rock to collate the information for Student Council Reports. Note RR does not write the reports.

4. **Top 6 Feedback**
Action: JF to circulate brief re: Academic Board recently attended.

5. **Student Feedback from GOATING**
None

6. **Campuses**
Riseholme
JF reported Riseholme Campus Committee went well last week. Bus Transport was highlighted as the main area of concern. Also an HE Student Experience Committee is still being considered
Brayford Accommodation – KT reported that students are gradually being re-located to alternative housing from cabins and festival gardens is now empty. All students have been housed and have contracts. Majority of students are satisfied.

7. **Democracy Updates**
Reps -
JF reported second round of reps training had been completed and was full. Third round of training to be held on Friday 28th October.
FE Reps training at Riseholme will take place Tuesday 1st November.
Noted: KT extends the committee's thanks to Gemma Cobby who is working hard to recruit senior reps for vacancies

Senior Reps Catch-Up Meeting
JF reported that this was not well attended. There is a need to raise awareness of the meeting and perhaps review the date and time.

By-Elections
Hustings to take place in Café Zing at 12.30 Friday 28th October.
Noted: All Full-Time Officers to attend and Part-Time Officers if available.

Groups
RR [Acting General Manager] work continues in conjunction with Ian Johnston to prepare a paper to be reviewed by the Board of Trustees and Student Council regarding the inclusion of Groups within a structure aligned to Sports & Societies.
Action: IJ and RR to write paper and circulate for agreement by Executive Team prior to 7th November 2011.

Recruitment of Trustees
Recruitment pack has been circulated to the Executive Team for approval.
Action: Student Vacancy can now be advertised.

8. **Finance**
a) Report: performance within the limits of the budget.
b) Capital Expenditure: Welfare reported to be a little under spent. RR will check figures and review with Catherine Connell.

9. **Exec reports**
See outstanding actions re: way forward for these reports.

10. **Team Brief**
Action: RR to prepare one for next month and meeting.

11. **Project Updates**
Snowflake Ball
Discussion around the amalgamation of Fever Pitch and the Snowflake Ball as "Snowflake Fever Pitch". Confirmation needed from
Action:
AZ to discuss arrangements/ideas with IJ

12. Campaigns
“Did You Know”

JF – project to raise awareness about what the SU offers and has achieved via a poster campaign. Resources needed for campaign are low, external volunteer to design posters which will be approved by Executive Committee.

Action:

Ideas to be discussed prior to next meeting, proposals and examples to be submitted for discussion.

NUS Demo 9th November “Students Against Cuts”

JF feels this falls within her remit as it is an education campaign, this is a national campaign. Posters have been sent by NUS, although this is not an NUS led campaign. KT suggested a project group of JF, IJ and RR to lead.

Action:

RR to investigate costs and circulate by e-mail.

RI to find student staff member to put up posters around campus.

Noted: A controlled method to be used for people booking places if proceeding with coaches.

13. SU Calendar review and update:

No changes

Action: RR to table for a mid November sabbatical/management meeting to review preparations required in last few weeks of 2011 for 2012 events.

14. Communications Priorities –

By-Election

15. Any other business

SU Stall University Fayre 2nd November 2011

AZ reported that Dave Pritchard had invited SU to have 2 stalls at the University promotional day to support Student Retention. It was felt that only 1 stall would be required.

Action:

AZ to contact Dave Pritchard

RR to establish staff resources for the stall

Noted:

KT thanked MP for her support in minuting meetings and welcomed RR and RP.

16. Next Meeting

Next meeting will be on Thursday 10th November 2011 at 10.30am in the SU Board Room.

I certify that the above minutes are a true and accurate summary of the meeting held on 26th October 2011, and have been approved by the Executive Committee. These minutes will now be publicly available.

.....
Ary Sharif (Chair)

.....
Date