



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

Minutes of a meeting of the Executive Committee
Held at 10.30am on Tuesday 6th Sept. 2011
In the Students' Union Board Room

Present [shown in bold]:

Jennine Fox – VP Academic Affairs

Ary Sharif – President

Kayleigh Taylor – VP Welfare & Diversity [Chair]

Andreas Zacharia – VP Activities

Gemma Cobby – Non Portfolio Officer

Kelly Nicholls – Non Portfolio Officer

Maryam Saghir – Liberation Officer

Sam Whewall – Community Action Officer

Note – Student Officers invited only [attendance expected upon return to University]:-

In attendance:

Mark Crowhurst – General Manager

Maggie Pocklington – Support Administrator [Officer]

1. Apologies for Absence

AS

[NB not required for Student Officers]

2. Minutes of Previous Meeting

The minutes of the previous meeting 9th August 2011 were accepted as an accurate record.

3. Matters Arising

Actions outstanding:

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

Action MC: to arrange reorganisation of operations Group with Vix Simpson so that AZ is able to attend more frequently [currently has a conflict]. Meet due 6/9/11.

Action: All to consider way forward re Exec reports which are suspended over summer and way forward to be reviewed in August with protocol to be updated including information to go to web site.

This discussion to include agreed Meeting Ground Rules being incorporated/referred to within protocols and how to ensure these are adhered to.

Status on outside signage

MC advised that this may require Planning permission and estates will progress and so the new outside sign may not be in place by Freshers.

Sign e.g. 'Students' Union Soap Centre' details are to be with Estates [sent 2nd Sept.]

4. Top 6 Feedback

None

5. **Student Feedback from GOATING**

None

6. **Campuses**

AS advised that the MAB Project is now terminated due to technical building issues.

Action: AS to clarify with John Plumridge if the name change to Minerva Building is still to go ahead.

JF reported that the Hull Campus Committee meeting delayed from August and also sabbs will be considering who attends this committee from SU.

7. **Democracy Updates**

Hall Reps - KT reported landlords met with and are on board regarding hall reps.

Student Reps - training now planned with 2 dates possibly to be changed.

Elections - steering committee held and dates set

8. **Finance**

New format of high level report used and agreed to be better.

Thanks were given to the Sports & Societies Team; Ian, Tracey and Andreas, for their achievements relating to last years budgets.

NUS Fee-

Agreed – call off order for annual NUS Affiliation Fee **£20815**.

9. **Exec reports**

N/A – under review with protocols

10. **Team Brief**

No queries

11. **Project Updates**

Grad Ball:

Tickets sold to date are 954 [as at pm 6/9/11]

ULSU Strategy

Implementation plans discussed at Trustees on 25th Aug. and agreed in principle.

Noted: MC has requested departments to provide 'Smart' objectives for department plans by 16th Sept. for consolidation and then reporting back at next Trustees meet on 11th Oct.

Freshers:

Coffee morning 12th Sept will review all key activities and discuss any issues arising.

Sabbs are continuing discussions and considering following points, and will put information onto walls in Board room for the 12th Sept coffee morning:-

Noted: KT reported that key message for SU Team during Freshers are to be 'GET INVOLVED' and sabbs focus will be on Fresher Fayres/Community Gala with presence at Riseholme and enrolment.

Noted: MC advised key points following operational review on 8th Aug.:

- stand does not have to be managed by officers
- SU services will be in Top Tower Bar on Tuesday only
- Wednesday Fayre is Sports & Societies focus only
- sabbs to consider how to engage students via SU helpers, Officers attending enrolment, working queues etc.
- Sabbs to provide one or two key focussed questions all SU Team to ask students in Freshers week.

Agreed: Tuesday SU stand not to be resourced by Officers

Action: MC to ensure resourcing of SU stand at Fresher Fayre on the Tuesday in place as Sabbs will use as a base only.

Action: MP to confirm & update Board Room board re Enterprise BBQ with Jess Shields
[Post meeting note – BBQ is on the Wed 3-5pm]

PEP Rally

Date confirmed as 5th Oct. with an 'Olympic Theme'. AZ is progressing plans and will identify when and where support & help is required

**12. Campaigns
None**

13. SU Calendar review and update:

Action: MP to updates for snowflake ball and then, advise SU Team that calendar is under change control and put copy into Board Room.

14. Communications Priorities –

Agreed: as PEP Rally, new Website and By Election.

15. Any other business

KT reported that the following is still under discussion and the sabbs will be following this up next week:-

Promotion of Sabbatical Officers: Officers intend to focus promotion next year on their representational responsibilities and discussed some ideas under review. In particular the 'cardboard cut out' idea may be used starting with freshers week and also use of TV screens in library, E Shed.

Action: Sabbs to progress and confirm plans at next meeting [circulate paper if necessary for any agreements required prior to next meeting].

Action: Sabbs to keep RI up to date and all team as other ideas may arise from discussions. E.g. use of TV in SU Reception should be considered.

Next meeting Wed 14th Sept. 10.30am

I certify that the above minutes are a true and accurate summary of the meeting held on 6th September 2011, and have been approved by the Executive Committee. These minutes will now be publicly available.

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Kayleigh Taylor (Deputy Chair)

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Date