



## UNIVERSITY OF LINCOLN STUDENTS' UNION EXECUTIVE COMMITTEE

University of Lincoln Students' Union Executive Committee Friday 8<sup>th</sup> August 2014 at 2:00pm, in Students' Union Board Room.

### **Present**

Brian Alcorn, President (BA)  
Olivia Hill, Vice President Academic Affairs (OH)  
Hayley Jayne Wilkinson, Vice President Activities (HJW)

### **Also Present**

James Brooks, Chief Executive (JB)  
Aidan Mersh, Representation and Student Voice Manager (AM)  
Hannah Coleman, HR and Office Manager (HC)

### **1. 1 Apologies for absence:**

Apologies for absence were received from Nyasha Takawira, Vice President Academic Affairs (NT) Megan Graham, Operational Support Staff (MG) and Ian Johnston, Deputy CEO/Membership Services Manager (IJ).

### **1. 2 Declarations of interest:**

None

### **2. Minutes from the previous meeting:**

#### **Noted:**

- Agenda item 10.2 needs to be clarified to state that the Liberation Groups can bid for money from the Liberation Group Fund.

#### **Agreed:**

- The minutes from the previous meeting were deemed as an accurate record subject to the amendment being made.

### **3. Matters Arising:**

#### **Noted/Discussed:**

- BA discussed Course Representation Coordinator Kirsty Barnes (KB) attending the SAS2 Workshop with AM. KB to attend the workshop when none of the Executive can attend.
- The Executive need to progress with student suggestions for the Best Department Award.

#### **Event Dates:**

#### **Discussed:**

- HJW confirmed event dates with Communications Worker Laura Crouch (LC). The dates are featured in the welcome week guide.
- The English Language Centre (ELC) is arranging the trips to Cambridge, Leeds, Liverpool and York. The Union is to promote these trips.
- BA spoke to Ex President Dan Sam (DS) regarding the trips to Alton Towers and Skegness who reported that the ELC do not have the staffing structure or resource in place to be able to arrange these trips. DS had agreed that the Union should organise these trips and the ELC to promote them.
- Nothing has been organised for the trips. The trips are featured in publications.
- Skegness has been advertised for the 16<sup>th</sup> August. There is a financial risk to organising the trips due to a low turnout as it has not been promoted as yet.

- HJW noted the other event dates. ALL coaches and venue hire of the Engine Shed have been provisionally booked for applicable events.
- Activities Support Worker Jo Buckler is organising the coaches for the events.

**Agreed:**

- The Skegness trip in August will not occur.
- HJW to circulate the event dates to the Executive Committee.
- HJW to confirm the event dates with comm's.

**Todoist App**

**Noted/Discussed:**

- HJW has yet to email the Todoist app. It was suggested that staff may not appreciate being sent the Todoist app as it could have a negative connotation to it if received. Heads of departments could discuss the app with their staff.

**Agreed:**

- The Todoist app to be discussed in SMT.

**Graduation News Story**

**Discussed:**

- The Grandmother has not contacted OH. OH and LC have written a piece for the website.
- It was unsure if the piece should be on the website due to relevant timing.

**Agreed:**

- OH to ask LC if the piece is on the website, if not then to ask if it can be uploaded.

**Kit Policy**

**Discussed:**

- No update was available due to IJ's absence.
- A written policy needs to be produced to state that the Minerva cannot be on any activities kit.
- The policy will state what can/cannot be on kits.
- The Union could not claim VAT back from HMRC if correct logos are not used.
- HJW suggested that she could request all purchase orders for kits have attached a kit design before being signed off by HJW and Comm's.
- Comm's do not need to sign the order off.
- Staff members should sign off kit orders for continuity purposes.

**Agreed:**

- IJ to update at the next Executive Committee on the Kit policy for Activities.

**Graduation News Story**

**Noted:**

- The news story went live last Friday.

**Solicitors**

**Noted:**

- JB has asked for quotes from two solicitors of the Union to produce a letter for all activities about uniform stipulations.
- The letter should be sent to all students who sign up to any activities as committees may not pass the information down. The individual would be liable.
- It was suggested that only committee be sent the letter with a request that it is passed down to members.
- Rugby have not followed uniform rules previously.

**Agreed:**

- The letter to be sent to all committee members.
- When the letter to all committee members has been sent, a letter to be sent to all members of rugby.

## **Grad Ball**

### **Noted:**

- Hull Sabbatical Officers have been invited, BA has yet to receive a response.

## **Student issue**

### **Noted:**

- The situation with the International Student is ongoing. Student Voice Administrator Lindsay Westgarth is meeting with Senior Advice Worker Catherine Fitzgerald.
- It was reported that the decision by the University could be justified due to information BA has obtain regarding the situation.

## **Sabbatical Officer Time Analysis Chart**

### **Noted:**

- BA has not shown OH how to update the time analysis chart.
- BA filed the time analysis charts into one electronic file.

## **Odeon Tickets**

### **Noted:**

- HJW could not update on the expiry date of the tickets. HJW contact has yet to return her calls.
- The VAT on the tickets is fine.

### **Agreed:**

- HJW to email her contact to find out the expiry date on the Odeon ticket and bring an update at the next Executive Committee.

## **Best Department Award**

### **Noted:**

- OH received an email detailing the reason the Law department was nominated.
- The psychology department were nominated for their buddy scheme.

### **Agreed:**

- OH to forward the emails with the reasons for nominations to BA.
- BA to collate paragraphs for each nominated department for the website.

## **Manchester Pride for LGBT**

### **Noted/Discussed:**

- BA spoke to Finance Controller Dean Howard (DH) to confirm the funding.
- OH has contacted LGBT regarding the funding who are extremely grateful.
- OH suggested that LGBT attends a meeting with finance to cover the breakdown of costs.
- OH main contact from LGBT organising the event has hurt their back and cannot attend a meeting. Another person is due to attend a meeting with Finance.
- It was questioned that if the event did not go ahead, where would the £1000 be allocated to.
- The £1000 could go back to the Liberation Group Fund.
- It was suggested that the £1000 could be put back in the activities fund with £250 for societies and £750 for sports.
- 75% of the £1000 came from the sports fund and 25% came from societies fund.
- The average society fund request is £500.
- Activities acquire money through membership funds.
- Standing Committees are actively encouraged to fundraise.
- The Liberation Group Fund has £1000 in it for 5 groups.
- The Part Time Officers are expected to fundraise throughout the year.
- Each Liberation group has £100 to start with.

### **Agreed:**

- If the Manchester Pride event does not go ahead, the £1000 allocated for it will be put into the Societies Fund.

#### **Hoodies**

##### **Noted:**

- 15 hoodies are required which excludes Mentors.
- HJW has asked AM to find out if the Course Rep hoodies have been ordered as the hoodies could be placed on the same order for bulk buy discount.

##### **Agreed:**

- HJW and OH to circulate a list of names for hoodies to the Executive Committee.

#### **4. Sabbatical Officers Verbal Updates**

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

##### **Noted:**

- OH enjoyed the training with Jonathan Day and Student Engagement Manager Dan Derricott.
- OH will be working on the housing campaign and Rate your Landlord and Meet the Street events.
- 12 students have requested an interest for the buddy scheme.
- OH did not want to leave the situation with International students unresolved.
- It was suggested that OH should write a letter to the head of Study Group listing all her concerns to make the matter formal.
- It was suggested that a draft letter to be sent to the University to ensure that the content would not affect them.
- HJW, NT and OH have been invited to sit on a panel for Women in Politics at the University.

##### **Agreed:**

- OH to draft a letter to the Head of the Study Group and send to the University for proofing.
- OH to send the letter to the head of Study Group and CC appropriate persons from the University.
- AM to assist OH when drafting the letter if required.
- OH to email the women in politics email to HC.

##### **4.2 VP Activities**

##### **Noted/Discussed:**

- 763 tickets for Grad Ball have been purchased which is ahead of target.
- Engine Shed quoted £700 for 800-1000 hotdogs for Grad Ball which is cheaper than Mike Malley who quoted £1200.
- HJW met with student services who are eager to support disability sport at the University. It was reported that there are 20 sport wheelchairs at the sport centre.

##### **American Football**

##### **Discussed:**

- HJW received an email from American Football regarding their sponsorship last year with Walkabout. No contract was produced for this sponsorship.
- Walkabout have offered to pay the sponsorship of £1200.
- No contract would need to be produced for last years sponsorship.
- It was questioned why no contract had been produced last year as the Union was extremely specific on sponsorship regulations last year.
- It was suggested that this situation could be used as an example at the first Sports Committee as what could happen if procedures are not followed.

- It is important that an informed decision can be made when overriding a decision that has been previously made.
- A precedent could be set if HJW allows American Football to have the sponsorship money when no contract had been produced.

#### **Agreed:**

- HJW to contact Ex VP Activities Joe Burt to obtain the context of the situation with American Football prior to making a decision.
- HJW to make the decision regarding American Football sponsorship and to bring an update to the next Executive Committee.

#### **Taster Sessions**

##### **Noted:**

- HJW is having difficulty booking the taster sessions at the sports centre due to the availability of the courts specifically for the Squash taster session.
- Recreational Basketball at the sports centre is preventing certain taster sessions to occur.
- Recreational Basketball was reported to be popular.
- It was suggested that the Union's Basketball team should attend the Recreational Basketball session to hand out their leaflets/information.

#### **Sponsorships**

##### **Noted:**

- Clubs have started to sign sponsorships with Home nightclub.
- The contracts are not official until JB and HJW sign them.
- Home nightclub has an exclusivity clause.
- Clubs wanting to be sponsored by 'Getbrained' will need to choose between Home nightclub or 'Getbrained'.

#### **4.1 President**

##### **Noted:**

- The Executive recommended to continue with Jonathan Day training for next year's sabbatical Officer training.
- Brayford Radio would like a stall at the Commercial Fayre. BA gave AM the radio's email address.
- Brayford radio could speak to school of media or potentially become a Student Led Project.
- Graduate School would like Union involvement during Grad Week.
- BA attended a half away day with the Student Engagement team.
- BA is to meet with UTC Principle Rona Mckenzie and with Director of Communications, Development & Marketing Elly Sample.
- BA is attending NUS Lead and Change next week.

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

##### **Noted:**

- No update available due to NT's absence.

#### **5. Sabbatical Officers Time Analysis Charts**

##### **Noted:**

- No charts available.

#### **6. Health and Safety**

##### **Noted:**

- No health and safety issues were reported.
- Work on Health and Safety is in progress.

## 7. Chief Executive Verbal Update

### Noted:

- University Chaplain Subash Chellaiah (SC) wanted the Union to pay a company which under investigation was a student to produce food for an event. JB is to discuss this with Director of Student Affairs Judith Carey as SC reports into her.
- The Executive to send all applications for funding to JB so that he knows the content and Union actions prior to submission.
- External Trustee Roger Buttery is to receive a Fellowship from the University on the 9<sup>th</sup> September. The Executive were asked who would like to attend the ceremony.
- The Engine Shed project working group has completed its business. The University are to pay off the contract for the ATM machines and PHS Sanitary bins.
- The Office layout change should be occurring the Wednesday after the bank holiday.
- It has been suggested that DS agreed to store and deliver bedding packs. This action was not agreed by DS.
- The Executive Committee were reminded not to agree to do something for the year after they are in office but to refer the action to a staff member to facilitate.

## 8. NSS Brief

### Noted:

- The brief was provided as an interim prior to the completion of the AQR.
- The feedback from the NSS was surrounding timetabling and feedback.
- A meeting is scheduled on the 5<sup>th</sup> September where recommendations will be discussed from the NSS/ AQR.
- The Executive should receive the document for the meeting prior to the discussion.
- LW was commended for the work she had undertaken.

## 9. Dave Carter Shooting

### Noted:

- Ex External Trustee Dave Carter (DC) would like as stall at the Commercial Fayre for the National body of shooting.
- It was suggested that it would be more beneficial for DC to have a stall at the Sports Fayre.
- A stall at the Commercial Fayre would cost whereas stalls at the sports fayre are free.

### Agreed:

- Dave Carter to be given a stall at the Sports Fayre.
- HJW to inform Activities Coordinator Tracey Revill of the decision for Dave Crater to have a stall at the Sports Fayre.

## 10. Rate Your Landlord

### Noted:

- There are a lot of these schemes in other Union's.
- 'Rate Your Landlord' is the progression for the housing survey which was carried out.
- SUMS will be used to facilitate 'Rate your Landlord'.
- It was suggested that question 5 should be changed to 'rate your accommodation' rather than 'rate your provider'.
- The current accreditation scheme rates accommodation not the provider.
- It was reported that Hull stars scheme is a good scheme.
- The launch of 'Rate your Landlord' is planned for January'.

- It was proposed that it would be useful to use the data from 'Rate your Landlord' prior to the housing fayre.
- 'Rate your Landlord' could not be launched earlier due to staff being committed to other projects.
- It may encourage students to look early for accommodation if it was launched earlier.

**Agreed:**

- 'Rate your Landlord' was approved.

**11. AOB**

**Opportunities Fayre**

**• Noted:**

- A Sabbatical Officer lead on the Opportunities Fayre needed to be chosen.
- HJW has a welcome party on the same day as the Opportunities Fayre, BA diary is committed and NT will need to spend time in office catching up on training missed.

**Agreed:**

- OH to be the Sabbatical Officer lead for the Opportunities Fayre.

**Clearing**

**Noted:**

- HJW and OH will be helping with Clearing and answering the telephone.
- The Executive were advised that they would be using social media.

**12. Date of Next Meeting: Friday 15<sup>th</sup> August 2014**

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Chair

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Date