



## UNIVERSITY OF LINCOLN STUDENTS' UNION EXECUTIVE COMMITTEE

University of Lincoln Students' Union Executive Committee Friday 18<sup>th</sup> July 2014  
at 2:00pm, in Students' Union Board Room.

### **Present:**

Brian Alcorn, President (BA) (Chair)  
Olivia Hill, Vice President Welfare and Community (OH)  
Hayley Jayne Wilkinson, Vice President Activities (HJW)

### **Also in attendance:**

James Brooks, CEO (JB)  
Ian Johnston, Membership Services Manager/Deputy CEO (IJ)  
Aidan Mersh, Representation and Student Voice Manager (AM)  
David Andrews, The Shed Manager (DA)  
Megan graham, Operational Support Staff (MG)

### **1.1 Apologies for Absence**

- Apologies for absence were received from Hannah Coleman, HR and Office Manager (HC)

### **1.2 Declaration of Interest**

- No declarations of interest were received.

### **2. Minutes from the Previous Meetings**

- The minutes from the previous meeting were agreed as an accurate record.

### **3. Matters Arising**

#### **Noted:**

- The email enclosing the policy to Cricket has been retracted.
- The email update about BUCS funding may not have been sent.
- Sabbatical Officers to attend Bishop Grosseteste University Graduation Ball to build stronger networks with other Students' Unions.

#### **Agreed:**

- IJ to update HJW on the retraction of the email enclosing the policy to Cricket.
- Find out if the email update on the BUCS funding has been sent, if not IJ to send the email update.
- Ticket cost for Bishop Grosseteste University Graduation Ball to come out of the Sabbatical Office budget.

### **4. Sabbatical Officer verbal updates**

#### **President**

#### **Noted:**

- Sabbatical Officers should have a meeting prior to Executive Committee to discuss topics to be discussed.
- BA has been dealing with the HR matter in relation to the VP Academic Affairs and securing a replacement
- Masham gave BA a clear focus on the year ahead but these may change after new Vice President Academic Affairs is in office.

- BA has been focussing on upcoming campaigns such as the Pound in Your Pocket and the Governance Demonstration.

**Agreed:**

- Meetings to be arranged for the Sabbatical Officers to discuss verbal updates prior to Executive Committee.

**VP Activities**

**Noted/Discussed:**

- HJW has attended many training sessions since her start in office.
- HJW attended the BUCS conference which allowed networking and ideas for the disability sports club to be developed.
- There is talk of a Social Sports club at the sports centre but it is preferred that this is based at the Students' Union.
- There have currently been 602 Grad Ball tickets sold, 1022 need to be sold to break even meaning 7 tickets need to be sold per day.
- Support from other Sabbatical Officers was requested over social media specifically Facebook.
- OH suggested adding video of Duke to social media to increase sales for Grad Ball.
- AM suggested Sabbatical Officers getting International Students interested in the Grad Ball by going to events for International Students.
- Wednesday nights at The Engine Shed to form sponsorships with Activities currently sponsored by Home Nightclub.
- There is funding for 10 teams to be sponsored by The Engine Shed with £5000 total sponsorship funding allocated, the selection of these teams will be a commercial driven decision, choosing teams which will bring the most students to The Engine Shed.
- The Shed appeals to specific Societies and can potentially offer sponsorship to interested societies.
- HJW will not be here for three days and requested OH and BA to sign specific Activities paperwork for Activities without a treasurer in exceptional circumstances.

**Agreed:**

- HJW to circulate details of the Grad Ball to BA and OH.
- BA and OH to help promote the Grad Ball via social media.
- OH and BA to sign Activities paperwork if the Activity has exceptional circumstances.

**VP Welfare and Community**

**Noted/Discussed:**

- OH attended the Welfare Conference which was great for networking and getting ideas for student involvement in the General Election 2015.
- OH also attended workshops on Mental Health and being more assertive.
- Student Buddy name change to Student Mentor.
- OH requested a list of the names for Student Buddies from last year who were staying as Student Mentors.
- Student Buddy records from previous years were not well kept.
- OH is to meet with Julie Goode, met with Madeline Robinson about Buddy Counselling.
- OH arranged a meeting with Sally Riggall and David Howard to discuss dates and to know which paperwork is needed for buddy training.
- It is important to know who is responsible for different aspects of the student buddy process.
- JB offered that a member of SMT be present for that meeting to make the meeting with Ben Ball more effective in relation to historic information.
- OH is to meet with Dash, a housing accreditation company. One member of Dash has previously met with Ben Ball. OH may attend another meeting in Spalding.

**Agreed:**

- OH to meet with Ben Ball to update him of the current plans being discussed on accommodation accreditation. Invite a member of SMT to the meeting.
- Student Buddy name change to Student Mentor.
- Better records to be kept for the Student Mentor scheme.
- Meeting with Dash to be booked for September.

**5. Sabbatical Officers Time Analysis Charts**

**Noted/Discussed**

- HJW offered to take the lead on the Time Analysis Charts.

**Agreed:**

- HJW to take the lead on the Time Analysis Charts.
- The colour coding on the charts needs to be further discussed.

**6. SAS 2 WORKSHOP**

**Noted/Discussed:**

- Two meetings have previously taken place which there was no Sabbatical Officer attending.
- OH and HJW are both happy to attend but one Sabbatical Officer only needs to attend to give consistency.

**Agreed:**

- HJW to attend the SAS 2 Workshop with Kirsty Barnes to fill in when HJW cannot attend.

**7. Chief Executive verbal update**

**Noted/Discussed:**

- The Union won NUS Students' Union of the year.
- Taking over The Engine Shed has created a lot of work which was expected and is dominating central services currently.
- Hannah Coleman has done a great job with Engine Shed and Tower Bar recruitment, Megan Graham was also commended.
- Commercial Services Manager was shortlisted this morning – a very strong field.
- IJ is working on a health and safety policy and procedure manual and any health and safety risks should be mentioned to him.
- NSS scores showed a push for better quality teaching, the University SMT are involved with many different areas of development so these links may be able to help improve the push for better teaching quality.
- Finance year end finalisation of tasks is the 4<sup>th</sup> August, so the Finance department are very busy with this currently.
- Sage will be upgraded within the Finance department
- The Shed have saved £18,000 this year on business rates, but we are currently in dispute with the surveyors used as they want £6,500 for the work but it was previously agreed they would receive 10% of 1 years savings.
- The Union currently pay 20% VAT at The Shed but hopefully it can be reduced to 0.5% VAT.

**Agreed:**

- Health and Safety for The Engine Shed and Tower bar should be a reoccurring Exec agenda item.

**8. The Shed Food menu**

**Noted/Discussed:**

- The initial design for the Shed Food menu was presented.
- The World Food section should not have macaroni cheese at the top.
- The key is to be put on the back of the menu which currently has not been designed.

- The logo is currently missing from the menu, it is important to be conscious of the SU presence within The Shed.
- It was requested a non breaded chicken fillet breast to be put on the menu.
- It was requested extra toppings to be added as a section on the menu.
- NUS Extra card holders will receive 10% off at The Shed, an NUS Extra card reader may also be put over in The Shed to promote NUS Extra sales.
- It was mentioned that the breakfast was quite expensive.
- DA is approaching local butchers to provide Lincolnshire sausages which would make the vegetarian options seem less expensive.
- The percentages behind products need to make a profit and the 10% discount for NUS Extra card holders' needs to be considered when looking at profit margins.
- Vegetarian options should not be different prices to meat options, but this affects the profit margin for vegetarian products.
- A Sport Wednesday deal may be available with a sponsorship with certain societies at The Shed. SUMS could automatically implement discounts within the sponsorship agreement using the new tills and society members' student id cards.
- Certain foods on the menu could be linked to and promoted by Sabbatical Officers, for example the Hayley Burger with Hayley advertising these on the RedBus screens.

**Agreed:**

- Macaroni cheese will be removed from the top of the World Food section.
- The Students' Union logo must be present on the front of the menu.
- The design and content of the Menu was approved.

**9. 2014 Merit and Achievement Awards**

**Noted/Discussed:**

- The award for Best Department is decided by students. It was discussed that emailing students may not be a feasible idea and politics may be involved if students are involved in the shortlisting process.
- Staff should also be involved in the shortlisting process.

**Agreed:**

- BA, OH and HJW to speak to students within the remit for nominations for the best department award, BA to produce a shortlist before the next Executive Committee.
- IJ and AM to ask in departmental meetings for suggestions on the Best Department award.

**10. Staff Suggestions**

**We should have an Employability Fayre.**

**Noted:**

- This already happens.

**GOATing hours in diaries of Sabbatical Officers may not have been adhered to.**

**Noted:**

- This is not appropriate for the staff suggestion scheme.

**Improved Office Layout, currently not welcoming and there is not an appropriate break space.**

**Noted:**

- This is currently being done.

**Posters around campus showing how revenue from Students' Union Bars go back to the students.**

**Noted:**

- This would be easy to do, and the Union have data from The Shed which we could use.

**Printing Shop**

**Noted:**

- The idea is excellent but it is not practical.

- It would be great to have and give good capital.

**Agreed:**

- Course Representation Coordinator Kristy's Barnes staff suggestion was approved.
- HC and MG to arrange the administration for the Staff Suggestion Scheme.

**11. Annual Leave**

**Noted/Discussed:**

- Annual leave does not need to be done, JB confirmed this fits with the terms and conditions.
- OH and HJW discuss their working hours with BA and do not need to consult with other members of staff.
- Dan Sam agreed that Sabbatical Officers would be present at the UTC events.

**Agreed:**

- Annual leave to be carried out externally of the Executive Committee meeting.
- HJW to attend UTC events and BA to check with diary prior to committing to this.

**12. Welcome Hub/Opportunities Fayre**

**Noted/Discussed:**

- AM attended a meeting on creating a Welcome Hub and Opportunities Fayre.
- Using data from the Strategy and International report, a space can be created with high footfall where the Union can promote things such as Course Reps and NUS Extra card sales.
- It will run the week before, of and after Fresher's week and be open till 2am with SU helpers being present here instead of at the Rotunda over Fresher's week.
- Student Engagement Manager Dan Derricott received money from Internationalisation to help fund the Welcome Hub.
- University SMT are supportive of the venture
- AM has booked The Engine Shed for the Opportunity Fayre which will be the climax of the 3 weeks of events.
- OH mentioned this idea was well received by the Liberation Groups.
- Evening activities are wanted to be run by the Union.

**Agreed:**

- Welcome Hub/Opportunities Fayre to be picked up on in the next Welcome Week meeting.

**13. Event Dates**

**Noted/Discussed:**

- Event dates in green are confirmed, those in blue need dates set and a meeting at a later date needs to be had.
- HJW informed there will be no Winter Wonderland this year and wants to put focus on other events specifically and End of Year event.
- The benefit of an End of Year event compared to Grad Ball was discussed.
- The idea of a smaller scale Grad Ball at The Engine Shed and a big End of Year Event was mentioned.
- BA and HJW have a meeting with Jaqueline Mayer to discuss International Events.
- The wall planner confirmation dates have been put back to accommodate for any additional dates that are unconfirmed.

**Agreed:**

- Dates in green are to be put in the wall planner.
- HJW to bring an updated list of Event Dates to the next Executive Committee.

**14. NUS Awards**

The meeting went into a Closed Session.

## 15. Office Layout

### Noted/Discussed:

- A plan of the new office layout has been created.
- The Finance office is now a meeting room available for students and staff to book.
- Finance Controller Dean Howard is putting together innovative and creative ideas to present at the Monthly Meeting on Monday.
- OH suggested a vending machine with healthy snacks for the office.
- HJW suggested kitchen rearrangements so there is more space in the kitchen area.
- The board room is to turn into the Finance office and the board room is to be moved downstairs with a bigger desk which can also be hired out by students.
- The dressing rooms upstairs are also available, if needed, for meetings with students, specifically those which need to be private.

### Agreed:

- Approved new office layout.

## 16. Santander

### Noted/Discussed:

- Santander would like office space to bring them into the Union.
- In the long term the Reception will move to The Engine Shed Reception and the downstairs reception space can be split in two.
- With the reception in its current place the space Santander requires is too much.

### Agreed:

- Did not approve the plans for the Santander Office.

## 17. SU Helper t-shirts

### Noted/Discussed:

- 160 SU Helper t-shirts to be created. 75p for 2 colour logo, £1 for 3 colour logo.
- Other events such as SHUSH campaign could be added.
- A meeting with the University to discuss the previous arrangement of the Wednesday night events at The Engine Shed was held. This confirmed that the Students' Union must adhere to the contract with the external provider.

### Agreed:

- The external provider for the Wednesday night events at The Engine Shed may put the logo onto the t-shirts as long as the promoter is willing to pay for it.

## 18. AMOG

### Noted/Discussed:

- These meetings look at the portfolio programmes and what benefits they have. They discuss evidence from data such as NSS to choose which projects are run.
- No Student Rep was assigned to this meeting.

### Agreed:

- VP Academic Affairs should take the lead in these meetings if they are in office before the start.

## 19. Date of Next Meeting

### Noted:

- 25<sup>th</sup> July 2014

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Chair

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Date