



UNIVERSITY OF LINCOLN STUDENTS' UNION EXECUTIVE COMMITTEE

University of Lincoln Students' Union Executive Committee Friday 19th
September 2014 at 1:30pm, First Floor Meeting Room.

Present:

Brian Alcorn, President (BA)
Hayley Jayne Wilkinson, Vice President Activities (HJW)
Olivia Hill, Vice President Welfare and Community (OH)
Natasha Takawira, Vice President Academic Affairs (NT)
James Brooks, Chief Executive (JB)

Also present:

Aidan Mersh, Representation and Student Voice Manager (AM)
Hannah Coleman, HR and Office Manager (HC)
Megan Graham, Administrative Support Worker (MG)

1.1 Apologies for absence

- None

1.2 Declarations of interest

- None

2. Minutes from the previous meeting

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

3. Matters arising

Noted/Discussed:

- HJW to update on the meeting with English Language Centre Administration Officer Marianne Mccall at the next Executive Committee meeting.
- HJW has arranged for Sports and Societies (S&S) to gain free entry to Quack for three committee positions, these will initially be President, Vice President and Social Secretary but can be changed once.
- BA is to inform Student Trustee Jack Maddock (JM) that he cannot attend the meeting representing the Union at the DSA working group.
- Vice Chancellor Professor Mary Stuart (MS) declined the invitation for lunch, after the meeting with OH, with the Sabbatical Officers.
- It was confirmed that a Union member cannot be a voting member at council and a student trustee.
- Web Developer Intern Ben Tindall (BT) has been informed about @lincolnsu.com email addresses for all Senior Reps.
- HC has not spoken Callum and Emily about the coach booking. Callum has spoken to Emily about coaches so HC may not need to do this.

- HC is to contact Charlie from Hodsons Coaches about the coach booking agreement between Hodsons Coaches and the Union and bring an update to the next Executive Committee.
- HJW will add an agenda item for next week regarding kit orders and expenses claim forms.
- The 'I love tour' centralised booking system through the Union is currently being processed.
- JB has spoken to Senior Web Developer Alan Bage (AB) about changing the Union website events section to make union events more accessible. HJW has also spoke to AM, with AM and AB both looking into the change.
- The door lock on the main door entrance is to be changed in its entirety, not just the code.
- The supportive email to be drafted by Communications to students renting at Danesgate who were unable to occupy their rooms is not necessary now that the students have moved to Danesgate.
- Communications Worker Scott McGinn (SM) has been spoken to regarding storage of equipment in the SU offices by Linc TV.
- SM will now speak to Memberships Services Co-ordinator Wayne Granger (WG) about booking this equipment into the downstairs store room.

4. Sabbatical Officer Verbal Update

4.1. VP Academic Affairs

Noted:

- NT met Director of Educational Devt & Enhancement Unit Karin Crawford; this meeting went well with a focus on feedback and involving the Educational Development and Enhancement Unit (EDEU) in this feedback.
- This week NT was focussing on Course Rep nominations at 5pm today NT will find out numbers of nominations.
- The Course Rep nominations are currently over the halfway target at 250 this morning, there should be close to 300 nominations at 5pm.
- AM commended NT and everyone involved in Course Rep elections for the numbers of nominations.
- This year there were more other commitments for the Sabbatical Officers specifically the President, this year BA was unavailable for two days of GOATing.
- It was noted that 450 nominations are expected as offline elections are still needed for those courses without nominations.
- NT expressed thanks to Connor, Gee Mattison and JP for being great student helpers during course rep nominations; NT also thanked the Sabbatical Officers for supporting her.
- There was discussion around student council training; an event is to be supplied by the Sabbs.

Agreed:

- MG to look at a 1 hour training session for all students regarding student council Wednesday potentially in the evening.

4.2. VP Welfare and Community

- OH attended the liberation group meet up in the welcome hub. This meet up went well with mostly international students and some mature students in attendance.
- This was a great way to see everyone getting to know their fellow Liberation Officers and OH, and for them to meet the students they are representing.
- OH met with Decent and Safe Housing (DASH) and East Midlands Property Owners (EMPO).
- These companies are both offering support to landlords, but they also work in collaboration with the Students' Unions in Nottingham to create an accreditation scheme.
- Student Voice Administrator Lindsay Westgarth also attended this meeting, the companies expressed interest in working alongside the Union.
- EMPO currently work with around 60 landlords in Lincoln and DASH has just signed a contract with Lincoln City Council to allow them to have roadshows where they can speak to tenants and landlords about their rights and responsibilities. In Lincoln this presence could be very positive.
- BA suggested contacting Manager of Residential Services Michael Ball and informing him about the landlords' forum, this occurs each year and is in preparation for the following season. BA suggested students, landlords and DASH all be invited.
- Historical information suggests that this combination may be beneficial at the forum.
- This years housing campaign was discussed in the Communications meeting, it was said to be well thought through with phase one of the campaign running until just after Christmas.
- GOATing has been high on the agenda this week.
- OH will be attending the Carholme Community Gala on Sunday 5th, with a meeting with MS on Tuesday.
- BA and OH were invited to a conference with Just Lincolnshire with Liberation Officers also being invited.
- The talks at this conference will benefit the different Liberation Officers. The conference is next Wednesday 10:00am-4:00pm at the Lincolnshire Showground. 3
- OH suggested the conference would be beneficial, BA also thought the Liberation Officers would benefit the most from this.

Agreed:

- OH to check for an outline/agenda of the conference at the Showground as to try and attend even a portion of the conference.

4.3. VP Activities

Noted:

- The Alton Towers trip has sold 46 tickets with 47 being available in total.
- A coach has been booked and the budget has broken even on this trip.
- A new activities drop in is now all days Wednesdays.
- AM has started attending the activities departmental this week.
- There have been some issues regarding bookings at the Sports Centre. Netball and Men's futsal are having problems regarding the times for facilities being booked.
- Quackactivities needs to be promoted.

- BA suggested going directly to sports and societies teams to promote Quackactivities.
- HJW has spoken to Commercial Services Manager Charlie Garrod and the team with the most people in attendance will get one hour in the VIP area.
- HJW met with The Law Society who stated the insurance Ex VP Activities Joe Burt (JoB) and Ex Deputy CEO/Commercial Services Manager Ian Johnston (IJ) are said to have agreed to will not be reimbursed.
- The expense claim form was from June 18th with JoB having signed it.
- BA highlighted that this is the reason for using the Purchase Request Form over the Expenses Claim Form.
- The Law Society requested all committee and student volunteer members be put on their constitution.
- JB stated that the three committee members who are recognised by the Union are Treasurer, President and Vice President.
- Board Minutes from the previous board are to be consulted regarding S&S constitutions.
- It was noted that the email address the Union will contact S&S via is the official @lincolnsu.com.
- AM suggested to verbally remind S&S to check the Union email for important emails from the Union.
- BA stated that it was to provide continuity for the S&S and means that we can get other emails back.
- JB suggested that the ease of using alternate email addresses on phones etc. may be the cause of S&S using other email addresses and forwarding emails from the official Union to these alternate addresses.

4.4 President

Noted/Discussed:

- BA has received 4 confirmed nominations for Student Trustees and one potential nomination.
- There has been overall very positive feedback on Fresher's week, BA suggested Fresher's may have been too early this year.
- It was noted from various members throughout the University of Lincoln that graduation followed directly by Fresher's Week is very intense.
- BA noted in Welcome Week there are rarely events on the Monday, with enrolling now only taking around 10 minutes then the welcome talk which lasts around 30 minutes.
- When a student has only just moved to a new city without having time to make friends this schedule may not be beneficial. There was enthusiasm for more activities on the Monday of Welcome Week.
- It was suggested Schools should do more School based activity for enthusiastic students who want to get more involved in their course.
- It was also suggested to push for additional events for Postgraduate students and extra encouragement for students to stay on for a Masters degree.
- BA suggested giving extra support for unsuccessful candidates after Sabbatical and Volunteer Officer Elections; for example a workshop which may involve Careers and Employability and showing them other ways to get involved within the Union.
- BA received good feedback about Board of Governors.

- At Lincoln College Fresher's fair students were given University of Lincoln Students' Union associate membership forms if they were interested in getting involved within the Union.
- BA has resigned as secretary at the West End Residents Association due to a conflict of interests given recent development.
- Next week BA will attend a catch up with MS and Lincoln University Technical College for Science and Engineering who are interested in setting up a Students' Union.

Agreed

- Additional support to be given to unsuccessful candidates for Sabbatical and Volunteer Officer Positions after elections.

5. Chief Executive Verbal Update#

Noted:

- JB is currently working on confidential matters.

6. Health and Safety

Noted:

- No new health and safety risks have been reported.

7. General Election

Discussed:

- All Sabbatical Officers are to put on social media "all views are my own and not those of my employer the Students' Union" in compliance with the Unions Social Media policy.
- Sabbatical Officers are to record any advertisement of the general elections, JB suggested creating a new colour code for this in the diaries.
- This is due to the need for a record of the Unions promotion of voting in the general election. This information can be included in reports about the Unions time and finances spent on general elections.
- There is no target for Sabbatical Officers on the time spent on the general election; this is just in order to monitor time.

8. Byelaws

- The proposed changes to the byelaws need to be approved by the Executive Committee, followed by Trustees and Student Council.

8.1. Byelaw 3

Noted/Discussed:

- The changes to Byelaw 3 have been proposed due to the gap of nearly six months over summer between student council meetings.
- This prevents progression in different areas of the Union in terms of decision making as student councils are not running.
- The proposed change allows only business critical changes to be made in the absence of student council meetings over summer.
- Any decisions made under this byelaw are subject to approval at student council and can be reversed if student council do not support the change.

Agreed:

- Changes to Byelaw 3 have been approved subject to JB altering the numbering pattern which has not been kept consistent throughout.

8.2. Byelaw 5

Noted/Discussed:

- The proposed changes to byelaw 5 give clarification on Sabbatical Officers moving into post.
- If between successful election and the first 10 weeks of post a Sabbatical Officer is removed from post the original ballot will be used and other candidates will be approached.
- If the Elected Officer Role becomes vacant after 10 weeks the Trustees have the discretion to offer the role to the officer elect on a part time basis.
- Trying to re-elect a sabbatical officer at this point in the year may be cause difficulty.

Agreed:

- Changes to Byelaw 5 have been approved.

8.2. Byelaw 7

Noted/Discussed:

- The proposed changes to byelaw 7 now include Job share roles. This will help reduce the work load of both of these members.
- Byelaw 7.6.1 was proposed to reduce the word count to 200 or 250 from 500.
- It was discussed that although candidates have the option to talk to voting members on campus, this may not be accessible to distance learners. Reducing the word count could reduce these members ability to make an informed decision on voting.
- A 500 word count limit gives as many people as possible a chance to express their manifestos.

Agreed:

- The proposed changes were agreed subject to the following amendment:
'A maximum five hundred (500)' to 'up to a maximum of five hundred (500).'
- The manifesto word count should also be highlighted in the training.
- MG to change the 'area' to 'areas' on the Byelaw changes document.

9. World Aids Day

- Removed from agenda

10. Liberation Groups and Sponsorship

Discussed:

- OH raised the issue of Liberation Groups getting sponsorship.
- This process needs to be monitored through a sponsorship agreement to help to protect all parties involved.
- JB raised the issue that liberation groups are an unbiased group and sponsorship may impact this stance.

Agreed:

- AM to send the sponsorship template for S&S to OH for adaptations to be made.

- OH is to send an adapted template to the liberation groups informing them that this agreement protects them when spending money given in sponsorship and prevents them being personally liable for any issues.

11. Zero Tolerance

Discussed:

- As the Union has a zero tolerance policy and now includes venues it was suggested that this stance be fully explained and the way in which it is publicised be discussed.
- It was stated that if a disciplinary arises which does not conform to the zero tolerance policy in place, for example are homophobic or racist, this will result in a six month ban from the Union.
- Detailed reports should be made of any issues within the Unions premises, resulting in details of the student and student cards being taken.
- It was suggested to have signs detailing the zero tolerance policy around the venues as it is important for students to know what the Unions zero tolerance policy does not accept and what will happen if this policy is not complied with.
- The addition of zero tolerance policy publicity will be included in the rebrand of the Engine Shed and Tower Bars with the box office entrance being a suggested location for this information.

12. Letter to Agents and Landlords

Discussed:

- OH detailed the process DASH has implemented in Nottingham.
- If DASH receives details a problem a tenant is facing and sends a letter to the landlord and/or agent responsible for this property.
- These letters are kept on record, with the first letter detailing the issue and a second letter requesting a personal meeting with the landlord and/or agent responsible for the property.
- In Nottingham it was found that the landlords would respond much quicker the issue as this was used only in serious cases.
- This also allows a monitoring of landlords as it will detail problem landlords with multiple properties.
- Implementing this scheme in Lincoln may be beneficial.

Agreed:

- OH to ask for a letter template from DASH to bring to the Executive Committee meeting.

13. Any Other Business

13.1. Student Staff Pay

- Staff used to be paid the lower minimum wage weekly now they are paid the higher minimum wage + holiday monthly.

13.2 Clean up the Brayford

- Volunteer Co-ordinator Jane Kilby enquired about the 'Clean up the Brayford' scheme as students have commented on the negative condition of the Brayford Pool.

- It was suggested that the staff away days could involve cleaning up the Brayford Pool; this would allow some of the away day budget to help towards costs of hooks and other equipment needed for the clean up.
- This could also be a good initiative to involve students and Union staff.

13.3. West End Residents Association (WEGA) Annual General Meeting (AGM)

- BA successfully created a student representative committee member position in the WEGA AGM.
- Ideally this student representative would be a West End resident.

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Chair

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Date

Confirmed