



## UNIVERSITY OF LINCOLN STUDENTS' UNION EXECUTIVE COMMITTEE

University of Lincoln Students' Union Executive Committee Friday 15<sup>th</sup>  
August 2014 at 2:00pm, in Students' Union Board Room.

### **Present:**

Olivia Hill, Vice President Welfare and Community (OH) (Chair)  
Hayley Jayne Wilkinson, Vice President Activities (HJW)  
Nyasha Takawira, Vice President Academic Affairs (NT)

### **Also in attendance:**

James Brooks, CEO (JB)  
Hannah Coleman, HR and Office Manager (HC)  
Megan Graham, Administrative Support Worker (MG)

### **1.1 Apologies for Absence**

Apologies have been received from Student Voice and Representation Manager Aidan Mersh (AM), President Brian Alcorn (BA) and Membership Services Manager/Deputy CEO Ian Johnston (IJ).

### **1.2 Declarations of Interest**

No declarations of interest were received

### **2. Previous Minutes**

The minutes from the previous meeting were deemed an accurate record of the meeting.

### **3. Matters Arising**

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

- There was no SMT meeting this week so the Todoist app was not discussed.
- IJ was not present to update on the Kit policy for activities.
- American Football requested finance to send an invoice request form.

#### **Agreed**

- The Todoist app to be discussed in SMT.
- IJ to update at the next Executive Committee
- OH to send JB the draught letter for the Head of Study Group.
- OH to send the letter to the Head of Study Group and CC appropriate persons from the University.
- HJW to update NT on the Time Analysis.

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

### **4.1 VP Activities**

#### **Noted:**

- 808 tickets have been sold for Grad Ball.
- HJW has reviewed and updated the costing for Grad Ball.
- Quack has started to be promoted as the new Wednesday Night at Engine Shed.
- Next week HJW will be doing the trustees test, attending the SU Away Day and will have Friday off.

### **4.2 VP Academic Affairs**

#### **Noted:**

- NT recently attended the Education and Representation 2014 NUS conference which helped NT to understand how to best portray her role and present herself.

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

#### **Noted:**

- OH met with Deputy Vice Chancellor Scott Davidson about the campaigns due to run this year.
- OH was involved in the clearing telephone calls.
- Portsmouth Students' Union will be visiting next week.
- The Manchester Pride event organised through LGBT has been fully organised for the 23<sup>rd</sup> September, LGBT spent £790 of the money given to support the trip.

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

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

- BA had only attended 8 not 9 Union meetings.
- OH had 11.5 hours of office time but only noted 11.
- Sabbatical Officers did not meet the 40 hours of GOATing.

## **6. Health and Safety**

- IJ was not present to bring an update on the Health and Safety.

## **7. Chief Executive verbal Update**

- The Shed is shut for the refit with decking being done and the new sign being put up.
- There has been the following issues with the Engine Shed promoter for the Wednesday nights:
  - Bishop Grosseteste Students' Union will not work with the Union if this promoter is used,
  - the Wednesday night wristband has been put on an unofficial website,
  - 'Get brained' is a slang term for fellatio.
- Quack is the new Wednesday night, this has been arranged and is started to be promoted by HJW.
- Any members of and Activity attending Engine Shed club nights will have £1 donated to their Activities SRF account.
- ES will still provide 10 sponsorships for Activities.

- The two Technical Managers have handed their notice in due to the changes to the contract during the transfer to the Union.

### **8. Odeon Tickets**

- The contact HJW had at the ticket supplier is no longer employed.
- The sell by date for the tickets is July 2015 which does not give long for the Union to promote and sell the tickets.
- HJW is no longer comfortable associating with this company.

#### **Agreed:**

- Odeon tickets will not be purchased through the ticket supplier odeontickets.com.

### **9. Squash Minisite**

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

- The Squash Club would like the logo of their sponsor and their kit design on the minisite within the Union website.
- The sponsor and their logo should be known prior to agreement of logo on the minisite.
- With Engine Shed now being run by the Union advertising another night club would not be appropriate.
- As the minisite is an area for the club to advertise themselves they are free to put kit designs on.

#### **Agreed:**

- The Squash Club can put the logo of their sponsor on the minisite subject to the appropriateness of the logo and sponsor.
- HJW to investigate the Squash Club sponsor and logo and to inform the Squash Club they can put their kit design on the minisite.

### **10. Leicester Tigers vs London Irish Trip**

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

- Leicester Tigers contacted BA asking if the Irish Society would be interested in going to the Leicester Tigers vs London Irish match.
- Last year Ex Vice President Activities Joe Burt arranged a similar trip and it was not very successful.

#### **Agreed:**

- A trip to watch the Leicester Tigers vs London Irish will not be arranged by HJW.

### **11. Grad Ball Guest List**

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

- AM wanted to raise that Senior Reps who attend both days of their training will be on the guest list.
- Two ex-Presidents have requested to be on the guest list, Dan Sam and Jennine Fox.
- Emily Hill, Engine shed staff and any staff employed before the Grad Ball should be added to the guest list.

- Hull Students' Union have not contacted HJW so will not be put on the guest list.
- Sabbatical Officers from 2013/14 should also have a +1.

**Agreed:**

- The guest list with the addition of the following has been approved: Dan Sam and Jennine Fox, Emily Hill, Engine Shed staff and any staff employed before the Grad Ball.
- HJW to send invites to all Grad Ball guest list members.

**12. Merit and Achievement Awards:**

**Noted/Discussed:**

- The Union should not be nominated for the Merit and Team Achievement Award.
- JB is dealing with any enquiries about the award.

**Agreed:**

- The paragraphs have been approved subject to the Students' Union not being nominated.
- BA to ensure the paragraphs are uploaded to the website subject to the agreed changes being made.

**13. University Logo – Letter**

**Noted:**

- There is a typo in the letter in the second paragraph, this should be changed from "including by not limited to copyright and/or trademark rights" to "including but not limited to copyright and/or trademark rights"

**Agreed:**

- The letter has been approved subject to changing the typo "including by not limited to copyright and/or trademark rights" to "including but not limited to copyright and/or trademark rights".
- The letter to be sent to all members of Rugby Union the Committee of all other Activities subject to the agreed changes.

**14. AOB**

**14.1 Hoodies**

**Noted/Discussed:**

- There are a total of 16 part time officers for which hoodies would like to be provided.

**Agreed:**

- HJW to speak to Finance Controller Dean Howard about the suppliers of the other hoodies used within the Union.

**14.2 Student Buddies**

**Noted:**

- Student Buddies will no longer be changing their name to Student Mentors.

### 14.3 International Lunch Cancellation

**Noted:**

- The International lunch due to take place earlier on in the week was cancelled without any Union staff being informed.
- HJW had to contact the English Language Centre Administration Officer Marianna McCall to get details surrounding the cancellation.
- HJW was told it was cancelled due to there being no food for the event.

**Agreed:**

- HC to find out the cause of the cancellation and if other international events are cancelled.

**Next meeting: Monday 1<sup>st</sup> September 2014**

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Chair

Date

Confirmed