



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 (BA) – President
Nyasha Takawira (NT) – Vice President Academic Affairs
Hayley Jayne Wilkinson (HJW) – Vice President Activities
Olivia Hill (OH) – Vice President Welfare and Community
James Brooks (JB) – Chief Executive Officer

Also in Attendance:

Hannah Coleman (HC) – HR and Office Manager
Megan Graham (MG) – Administrative Support Worker

1.1. Apologies for Absence

Apologies were received from Representation & Student Voice Manager Aidan Mersh (AM).

1.2. Declarations of Interest

- None

2. Minutes of the Previous Meeting held on 12th September

- Approved with amendments.

3. Matters Arising

Noted:

- Amended bye laws to be presented to the next Executive Committee.
- Not all students renting accommodation at Danesgate have moved into their flat due to the decoration being incomplete.
- Some students are still residing in the hotels provided by the University, and it is mostly international students who were provided with alternative hotel accommodation at Canwick.
- There has been some negative feedback from students staying in the hotels; these are mostly due to the students sharing hotel rooms.
- AM was not present to update on the supportive email drafted by Communications for students staying in the hotels.
- OH spoke to the Manager of Residential Services Ben Ball (BB) about the arranged Lighthouse meeting with OH and JB.
- JB attended a meeting with Head of Strategy & Communications Sam Williams and Head of maintenance in Estates Kevin Forth where storage space within the University was discussed.
- The University have been filling in a Project Initiation Form for more storage, but this may not be completed for 4 or 5 years.

- It was suggested that rooms in the Engine Shed and Tower Bars which are full of disposable items, such as plastic cups, which when used will provide space that could be used for storage of Sports and Societies (S&S).
- Student Trustee Jack Maddock (JM) requested a meeting with HJW regarding the Law Society Football team.
- A refund for the insurance policy already paid for by the Law Society has been requested.
- BA has offered to be present if a meeting is set up between JM and HJW.
- The Cathedral provided a deadline of Monday 22nd for tickets to tour the Cathedral renovations. It was suggested to ask for the deadline to be extended.
- There is a development fund of £2000 for sports teams and £1500 for societies.
- BA stated that the Liberation Fund was agreed based on inaccurate information, so the creation of the Liberation Fund can be reversed.
- There has been some negative feedback from S&S about a change to the benefits of S&S attending Engine Shed club nights, such as committee members no longer getting discounted entry, which have been replaced with £1 back for each S&S attending Quack.
- It was suggested that S&S committee members can receive discounted entry instead of the £1 being donated to the society fund when committee attend Quack. This should only be for a set amount of people (suggested only 4 or 5) and elected committee members only
- OH enquired about reimbursement for Liberation Officers who spent money on items on the Fresher's Stall for examples sweets and leaflets.
- OH has a £100 budget to support Liberation Officers with expenses, such as Fresher's Stalls, with encouragement for them to fundraise alongside this budget.

Agreed:

- MG to arrange meeting with the English Language Centre Administration Officer Marianna McCall. HJW to update on the meeting at the next Executive Committee.
- There are already events scheduled for the weekend of the tours so the tour of the Cathedral event will not go ahead due to the timing.
- HJW to talk to Commercial Services Manager Charlie Garrod regarding S&S committee members getting free entry to Quack.

4.

4.1. VP Activities

Noted:

- Grad Ball sold 1152 tickets. This was highly commended with HJW doing a phenomenal job organising the event.
- HJW received complaints about the rides stopping at midnight; due to noise pollution this could not be altered.
- The Grad Ball made a profit of £10000; a profit of £6000 was budgeted for giving a positive variance of £4000.
- Sage is now installed on the finance computers and management accounts should be set up by the mid to end of next week. This will allow the accounts to be received regarding the Grad Ball and S&S.
- JB was commended for Cake Friday.

- 23 tickets have currently been sold for the Alton Towers trip, hopefully ticket sales will increase when student loans are received. There is currently 1 coach for 48 people booked.
- From Wednesday to Thursday of Fresher's Week the Operational Support Staff (OSS) on Reception had no information about the Quackactivities event so were unable to promote it.
- HJW arranged with Senior Web Developer Alan Bage to get an introductory email created which automatically sends to new members of any S&S from HJW.
- An international student under 18 could not attend the Grad Ball due to being under age. He now cannot join any Sports or Societies as there is an age limit of 18 for being a member of the Union.

4.2. VP Welfare and Community

Noted:

- OH had an abundance of positive feedback about Fresher's Week, with feedback stating the Union had a good presence on campus this year.
- OH and NT attended the DSA Working Group, it was suggested that two mini working groups should be set up which can feed back to the main working group.
- JM was suggested to represent the Union by Vice Chancellor Scott Davidson (SD), but as JM is not an elected member of the Union he should not represent the Union.
- The Disabled Student Officer has also been suggested to attend the mini working groups.
- Programme Manager and Senior EAP Tutor Alasdair Houser (AH) from the English Language Centre was to contact JM about representing the Union.
- Overall the DSA Working Group was a positive meeting, with the DSA cuts now being postponed till 2016/17.
- Liberation Offers were commended on their stalls and Activities Co-ordinator Tracey Revill was thanked for arranging the fayres.
- Vice Chancellor Professor Mary Stuart will be coming to the Union for a meeting with OH.

Agreed:

- BA to speak to JM informing him that he is not an elected member of the Union so cannot represent the Union.
- HJW to thank Activities Co-ordinator Tracey Revill for her hard work on behalf of the executive committee.
- MG to enquire if Vice Chancellor Professor Mary Stuart would like to have lunch with Sabbs in Tower Bar before or after the meeting.
- MG to invite Sabbs to lunch if Vice Chancellor Professor Mary Stuart is available.

4.3. VP Academic Affairs

Noted:

- NT attended various meetings including PPOG.
- GOATING is going well for NT and feedback was received from a student saying NT inspired him to become a course rep.
- The College of Arts nominations are not opening at the same time as the rest of the colleges due to technical issues with the Course Rep nominations which have been raised with AM.
- A Student Trustee has enquired about becoming a Rep; this would make them a Student Trustee and voting member at Student Council.

Agreed:

- JB to check if a student can be a voting member at council and a Student Trustee.

4.4. President

Noted:

- Evening events throughout Fresher's Week were thought to be successful, with Quack and the Party Bus being specifically mentioned.
- BA had an amazing Fresher's Week, with welcome talks going well and students approaching BA to enquire about various ways to get involved with the Union.
- Next week BA will be attending the Executive Board and Board of Governors.
- A report for the Board of Governors is to be prepared on the state of Union and for the Executive Board reports on Community Relations and another Fresher's Week are to be prepared.
- BA to update on the Executive Board on Wednesday at the next Executive Committee meeting.

5. CEO update

Noted:

- Wayne has been recommended to take a NEBOSH course, a relevant health and safety qualification.
- Further health and safety issues have been identified within Engine Shed.
- Certain issues within the Engine Shed need to be attended to for example fire alarms are being replaced and paid for by the University.
- A private party hired the venue with a bouncy castle, this was left turned on from Friday to Monday and JB had to turn this equipment off personally.

6. Health and Safety

- There are no health and safety issues to report.

7. College Officers @lincolnsu.com

Discussed:

- A suggestion was received for Senior Reps to get a @lincolnsu.com email account.
- This allows new Senior Reps to see what the previous Senior Reps have done.
- This would be a good way to keep consistency within the Reps.
- Sports, Society and Liberation officers already have this type of account.
- These accounts have only been recommended for College Officers.
- The format of the email address would be for example Artrep@lincolnsu.com for the College of Arts.
- It was mentioned that for day to day IT issues Web Developer Intern Benjamin Tindal is to be consulted.

Agreed:

- Web Developer Intern Ben Tindall to be contacted about the email addresses for College Officers.

8. Coach Bookings

Discussed:

- HJW enquired if Hodsons coaches needed to be used when booking transport for non BUCs events if a cheaper quote is found at an alternative coach company.
- It was clarified that the agreement between Hodsons and the Union was for the BUCs fixture transport only but a request for all events within S&Ss to ensure a quote with Hodsons is received prior to booking transport.
- This agreement makes the process of booking transport for BUCs fixtures much easier for the Union. Hodsons do more than just booking the coaches for the Union.
- There was a saving of almost £20,000 by using Hodsons due to the staff time required.
- This agreement is also beneficial for students when booking coaches for S&S events as Hodsons would assist the students in various ways.
- When non-BUCs events are being organised an alternative coach company can be used if a cheaper quote is given as long as a quote has been received from Hodsons.

Agreed:

- HJW and HC to speak to Finance Operational Support Staff Callum Johnstone and Activities Intern Emily Baldwin about the coach booking process for BUCs.
- HC to speak to Charlie from Hodsons about the agreement given.

9. Communication with FOH

Discussed/Noted

- HJW suggested having a meeting with Front of House staff about sharing information.
- This suggestion came from a lack of communication between the Union Office and Front of House.
- JB suggested the all staff monthly meeting would be an appropriate way to get the messages to Front of House via Membership Services Co-ordinator Wayne Granger (WG).
- It was recommended that information for Front of House be given to WG or emails sent to reception so this information can be put in the handover document.

10. Branding and Expenses Claim Forms

Discussed/Noted:

- Sometimes S&S's will buy kit then use expenses claim forms to be reimbursed with the money.
- HJW raised the issue of S&S's which do not follow the branding guidelines and purchase kit in this way.
- It is the treasurer's responsibility to ensure that all expenses made are within the Unions regulations.
- HJW had a student committee member saying they were not given the opportunity to attend the training due to some sessions taking place over the summer months.
- It was requested for a policy to be put in place for the S&S's buying kit in this way.
- BA suggested sending an email reminder to S&S's committee members outlining the process of ordering kit through the Union using funds from their Union account and informing them not to purchase kit and reclaim it using an expenses claim form.
- HJW was to give a deadline for any kit already purchased in this form.
- HJW will sign any expenses claim forms currently handed in, but will not sign off after the deadline.

Agreed:

- An email to be sent to S&S's committee members outlining the correct procedure for ordering kit and giving a deadline for kit orders already placed and reimbursed via expenses claim forms.
- HJW to only sign expenses claim forms handed in before the designated deadline.

11. Sabbs Away Time

Discussed:

- HJW suggested it would be good for the Sabbatical Officers to have an afternoon of team building exercises.
- The South Hykeham Activity Club was suggested for an afternoon for Sabbs to discuss.

Agreed:

- Sabbatical Officers are to have an afternoon of team building exercises.

12. AOB

12.1. I love tour

Discussed:

- Some teams do not want to associate their tours through the Union.
- If a S&S from the Union contacts I love tour without Union knowledge HJW is informed by I love tour.
- Most Unions have the Sabbatical Officer attending the tour take holiday as annual leave but not having to pay for the trip.

Agreed:

- Any Union teams registering for I love tour are to do so through a centralised Union booking system.

12.2. Lincolnsu.com/events

Discussed/Noted:

- The events section of the website lists every event that S&S's have inputted as well as all Union events.
- HJW suggested having the activities and Union events as two separate lists to make it easier for Union events to be identified.
- BA suggested having the Union activity pinned to the top of the webpage.

Agreed:

- JB to take the lead on changing the events section on the Union webpage by separating Union and S&S's events.

12.3. Office Access

Discussed/Noted:

- Last year the Grad Ball was filmed and equipment was left in the cupboard behind HC's desk by Linc TV.
- They can access the Union office unauthorised due to knowing the door code.

Agreed:

- JB to change the code for the door.
- AM to speak to Communications Worker Scott McGinn about meeting Linc TV in reception rather than in the Union office, so their equipment can be signed in and out of the downstairs store room.

12.4. Student Trustees

Noted:

- At least two candidates are required to nominate themselves for the Student Trustee positions.
- This nomination can be any student who is interested in getting more involved in the decisions behind the Union and giving a student perspective on issues raised.
- It is important to get the views of students with different experiences within the University.

Agreed:

- Sabbatical Officers to suggest the Student Trustee position to suitable students.

12.5. Globe Café leaflets

- OH presented Globe Café leaflets that would be put in the Union Reception.

Agreed

- Globe Café leaflets are appropriate to place in the Union reception.

13. Date of Next Meeting: 26th September 2014

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Chair

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Date