



UNIVERSITY OF LINCOLN STUDENTS' UNION EXECUTIVE COMMITTEE

Minutes of the meeting of the Executive Committee
Held on Thursday 13th February 2014 at 3:30pm in
Students' Union Boardroom

Present:

Dan Sam, President (Chair) (DS)
Brian Alcorn, Vice President Welfare & Community (BA)
Ian Antwi, Vice President Academic Affairs (IA)
Joseph Burt, Vice President Activities (JoB)

Also in attendance

James Brooks, Chief Executive (JB)
Ian Johnston, Membership Services Manager/Deputy CEO (IJ)
Aidan Mersh, Representation & Student Voice Manager (AMer)
Hannah Coleman, Administrative Support Worker (HC)

		Action
1.1	Apologies for Absence There were no apologies for absence.	
1.2	Declarations of Interest Noted: <ul style="list-style-type: none">• There were no declarations of interest to receive.	
2.	Minutes of the previous meeting <ul style="list-style-type: none">• The minutes of the meeting held on 3rd February 2014 and 6th February 2014 were agreed as an accurate record.	
3.	Matters Arising Noted: <ul style="list-style-type: none">• JoB, DS and IA noted that they had updated their outstanding time analysis charts.• JoB has not yet spoken to Dean of Teaching and Learning Mike Neary and Student Engagement Officer Dan Derricott regarding the Sports Strategy.• No email has been drafted to Vice Chancellor Mary Stuart regarding the Sports Strategy.• JoB noted that the sports strategy was not a priority for the week as Varsity was being organised.• The Sports Strategy will be going to the next Academic Board on 9th March 2014.• BA recommended minor amendments to the Standing Orders which were emailed to JB. Standing Orders are being taken to the next Student Council.	

- DS and IA spoke to teams regarding Varsity. IA reported that not many knew there were limited tickets. JoB was ill when he was due to speak to teams at their training sessions.
- BA had not compiled a list of tasks for staff support VP Welfare and Community. It would be beneficial if the list was compiled by 1st March 2014.
- DS spoke to University Registrar Chris Spendlove regarding timetabling update. It was reported that the changes were agreed in a meeting which IA attended. There is no further action that can be taken as the update has been issued.
- The 4th and 11th December have been provisionally booked in EngineShed for a Christmas celebration.
- An email has been sent to Enginshed requesting venue hire for Welcome week.
- The staff refreshment document with the minor amendment has been circulated to all staff.

Agreed:

- JoB to speak to Dean of Teaching and Learning Mike Neary and Student Engagement Officer Dan Derricott regarding issues around the Sports Strategy. **JoB**
- JoB to email Vice Chancellor Mary Stuart to gain advice on the developments of the Sports Strategy and how to proceed with it. **JoB**
- BA to email a list of tasks suitable for staff support for VP Welfare and Community to JB by end of day on 3rd March 2014. **BA**

4.

Sabbatical Officer Verbal Update

VP Academic Affairs

Noted:

- Approximately 80 attended the Student Staff Conference. It reportedly went well.
- IA attended an Organisation and Management working group held by NUS which outlined a benchmark tool kit and looked at the process from application including handbook information, virtual learning and hidden course costs. Six attended the working group out of ten who signed up for it.
- The Executive were asked to encourage Nominations for Student Led Teaching Awards which is a specific side to the SU Awards and there is publicity for it.

Discussed:

- It was agreed in the SU awards working group that there would be one specific campaign promoted which would be the SU Awards to minimise confusion.
- SU Awards is featured on all physical publicity.
- Nomination forms detail all 16 awards.

- IA thought that there would be a separate online stream for Student Led Teaching Awards.
- Social media will highlight all awards on different days.
- SU Awards is due to be GOATed next week.

VP Welfare and Community

Noted:

- 30 people attended the Shush logo design prize giving, two prize winners were not able to attend. Positive feedback from the event was received and it is due to be featured in an article in the Lincolnite and is on the Union Website.
- 12 students attended the Litter Pick with Islamic Society attending as part of their green campaign. The HILT foundation who provide support to ex-servicemen invited students in for tea/coffee during the litter pick
- BA was interviewed by BBC Lincolnshire on the Union being a Food Bank Referral Centre. BA reported that he thought that the questions would be more difficult to answer as individuals may question why students need a food bank when they spend their money on alcohol.
- The Executive were encouraged to promote all Part Time Officer positions. There are candidates for LGBT and International student group.
- The Executive were asked to promote Student Buddy drop ins when out GOATING. Student Buddies are reportedly disheartened as the uptake of the drop in has been poor.
- 15,000 condoms were purchased and have arrived.

Discussed:

- There is a meeting in two weeks to discuss the Multifaith space. A couple of design options have been put forward for the layout of the space.
- Home for Dinner scheme where local families host international students so that they can experience British culture is progressing. It was reported that it is more difficult to get host families for the scheme rather than students. Head of Division in the Business School Heather Hughes has organised a similar scheme which is a one off event.
- It is hoped that BA's Home for Dinner scheme which encourages more regular contact with host families and Head of Division in the Business School Heather Hughes scheme can work in partnership.

VP Activities

Varsity

Noted:

- 366 Varsity tickets have so far been sold. Extra tickets have been made available which are at a reduced cost for students

which don't include the pack but does include transport.

- Any surplus made will go back into the development fund.

Discussed:

- Other students are attending Varsity which may not benefit from the development fund.
- Students wouldn't be able to attend Varsity if it was not organised and teams were not competing.
- Cost price of providing transport is £5.00, £10.00 per person in essence for transport and pack.
- The Union could not predict how many students would attend Varsity.
- Packs will be exchanged for receipts in Hull on the day of Varsity. £4.00 without pack and £15.00 with pack which is clearly noted on the receipt.
- It was questioned why packs have been sold to spectators when competing teams have not received the pack due to them being sold out.
- Competing teams have had 3.5 weeks to purchase tickets which include the pack.
- Seven buses are being provided to transport students to and from Varsity.
- The Code of Conduct will detail that if individuals get too drunk then will have to make their own way back. Students will have to sign a sheet prior to boarding the transport regarding the policy in place if drunk so that they are reminded of what they have agreed to.
- It was noted that more buses have been provided this year than ever before, a maximum of four buses have been provided before. The event has been more popular than anticipated.
- Hull's Activities Officer Roxy has reportedly got a spare 20 packs.
- 300 packs were originally agreed to.
- There is the potential to ask Hull for the spare 20 packs due to demand.
- 12 packs are still oversold due to an online technical error.
- Hull have sold out of their packs today 13.2.14.
- JoB may need help making a statement for Varsity to address issues which have arose.
- 140 tickets were sold yesterday 12.2.2014.

Sports Strategy

Noted:

- Staff and Student Communications Manager Dave Prichard has provided suggestions for social media input within the strategy and is keen to help, including screening fixture scores.
- A banner for Varsity has been created for internal comm's email and all student emails.

- The Executive were encouraged to live tweet #humbergames during the day of Varsity.

Activities Awards

Noted:

- The Activities Awards will occur in the Engine Shed. An alternative venue The Lawn has not replied to the Union's interest in their facilities.

CSPAN meeting

Discussed:

- JoB questioned what the meeting on Monday was regarding.
- Lincolnshire and Nottinghamshire Funding Officer will be in attendance at the meeting.
- It would be beneficial if JoB could attend as it concerns community sport.
- JoB will be attending Varsity on the Sunday 16.2.2014.
- The venue was not confirmed. It was noted that the venue may be at Lindum Sports Association.
- A pre meet for Student Council occurring on 17.2.2014 which was scheduled did not occur due to illness. JoB requested that this was rescheduled.

Agreed:

- IJ to get an invite for JoB to the CSPAN meeting scheduled on 17.2.2014.
- HC to schedule a pre meet for Students Council scheduled on 17.2.2014 for the Executive.

IJ

HC

President

Noted:

- Phased one which is part of the attendance monitoring has now closed. Phase two starts in March. The University has undergone a Home Officer Audit, a further update of which will be available when the University receives the results.

International Committee

Noted:

- Vice President of International Student Group Christian Rojas attended the International Committee. DS did not table International Focus Study Group report. DS provided a verbal report which was well received at the Committee.
- DS is due to create an International Survey after the elections.
- It was suggested that the International Survey could be added to the Rate your Union.
- The number of questions which students were asked to answer may be an issue if the two surveys were combined.
- The surveys could stipulate only international students answer the required number of questions included in the International Survey.

Agreed:

- DS to bring International Study Focus Group Report to the next scheduled Executive Committee.

DS

Diana Gilhepsy

Noted:

- Board of Governor Diana Gilhepsy reportedly enjoyed the Student Staff conference specifically the Creative Industries workshop. A report is being written to the Board of Governors by Board of Governor Diana Gilhepsy.

GOATING

Noted:

- The Executive were asked to promote the SU Awards, Candidate Briefing and the elections.

Varsity

Noted:

- DS and IA will be traveling on the later bus from Varsity. BA is due to travel on the earlier bus returning.

5. Sabbatical Officer Time Analysis Chart

Noted:

- BA could not table the Sabbatical Officer time analysis chart due to issues with his computer which was evidenced by screenshots of it 'not responding' which were tabled.
- The outstanding time analysis charts were shown electronically.

Discussed:

- DS had updated his chart but not the calendar.
- DS's discrepancies need to be updated.
- Last weeks time analysis chart could not be found electronically.
- The time analysis chart for week ending 15th November 2013 was not filed with the other charts electronically.
- It was reported that the time analysis chart for week ending 15th November 2013 could have been copied over for Student Council in November.
- No time analysis chart for week ending 15th November 2013 was electronically filed with Student Council papers as it was scheduled on 8th November 2013.
- IJ suggested that Google Guru which is a software program that provides statistical evidence could be used to minimise BA's time spent analysing the time analysis charts.
- JoB has updated his outstanding time analysis charts.
- The time analysis chart for week ending 15th November 2013 could have been used for Board of Trustees in November.
- Time analysis charts do not go to Board of Trustees.
- It was questioned if time analysis charts should go to Student Council.
- It was noted that at a previous Student Council, the Chair of Student Council Josh Leafe actioned for a monthly time

analysis chart to be uploaded onto the Union website.

- Student Council is minuted, it would be important to provide an accurate assessment of Sabbatical Officers times.

Action:

- DS and IA to update outstanding time analysis charts.
- BA to find time analysis chart for week ending 15th November 2013 and week ending 7th February 2014.
- IJ to investigate using Google Guru to see if it could be used for time analysis charts.
- BA to speak to Student Council Chair Josh Leafe about the progress of uploading time analysis charts onto the Union website

DS/IA
BA

IJ

BA

6. Chief Executive verbal update

Noted:

- Past Sabbatical Officers and Union and University staff are due to be invited to a current Sabbatical Officer and Trustee leaving event.
- The Executive were encouraged to take their remaining holiday entitlement. It was noted that Sabbatical Officers will receive in March 28th 2014 notification of their contract ending in three months which is a legal requirement.
- It was highlighted the importance for the Executive to take their holiday entitlement.
- It has been agreed that University HR will continue to provide support in HR for The Shed.
- The University Health and Safety will be providing support and training to the Union.
- There is a cash machine installed in The Shed.
- The Shed is able process card transactions.
- It is important to email nominations for Employee of the Month. It was reported that Reception does not have any paper nomination forms for Employee of the Month.
- BA has not emailed his Executive written report for the Board of Trustees.

7. Student Led Project- Finance Request

Noted:

- Lincoln Marrow Student Led Project needed to be approved as well as two funding requests which the proposal requested.

Discussed:

- It was questioned if the proposal was asking for funding which would be used by another Charity.
- It was suggested that the proposal was close to not being in line with the Union's objectives being a Charity.
- Legal advice was proposed to be sought to ensure that the project was not Ultra vires.

- The project would not be collecting money but students saliva to build a register for the Antony Nolan Trust.
- The target on the proposal stipulates £3000 to be fundraised.
- It was questioned where the fundraising money would go to.
- It was unsure why the project required the radios which were part of the funding request submitted.
- It was questioned if the radios were required for the project.
- Radios were requested as it was reported that volunteers of the project suggested that it would be beneficial when having them to communicate with each other when volunteering.
- It was suggested volunteers could use their mobile phones.
- It was suggested that JoB and Volunteer Coordinator Jane Kilby ask the proposer for some more details to clarify what the funding request would be used for.
- It was noted that the prices detailed for funding requirements were estimates.
- The Union being a Charity cannot provide money to a project if money is being generated for another Charity.
- The clinics being proposed to run could be approved as long as funding was not being generated from them for another Charity.
- The funding requests require further clarification prior to approval.

Agreed:

- Funding request and project proposal for Student Led Project Lincoln Marrow was not approved.
- IJ to contact Lincoln marrow to get clarification on the funding request and project proposal for Student Led Project Lincoln Marrow.

JoB

IJ

8. Development Fund Requests

Volleyball

Agreed:

- Volleyball development fund request was approved.

Law

Discussed:

- It was proposed that Development Requests should not be for a single event but should be for sustaining the activity.
- The School of law are invited to the event. The school of Law have not inputted into the event.
- Law Society has over £2000 in their memberships and SRF accounts combined.
- The proposal stated that the Law society has £300.00 as contingency.
- It was suggested that JoB could speak to both Chairs of Societies and Sports Councils as it should not be stated that if the Development Fund is not used then the money will be

taken away as noted in Societies Council. It was suggested that the Development Fund request was approved due to this statement.

- DS was uncomfortable approving the request.
- It was suggest that the Executive vote to defer the approval to the Board of Trustees as they hold financial responsibility of the Union.
- The University provides the Union with a grant.
- Guidelines need to be established for Development Fund Requests for long term benefit.
- There are no specific guidelines for Development Fund Requests as to what it can be used for.
- Reasons for non-approval of the request would be required which must be legitimate.
- Development Fund requests cannot not be approved without having set parameters that activities need to abide by.

Agreed:

- JoB to look into setting parameters for terms of reference for development fund requests.
- The Law Development Fund was approved.

JoB

JoB

9.

Santander

Noted:

- The Agenda item was not required to the meeting with Santander not having occurred.
- NUS Awards was set as the Agenda item during the meeting.

Discussed:

- The President of London Metropolitan has reportedly noted that they are planning to nominate the Union for Officer Team of the Year.
- The different NUS Awards were noted and shown electronically via the NUS Website within the meeting.
- The SUMS system could be used for innovation and Enterprise NUS Award. The decision to submit for the award needs to be in partnership with Hull Students' Union.
- It was suggested that Women in Leadership work could be used for the submission or Equality and Diversity NUS Award.
- There is potentially a lot to go into a submission for Academic Representation NUS Award.

Agreed:

- The Union to submit for University of the Year NUS Award. The lead on submission to be DS and JB. Ideas for the submission to be shared at Executive Committee.
- The Union to submit for Innovation and Enterprise NUS Award. DS to speak to Hull President regarding a partnership submission for the award.
- The Union to submit for Equality and Diversity NUS Award and

DS/JB

DS

AMer

	<p>use Women in Leadership project for the award. AMer and Course Representative Worker Kirsty Barnes to lead on the submission.</p> <ul style="list-style-type: none"> • The Union to submit for Academic Representation NUS award. AMer and IA to lead on the submission. • The Union to submit for Officer Team of the Year. JB and DS to lead on the submission. • DS to lead on the submission for Simpson/King NUS award. 	<p>AMer/IA</p> <p>JB/DS</p> <p>DS</p>
10.	<p>Any Other Business</p> <p>Noted:</p> <ul style="list-style-type: none"> • BA suggested that the Union put forward themselves for a Civic Award by Lincoln City Council. • The suggestion to nominate the Union for the award was seen as favourable. <p>Agreed:</p> <ul style="list-style-type: none"> • The Union to put themselves forward for the Civic Award by Lincoln City Council. 	<p>BA</p>
11.	<p>Date of next meeting is Thursday 20th February 2014.</p>	

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(Chair)

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Date

Confirmed