



## UNIVERSITY OF LINCOLN STUDENTS' UNION EXECUTIVE COMMITTEE

University of Lincoln Students' Union Executive Committee Friday 16<sup>th</sup> May 2014 at  
3:30pm, in Students' Union Board Room.

### **Present:**

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

### **Also in Attendance**

James Brooks, Chef Executive (JB)  
Ian Johnston, Membership Services Manager/Deputy CEO  
Aidan Mersh, Representation and Student Voice Manager (AM)  
Hannah Coleman, Operational and Personnel Administrator (HC)

### **1.1 Apologies for Absence**

- No apologies for absence were received.

### **1.2 Declaration of Interest**

- There were no declarations of interest to receive.

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

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

### **3. Matters Arising**

- IJ's contact at the Hilton is within events. IJ is waiting for a reply from the room bookings department who his contact referred him to.
- There are no restrictions of when Sabbatical Officers can take their remaining holiday entitlement. Diaries should be checked prior to requesting annual leave.
- Senior Web Developer Alan Bage is trying to find out if student numbers of graduates can be kept on the system longer. No one from ICT was available to speak to prior to the meeting convening.

### **4. Sabbatical Officers verbal updates**

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

#### **Noted:**

- Trustee Recruitment went well with a high standard of candidates.
- The Housing Survey launched on Tuesday with 440 surveys completed so far The Annual Membership Survey (AMS) received 260 completed surveys in the first 5 days.
- GOATing is going well, the weather may have impacted on this as there are more students outside on campus.
- There is on position unfilled in the International Committee when they held their elections. It was reported that the elections were not promoted widely enough.
- The SHUSH campaign will be promoted in September with community partners. The Executive were encouraged to let BA know of any contacts they have who may provide donations for the incentives of the campaign.
- Standing orders for the Community Reps will hopefully be completed and brought to the Executive Committee the first week in June.

## **VP Academic Affairs**

### **Noted:**

- College Handovers are going well.
- An actions plan for next year's Student Staff Conference has been produced as part of its review.
- The library stress free event went well and the Union should do more similar events in the future. This event has been budgeted for next year.

### **President**

#### **Noted:**

- The Union has successfully recruited 3 new trustees. One of which have accepted so far
- DS is to meet with a resident of the West End next week. It is important that DS knows the Union's stance on the article 4 Directive.
- DS is attending Nus Quality next Wednesday.
- DS has circulated the draft version of the International report to the Executive to read. It is important that the Executive read this report. DS welcomed feedback on the report.

#### **Agreed:**

- The Union is opposed to the Article 4 Directive which WERA would like to introduce.
- DS to circulate the up to date version of the International Report to JB, IJ and AM

## **VP Activities**

### **Noted:**

- Students are being receptive to GOATing on Housing Survey.
- Library stress free event and volunteer recognition events went well. Fewer students were invited to the volunteer recognition event but more students attended than last year.
- The wording being used on social media to promote the Housing Survey could be argued to be leading as it has a negative stance on accommodation. When promoting the Housing Survey, the Executive could lead with the incentives of winning vouchers.
- Training and inductions for activities are being done.
- The unfilled positions for society committees are being elected for.
- The Lincoln awards celebration is happening next week.
- Grad ball tickets are being sold from Monday. The Art work for Grad Ball is complete and the rides are anticipated to be cheaper than previous years.

### **Agreed:**

- GOATing on Grad Ball should be discussed when GOATing on Housing Survey.

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

### **Noted/discussed:**

- Charts backdated from w/c 24<sup>th</sup> not including the Easter period due to annual leave were tabled.
- There were minor discrepancies to note. JoB had detailed that the NUS Conference was a Union meeting rather than training/conferences.
- DS had not updated his analysis chart for the last 3 weeks.
- The target for GOATing hours of 40- hours per week has been reached 2-3 times.
- It is important that the average hours of GOATing is known for the impact report.
- DS needs to update his analysis chart.

**\*went into a closed meeting\***

## **8. Sabbatical Volunteering Hours**

### **Noted:**

- JoB requested the approval of him to volunteer next Tuesday with JUST Lincolnshire.
- JoB has no other commitments apart from employee of the month photograph to attend next Tuesday.

**Agreed:**

- JoB to volunteer next Tuesday for JUST Lincolnshire filming. Future volunteer days with the organisation were approved as long as JoB has no commitments.

**6. Chief Executive Verbal update**

**Noted/discussed:**

- Unions Branch Secretary Gwen Kemp will be attending the next Monthly meeting to introduce herself and Unison to the staff.
- Budgets for next year are all completed and will be taken to the Finance Sub-Committee. The Union received incorrect data from the University for payroll which affected the budgets but this has been resolved.
- Utrecht University has expressed an interest in purchasing SUMS following a visit to Hull Union. Senior Web Developer Alan Bage is following this up.
- The Executive thanked Casework and Policy Intern Lindsay Westgarth and AM for their hard work on the AMS. The Executive should encourage the elects to read the AMS report which will be completed on Monday/Tuesday next week.
- Trustee Recruitment has been extremely successful. DS explained the background of each successful candidate.
- The Executive were comfortable using external recruiter Peridot Partners to sift for potential candidates for a permanent position to be created in the future. The administration of the recruitment will not be done by Peridot Partners.
- The Union came 31<sup>st</sup> in the Times Higher Education Student Survey. It would be beneficial to find for next year when this survey is done. A news story on the result will go live on Tuesday.
- The Executive were encouraged to promote Hostel World competition where students who enter could win a round the world trip. The Union could potentially be awarded with a prize if they get the most students to enter the competition. Social media and emails have been scheduled to promote Hostel World.

**Agreed:**

- The Executive to receive the summary reports detailing background information on the successful Trustees recruited.
- The Executive to promote Hostel World.
- The Executive to receive a briefing on what Hostel World is.

**7. Standing Committees**

**Noted/discussed:**

- It is important that Standing Committees are supported by the Union.
- Standing Committees will be accountable at Student Council.
- Training could be provided similar to Activities Training.
- VP Welfare and Community to set objectives for each Standing Committee within a similar format as an op's plan stipulating a target of organising at least one campaign and set a fundraising target.
- The budget for Standing Committees is £100.00.
- It is free to join standing committees but each member must register, there are concerns that members may not wish to disclose that they are a member due it being sensitive.
- An incentive could be created to encourage members to register.

- The name of Standing Committees must remain the same due to governance structure, this is the same across most other Unions.
- It was questioned whether there should be a minimum membership on the committee to support the Part time Officers.
- More specialised training such as 'how to run a campaign' and minute writing could be delivered.
- Societies are being trained on 'how to fundraise' which could be delivered to Standing Committees.
- It was suggested that Activities Support Worker Jo Buckler be the lead staff member on Standing Committees.
- Senior Web Developer Alan Bage is finding a way to register online without having to complete a transaction. The Transaction could be set to £0.00 to enable members to register for Standing Committees online.
- There could be a link on the website for Standing Committee similar to Activities.
- The Budget for Standing Committees sits in VP Welfare and Community.
- The Sage Software the Union has a limit on the number of department codes which can be created. Once a department code is created, it cannot be deleted.
- A Standing Committees forum could occur similar to Sports and Societies Committees.
- Standing orders can be revised and track changes presented to Student Council for approval.
- It would be beneficial for Part time Officers to attend relevant NUS training events.
- The position of Secretary has replaced the Vice President role. Standing Committee meetings will be minutes and can be submitted to Activities Support Worker Jo Buckler for records.
- Written reports by Standing Committees could be submitted to Student Council which could be taken as read and any questions on the reports to be answered by VP Welfare and Community.
- Blogs could be put on the website providing updates on each Standing Committee.

**Agreed:**

- Activities Support Worker Jo Buckler to be the lead staff member for Standing Committees.
- BA to speak to AM regarding Standing Committees information on the website.
- Nominal codes to be created for Standing Committees.
- BA to talk to Chair of Student Council Alexandra-Carmen Mbu regarding standing Committees.

**9. Activities Standing Order and Template Constitution Changes**

**Noted/Discussed:**

- It was suggested that activities appointed non committee members be recognised within the standing orders. The benefit for this for members and staff would be when collating volunteering hours. They would not have a vote.
- It was questioned if this needed to be stipulated in the Standing Orders as it would then become formalised. It could be noted within the Volunteering policy.
- It was proposed that by recognising non committee members, the Union is elevating their status to be above other members in the activity.
- It can be difficult to regulate volunteering logs.
- A paid event list can be produced to show volunteering. There is an element of trust involved with volunteering hours.

- The President could sign the volunteering logs to approve them for members then submit to Activities department for countersigning.
- There would be issues with the sharing of information to non- committee members who would be recognised.
- Students should come in and register for volunteering.
- An amendment to Standing orders for Societies and Sports to elect all Activities committee elections to be done through STV electronically online.
- Emerging societies were proposed to have reduced minimum membership of 10.

**Agreed:**

- Non Committee positions to remain the same within the standing orders, no changes to be made.
- The President to sign off volunteering hours prior to submission to the relevant department.
- The Executive to sit down with the Law Committee to finalise the appointment of non-committee members.
- Data is shared to elected committee members only.
- JoB to speak to Volunteer Coordinator Jane Kilby and Activities Coordinator Tracey Revill to discuss how they collect volunteering data.
- All elections to be held electronically for societies and sports committee positions-amended within Standing Order
- Emerging societies must have at least 10 fully paid members to be fully operational-amended within Standing Order.

**10. Any Other Business**

**E-cigarettes:**

**Noted:**

- DS received an email from the University Registrar on the University's proposed stance on where E-cigarettes can be used on campus.
- The policing of the proposed policy could be a potential issue.

**Agreed:**

- The Executive agreed with the proposed University stance on E-cigarettes.

**Fresher's Fayre**

**Agreed:**

- The Redeemed Christian Church to have a table at Fresher's Fayre.

**'Dick of the Year' Award**

**Noted:**

- It has been brought to AM's attention that the Student Council article did not mention the 'Dick of the Year' Award with 2 comments being taken out. AM is speaking to Communications Worker Scott McGinn to find out why this occurred.

**11. Date of Next Meeting: 22<sup>nd</sup> May 2014.**

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Chair

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Date