



**UNIVERSITY OF LINCOLN STUDENTS' UNION  
EXECUTIVE COMMITTEE**

Minutes of the meeting of the Executive Committee  
Held on Thursday 20<sup>th</sup> 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)

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, Operational and Personnel Administrator (HC)

		Action
1.1	<b>Apologies for Absence</b> <ul style="list-style-type: none"><li>• Apologies for absence were received from JoB.</li></ul>	
1.2	<b>Declarations of Interest</b> <b>Noted:</b> <ul style="list-style-type: none"><li>• There were no declarations of interest to receive.</li></ul>	
2.	<b>Minutes of the previous meeting</b> <b>Noted:</b> <ul style="list-style-type: none"><li>• The minutes for the previous meeting held on 13<sup>th</sup> February 2014 were agreed as an accurate record.</li><li>• HC was commended for the detail of the minutes.</li></ul>	
3.	<b>Matters Arising</b> <b>Noted:</b> <ul style="list-style-type: none"><li>• JoB could not go to the CSPAN meeting.</li><li>• DS circulated the International Study Focus Group Report.</li><li>• BA could not find the week ending 15<sup>th</sup> November 2013 time analysis chart.</li><li>• Google Guru allows all files to be transferred across to Google Drive. Microsoft has a plug in which uses the same key used in the time analysis charts which can analyse statistics. IJ is having the plug in installed on his work computer. If the plug in works then it will be installed onto other computers.</li><li>• The time analysis chart has been uploaded onto the website apart from BA's.</li><li>• Lincoln Marrow is an agenda item for the meeting.</li><li>• In JoB's absence, IJ explained that the terms of reference for</li></ul>	

development fund requests will be a big piece of work. There is a meeting scheduled to discuss sports funding.

- Hull's CEO Jackie Berry and President Richard Brooks thought that a partnership submission for Innovation and Enterprise NUS Award was a good idea. Elections will be concentrated on for the award.
- BA started writing the Union's submission for Civic Award, BA's computer crashed and lost the written proposal. Less problems arise when using Internet Explorer compared to Google Chrome.

**Agreed:**

- JoB to speak to Dean of Teaching and Learning Mike Neary and Student Engagement Officer Dan Derricott regarding issues round the Sports Strategy.
- JoB to email Vice Chancellor Mary Stuart to gain advice on the developments of the Sports Strategy and how to proceed with it.

**JoB**

**JoB**

**4. Sabbatical Officer verbal updates**

**VP Welfare and Community**

**Noted:**

- BA attended a Holocaust event where he met a survivor and spoke to community partners and council staff.
- Standing Orders were approved at Student Council. Women's Group will remain exclusive for women.
- The acoustics at the venue for Student Council were problematic.

**Discussed:**

- Women's Officer and the unfilled positions (LGBT and Disabled) to be elected alongside Course Rep elections in March.
- 7 School and all Officers for Students positions are unfilled.
- There is no Standing Order for Officer for Students. The positions went to AGM for approval.
- It was reported that LGBT have a few internal issues. BA has spoken to the President regarding The Scene nightclub sponsoring hoodies for LGBT. A Sponsorship Agreement form is due to be brought in by the President.
- BA is unsure how to manage LGBT as they seem to be acting independently of the Union
- 'Catch ups' with Diversity Group leaders could be organised.
- Diversity groups are part of the Union, they could report to Student Council if not abiding by the Union's policies.
- Standing Orders should be followed and have come into effect immediately.
- It was questioned if the Chair of LGBT was co-opted as the

LGBT Officer.

- The Executive were encouraged to promote the Litter Pick next week.
- Election voting begins next week.
- BA was unsure what process to use either lieu time or annual leave for his time off next week due to elections.
- BA's password for social media has been changed, it will be changed back on Friday at noon when Election voting ends.

**Agreed:**

- AMer to review the proposed Byelaws for Officer for Students.
- Co-opted positions to be confirmed at the next Student Council.

**AMer**  
**AMer**

**VP Academic Affairs**

**Noted:**

- IA attended a Post Graduate Policy Conference on Monday which discussed the Union's Post Graduate Conference and ideas on Postgraduate experience which IA would like to use. IA missed his train for the conference; this has happened twice in the last three weeks.
- As part of the VLA implementation project, IA has met with Heads of Schools and Administrators to discuss the redesign of Blackboard.

**Discussed:**

- Approximately 40 people from 7 different schools attended the Rep Forum and discussed the redesign of Blackboard.
- 32 Reps attended the previous Rep Forum and 150 Reps attended the first Rep Forum,
- It was questioned how the attendance at Rep Forum could be improved.
- The timing of Rep Forum had been changed.
- Senior Reps should have meetings with their Reps during the Forum. It was reported that Senior Reps were not informed of this or made aware that Rep Forums should be seen as a priority.
- A reminder email due to be sent out for Rep Forum did not occur. The plan for Rep Forum needs to be executed. Two more Rep Forums are scheduled.
- The KPI for Rep Forum of 50 attendees should be achieved due to the turnout out of the first one.

**President**

**Noted:**

- Byelaws are going to the Board of Trustees for approval.
- DS has been put on the NUS Quality and Development Board.
- Election voting is next week.
- DS is due to attend a new Marketing and Development

Committee.

- Candidate Question Time occurs on Monday 24<sup>th</sup> February and has a KPI of 200 attendees.
- DS is going to speak to Communications Worker Scott McGinn about the International Student Induction's.

## 6. **Chef Executive Verbal Update**

### **NUS Quality Mark**

#### **Noted:**

- The Executive were asked if the Union should submit for a NUS Quality Mark. The Union was awarded a bronze SUEI.
- The Union already has a lot of evidence in place including reviews, op's plans and strategy. It would be important that the Union can provide student led evidence.
- Part A is the operational side of the Union and includes Health and Safety and Equal Opportunities.
- The process for being awarded a NUS Quality Mark may take a year.

#### **Agreed:**

- The Union to submit a proposal for NUS Quality Mark.

### **Officer for Students**

#### **Discussed:**

- Officer for Students is not detailed in the new proposed Byelaws.
- The paper which went to AGM regarding the Election positions is not being added to.
- The requirement has been fulfilled by the Union as the position has been advertised but unfilled. The position can be left empty.

#### **Agreed:**

- Officer for Students position to not be elected for.

**JB**

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

#### **Noted:**

- 81 GOATING hours were achieved.
- DS had discrepancies on his Chart. DS did not put GOATING down when travelling to Varsity.
- IA did not put Varsity down as work.
- If the primary purpose is travelling, it should be detailed as travelling and not GOATING.
- 60 hours of GOATING was done the week before.
- It was suggested that a Motion of Caution be brought against IA and DS for chart discrepancies. A vote for the Motion was not upheld.

**ALL**

## 7. **Islamic Development Fund request**

#### **Noted:**

- Islamic Society is holding an event similar to a bake sale.
- More cultural events should be organised.

**Agreed:**

- Islamic Development Fund Request was approved.
- IJ to communicate the approval of Islamic Development Fund Request to the necessary people.

**JoB/IJ**  
**IJ**

**8. The Shed Referendum**

**Noted:**

- The suggested names for renaming The Shed were noted including The Craic Den, Brayford Arms, Down and Stout, San Sam's The Swan, The Nest, The Minerva and The Durkey's Head.

**Discussed:**

- Four names were selected from the list submitted which were The Swan, The Swan's Nest, The Nest and Brayford Arms as well as keeping the name as The Shed.
- The question for the Referendum for the name of The Shed was suggested as 'Do you think the SU should change the Name of the Shed?'
- It was proposed that the question asked in the referendum should not be a direct question and was suggested to be 'what do you think the SU should call its recent purchase?'
- Any referendum is binding, the Executive would need to stipulate that the referendum would be non-binding which may provoke a negative reaction.
- The referendum would be one person one vote.
- It was proposed that the question should be 'The SU has recently taken over The Shed, what should we call it going forward?'
- The Shed as the new purchase must be stipulated in the question, as it may sound like the Union has purchased a new bar.
- The suggested name The Swan Nest was proposed to be too similar to The Swan and The Nest name suggestions.
- The second part of the question was suggested to be 'we want the bar to be student led, choose from the following four options; The Nest, Brayford Arms, The Swan or The Shed.'
- The Referendum will be from Monday to Friday.
- There was concern that using a swan would be similar to the University Catering's rebrand option.
- The Shed and Engine Shed are often mistaken for each other.

**Agreed:**

- To hold a Referendum on renaming the Shed with the following question '*The SU has recently taken over The Shed, what should we call it going forward? we want the bar to be student led, choose from the following five options; The Nest,*

**DS**

*Brayford Arms, The Swan or The Shed.'*

9.

**Staff Strikes**

**Noted:**

- UCU are planning to hold a strike on 9<sup>th</sup> April. As a result, academic marks may be withheld by lecturers.
- Nationally, NUS is to support the strike.

**Discussed:**

- The Executive were not comfortable supporting the strike. Locally can disapprove the strike.
- The strike does not support students.
- Staff strikes could be put forward as a referendum topic.
- There would be two referendums held at the same time.
- There needs to be a 'for and against' for the Referendum on Staff Strikes.
- It was suggested that there was a statement which provided context for the referendum; 'The Union has supported the lecturers so far but because of the escalation in action, we need your opinion'.
- The unions could be contacted for context.

**Agreed:**

- A Referendum on the Staff Strikes to be held. To ask the question if the Union should support or oppose the strikes.
- AMer and DS to meet outside the meeting to write a statement for the referendum.
- DS to circulate the statement for the referendum to the Executive.
- Social Media to be used to promote the referendums.

DS

AMer/DS

DS

AMer

10.

**International Conference 12<sup>th</sup>-17<sup>th</sup> March 2014**

**Noted:**

- International Conference will be held in Milton Keynes. DS would like to attend to find out more information on the Agenda for next year and what's happening on the Immigration Bill.
- The conference will cost approximately £80.00 plus travel.
- DS can attend Zone Conference and the provisional Student Council date.

**Agreed:**

- DS to attend the International Conference.
- Student Council dates to be confirmed for next year.
- DS to speak to Council Chair Josh Leafe to confirm the date for the next Student Council.

DS

AMer

DS

11.

**Student Led Project- Lincoln Marrow**

**Discussed:**

- Email which was circulated from Volunteer Coordinator Jane

	<p>Kilby was read out.</p> <ul style="list-style-type: none"> <li>• The project is suitable as long as it is not fundraising.</li> <li>• The project is for collecting saliva for a register not fundraising,</li> <li>• It was suggested that the volunteers could use their mobile phones instead of the walkie talkies requested.</li> <li>• The walkie talkies would use the majority of the projects budget.</li> <li>• The Union would store the walkie talkies if purchased.</li> <li>• The walkie talkies would be technically the property of the project.</li> <li>• The Union wants to encourage student engagement and would need valid justification to decline the funding requests.</li> <li>• The Union could get walkie talkies for events that they hold which the project could borrow when required.</li> <li>• Radios to be brought by the Union to be more substantial for use.</li> </ul> <p><b>Agreed:</b></p> <ul style="list-style-type: none"> <li>• Lincoln Marrow student led project was approved.</li> <li>• The printing funding request in the proposal agreed.</li> <li>• Walkie talkies funding request was not approved.</li> <li>• IJ to look into buying radios for the Union which could be used by Lincoln Marrow.</li> </ul>	<p><b>JoB</b> <b>JoB</b> <b>JoB</b> <b>IJ</b></p>
12.	<p><b>Annual Leave (IA)</b></p> <p><b>Agreed:</b></p> <ul style="list-style-type: none"> <li>• IA annual leave was approved.</li> <li>• BA to have authorised absence the week of 24<sup>th</sup> February to 28<sup>th</sup> February 2014, 4.5 days due to conflict with elections.</li> <li>• BA to return to office after 12noon on 28<sup>th</sup> February 2014.</li> <li>• DS to report authorised absence to Board of Trustees.</li> </ul>	<p><b>IA</b> <b>BA</b> <b>BA</b> <b>DS</b></p>
13.	<p><b>Any Other Business</b></p> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>• No Platform policy has reportedly expired. The policy was a Motion which was submitted.</li> <li>• The motion for No Platform policy could be resubmitted for approval at Student Council.</li> </ul> <p><b>Agreed:</b></p> <ul style="list-style-type: none"> <li>• BA to resubmit Motion for No Platform Policy to Student Council.</li> </ul> <p><b>Staff Strikes</b></p> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>• There must be context provided for the Staff Strikes which stipulates that the strikes will affect union staff and Sabbatical Officers. This suggests that the Union has a conflict supporting the strikes or not which is why the referendum is being held.</li> <li>• AMer read a draft statement for the strikes which he had</li> </ul>	<p><b>BA</b></p>



written during the meeting which was well received.

14. Date of next meeting: 7<sup>th</sup> march 2014.

.....  
(Chair)

.....  
Date

Confirmed