



UNIVERSITY OF LINCOLN STUDENTS' UNION EXECUTIVE COMMITTEE

University of Lincoln Students' Union Executive Committee Thursday 22nd May 2014
at 4:00pm, in Students' Union Board Room.

Present:

Dan Sam (Chair) (DS)

Joe Burt, Vice President Activities (JoB)

Ian Antwi, Vice President Academic Affairs (IA)

Also in Attendance

James Brooks, Chef Executive (JB)

Aidan Mersh, Representation and Student Voice Manager (AM)

Hannah Coleman, Operational and Personnel Administrator (HC)

Jane Kilby, Volunteer Coordinator (JK) in attendance for agenda item 7

1.1 Apologies for Absence

Apologies for absence were received from Ian Johnston, Membership Services Manager/Deputy CEO and Brian Alcorn, Vice President Welfare and Community (BA)

1.2 Declaration of Interest

- There were no declarations of interest to receive.

2. Minutes of the Previous Meetings

- A section to be taken as it was not for minutes.
- Aidan Mersh, Representation and Student Voice Manager to be minuted as AM not AMer.
- The minutes from the previous meeting were agreed as an accurate record subject to the amendments noted.

3. Matters Arising

Noted:

- BA had prepared a written report regarding his Matters Arising actions.
- BA has spoken to Finance Controller Dean Howard regarding setting up nominal code for Standing Committees who noted that Nominal Codes indicate a type of spending. Nominal Codes can be used instead of department codes.
- Web Developer Intern Benjamin Tindall is looking into linking the liberation section of the website to the Activities A-Z so students can find their Standing Committees.
- BA has contacted Chair of Student Council Alexandra-Carmen Mbu regarding Standing Committees submitting written reports to Student Council. The VP Welfare and Community to highlight details within their own verbal update when applicable.

7. Student Led Project

Noted/Discussed:

- JK has met with Student led project 'On Tap' who have been booked in for the training in August. They will meet with Communications Worker Scott McGinn to discuss content and are ready to have a first addition in September.
- Dementia Interest Group proposal was tabled by JK. The group want to raise awareness of Dementia and work with council, The ALZ Society and Dementia Action Alliance. They would like to encourage more volunteers to be involved.
- Already organise circles dancing and would be fundraising to continue within this.

- It was questioned if the project was a society and not a student led project.
- All the members of the project are volunteers.
- Concerns were raised over the sustainability of the project.
- The project is not requesting for any funding from the Union.
- The project could be RAG.
- Other student led projects could be RAG.
- There could be a RAG committee set up for projects like this.
- IF RAG was set up, people would be grouped together who would have different specific interests to a charity. The Funding Committee of RAG would allocate where the funding would go.
- There is an element of fundraising within all student led projects but it is not their primary objective.

Agreed

- Dementia Interest group approved as a Student Led Project.

4. Sabbatical Officers verbal updates

Academic Affairs

Noted:

- SCOTS applicants were held on Monday.
- The executive commended IA on being elected into the NUS Black Students Committee.
- ICT are currently planning summer projects.
- IA is creating the structure for the VLE project and ICT are working on the functionality with the introduction of new features.
- No work at present is being undergone regarding lecture capture.
- Media streaming and collaborative projects are being looked in to.
- Papers for student engagement review and transition and induction were submitted to Education Committee.
- IA suggested the Union to be used as a central hub during Welcome Week.
- AM attended a committee where it was noted that as a result of IA campaigning, the closing of the feedback loop a part of the complaints procedure has now been changed. IA was commended for this.

President

Noted:

- The University are constructing a policy on e-cigarettes to be implemented next year.
- Academic staff who were involved in the marking boycott are not allowed to invigilate. This has meant that there is now a shortage of invigilators. Post Graduate Research students have been asked to invigilate. There may be a conflict if Post Graduate Taught students invigilate due to their possible connections with students.
- NUS Quality went well. NUS have released the Man in the Mirror report today.
- DS and JB met with Vice Chancellor Mary Stuart and A resident from the West End and discussed the Article 4 directive.
- DS is planning to complete his op's plans and introduce BA to the role of a President.
- Carholme Community forum is next week.

VP Activities

BUCS Funding

Noted/discussed:

- Meetings regarding BUCS funding with activities who did not submit a completed form on time have occurred. They have been informed that they will need to pay for transport, pitch hire and referees for BUCS games and incur affine for late entry.

- Each activity was informed two weeks before and two weeks after the form was circulated when to submit the form. The deadline was also extended for those who had not submitted the form at that time.
- 5 activities did not submit the form in time.
- Futsal handed in their form within the extended deadline period.
- Women's football, women's futsal and rugby league did not submit their forms.
- The decision of the BUCS funding needs to be ratified at the Finance Sub Committee.
- It was decided that some activities teams due to performance level should not be entered into BUCS. There is a cost involved in entering teams in to BUCS.
- The allocation of BUCS funding could be reviewed next year if not all the money for BUCS is used, this could mean that more teams could be entered into BUCS
- It was the committee's responsibility to ensure that the form was submitted on time.
- It would be beneficial for JoB to explain the reasoning to the members of each team not entered into BUCS.
- Feedback was received suggesting that the issue of the process of the BUCS funding was an issue as teams received an email detailing who was entered without detailed justification. A consultation with teams prior to the email would have improved this.

Agreed:

- JoB and AM to speak to IJ regarding the process of BUCS funding.

JUST Lincolnshire

Noted:

- Filming went well on Tuesday. JUST Lincolnshire have funding which can be used for future projects and are keen to be more involved with the Union and with the Part Time Officers. They are doing a lot on Equality and Diversity. JoB is planning a meeting with JUST Lincolnshire and VP Welfare and Community elect Olivia Hill.

Grad Ball

Noted:

- A quote has been received for the decorations.
- A magician may be organised rather than having Shisha pipes as the company who are the cheapest have not replied to JoB.
- Concerns were raised over small price difference between the early bird tickets and normal tickets.
- A campaign plan has been created by JoB and Communications Worker Scott McGinn.

5. Sabbatical Officers Time Analysis Charts

Noted:

- Not tabled due to BA's absence.
- IA has not updated excel but has colour coded his meetings.
- DS and JoB have updated their time analysis chart.

6. Chief Executive Verbal Update

Noted:

- The Union are currently second place to Plymouth in the numbers of students who have entered the Hostel competition. Hull is in third place. A banner is being put on the website on Hostel World. The Executive were encouraged to get students to enter the competition.
- A Grad Ball snap chat could be created. An SU snap chat may be better to have.
- Budgets have been finalised and will be going to the Finance Sub Committee.
- JB is on annual leave for the next two weeks but can still be contacted.

8. Cricket Ball Damage

Noted/Discussed:

- University has not installed netting on one side of the cricket pitches.
- A cricket ball was hit where there was no netting and caused damage to a residents car.
- The resident contacted the Union regarding the matter.
- The Students would be liable for any damaged caused.
- The Union has settled for the amount of £180.00 for the damage caused which will be taken out of the development fund.
- There is concern that this could happen again, there are a lot of conservatories with no netting to protect them from cricket balls.
- It was proposed that each time cricket balls cause damage in a similar incident that the team should pay £50.00 towards the cost of repair as excess to encourage the team to be more watchful when hitting the balls.
- The grounds could legally be responsible for any damage.
- Head of commercial facilities Richard Merryweather is looking sourcing clarification over it going forward.

Agreed:

- Cricket to pay £50.00 as excess as a contribution to the cost of any cricket ball damage they may cause.
- JoB to email Cricket to explain the new policy that has been put in place.
- JoB to find out who hit the cricket ball that caused the damaged.

9. Crime Stoppers

Noted:

- A student who is part of enactus and who has a Freshers Fayre stall about Crime Stoppers confirmed would like to put tips and helpful hints onto the Union website to alert students.
- Staff and student communications manager Dave Prichard has agreed to feature Crime Stoppers on Blackboard.

Agreed:

- The student involved in Crime stoppers to email through to comm's with what they would like to be put on the website.

10. Any other Business

Childreach International

Noted/Discussed:

- Childreach International would like to have more involvement with the Union.
- A Skype meeting with JoB, VP Activities Elect and Childreach International has been scheduled during officer handover week to discuss possible involvement.
- Childreach International would like the Union to sign a Memorandum of Understanding which JoB is waiting for to receive.
- Childreach International contacted sabbs last year regarding a similar project. The Union had to pay £300.00 as less students volunteered. It was suggested this price was for the administrative fees as there could be a stipulation to raise enough money to cover the cost of trip. If not enough money is raised then there is excess to pay.
- A decision cannot be made in BA's absence as it would affect next year's Sabbatical Officers.

Agreed:

- Childreach International to be an agenda item for the next Executive Committee.
- JoB to circulate the MOU to the Executive Committee once received.

Annual Leave

Noted/Discussed:

- IA has 13 days holiday entitlement remaining.
- Executive need to take their holiday entitlement.
- A letter was sent out three months ago to the Executive reminding them to take their holiday entitlement.

Agreed:

- HC and IA to sit down and plan when IA can take his holiday entitlement.

11. Date of Next Meeting: 29th May 2014.

.....
Chair

.....
Date

Confirmed