



UNIVERSITY OF LINCOLN STUDENTS' UNION EXECUTIVE COMMITTEE

University of Lincoln Students' Union Executive Committee Thursday 3rd April 2014
at 4:00pm, in Students' Union Board Room.

Present:

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

Also in Attendance

James Brooks, Chief Executive (JB)
Ian Johnston, Membership Services Manager/Deputy CEO
Aidan Mersh, Representation and Student Voice Manager (AMer)
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 of the previous meeting were not agreed.

3. Matters Arising

- End of year party has been booked with The Shed for the 9th May 2014.
- No end of Year project meeting occurred due to the Away day which was scheduled.
- Staff photo is scheduled for 1st May 2014.
- Post Graduate Conference had occurred prior to the Executive Committee convening.

Development Fund

Discussed:

- The concern with the Development Fund is the process of how it works. Fines for non-attendees are put into the fund which means that the fund is reimbursed for the requests that have been approved.
- JoB tabled a document which detailed the current amount in each development Fund for Sports and Societies and what activity and their purchases had been approved.
- It was questioned where the funding for the proposed societies showcase would come from.
- It is difficult to determine how societies develop, sports can develop through performance.
- It was questioned how the Development Fund should be utilised.
- Lots of activities put in request at the end of the year due to the large amount of the fund left.
- The fund is available for development.
- Requests should be submitted at the beginning of the year when activities are developing and not at the end of year.
- This is the first year that Development Fund requests have been brought to the Executive Committee for approval.

- Committees have scrutinised requests more effectively this year which could contribute to why the fund has not reduced as much as expected.
- Activities may be intimidated to put a request in again if it has been rejected by the Committee before.
- The Executive Committee need to provide support to activities when requesting an amount from the fund.
- The Executive Committee could utilise 'catch ups' with individuals to support them in submitting Development Fund requests.
- The scrutiny may not be present at the next Committees as they are the last ones.
- The Committee is on 4th April 2014.
- The Union need to make sure the fund is being used effective if budget is committed to it.
- It was proposed that an analysis takes place of the fund after the last Committees convenes when all requests submitted have been approved and the final amount left in the fund can be determined.
- Societies develop by holding events.
- It was noted that 80% extra income for the Societies Development Fund and a third extra income for Sports has come from come from fines.
- Requests from sports for the fund is for the purchase of either equipment or kit.
- It is important that the fund is for the whole activity and not directly for individuals.
- The focus could be placed on getting more activities to the Committees so that fines are not a problem.
- Activities are fined £25.00 of their own money for nonattendance at Committees.
- It was reported that fining was the only way to get activities to attend.
- Activities go to Committees if they have put a request in for the fund to get it approved.
- Emerging activities and development fund requests are discussed at Sports Committee.
- Good feedback occurs at the Committees.
- Other departments could be involved in the Committees by giving presentations and putting items on the agenda.
- It was questions what occurs at the Societies Committee other than Development Fund.
- Development Fund requests could go to the Funding Committee rather than have a Societies Committee.
- It is important that Societies have a Committee.
- First Motion last year was brought to a Committee.
- Similar discussions as Reps have needs to happen in the Committees.
- The Union could raise issues and topics at the Committees and ask for feedback.
- Activities accounts are frozen when they miss 2-3 Committees without apologies however these activities go to the next Committee where they receive approval for their accounts to be unfrozen.
- Activities have been asked previously if Committees should be held at different times to increase attendance. The results from this were inconclusive.
- The fines could be used to reduce Insurance costs.
- The fines may not be enough to reduce insurance costs as there is a price difference.
- The Societies Develop Fund could be reduced and the amount reduced by could by the Union to hold events for all Societies.
- It was suggested that the Development Fund is looked at after the last Committee in order to obtain the end figures.
- It was reported that no one wanted to take the lead from Societies Committee for the Societies Showcase which had been proposed.

Agreed:

- Look at increasing attendance at Committees by not fining.
- Review how to use and access the Societies Development Fund.

4. Sabbatical Officers

VP Academic Affairs

Noted:

- The structure of the school site on Blackboard for School of Performance has been well received. Learning and Teaching Coordinator Andy Hagyard reportedly likes the outputs of this approach.
- The Domestic Abuse Conference went well with thought provoking speeches given by guests.
- The Executive Committee were encouraged to film when handing out the golden tickets for SU Awards by using their mobile phone. An email was sent out from Reception notifying all recipients of golden tickets that an individual is due to contact them regarding the SU Awards. This meant that golden tickets were not a surprise when handed out.
- NUS conference occurs next week.
- It is hoped that a Feedback Campaign will run after Easter.
- IA will be looking at Post Grad.
- The strategy away day on Monday 7th April has been scheduled to look at what the Executive Committee want to do whilst still in office.
- Post Grad Reps will feed into School Reps.

VP Activities

Noted:

- IJ has a list of the new Committees which have been elected. JoB does not have this list.
- There were 16 cases where a student didn't get elected for a position as they had nominated themselves for two positions.
- Dates have been set for Activities By-elections.
- The nominations for the Activities Awards have been shortlisted. JB and Activities Coordinator Tracey Revill were the only available participants to shortlist on one day as attendees were unable to make it and the Executive Committee were not free. JoB asked Societies Officer Connor Burton to look over those shortlisted by JoB and Activities Coordinator Tracey Revill who reportedly said that they were ok.
- Committees are occurring tomorrow.
- JoB is meeting with Sabb Elect Hayley Jayne Wilkinson to discuss Op's plans.
- Timetabling meeting is to occur on Monday 7th April 2014.
- BUCS panel meeting is to occur on Friday 11th April 2014.

Discussed:

- 525 volunteers are now placed in the Community.
- No meeting has occurred regarding the End of Year party since the last Executive Committee.
- Ex- Director of Sports Robin Wright used to organise the Colours Awards.
- JoB is waiting for a reply from Director of Estates John Plumridge who he contacted regarding the Colours Awards as Ex-Director of Sports Robin Wright.
- The Union has not budgeted for the Colours Awards.
- It was reported that Head of School of Sport and Exercise Science Cathy Thomas could not do the Colours Awards.

- JoB would like to provide the Sports Committee with an update to the problems/ issues which the Committee has raised previously.
- Sport is the remit of Head of Commercial Facilities Richard Merryweather.
- A project group can be set up for Grad Ball. It is hoped tickets will be on sale in conjunction with when Students received their loans.

Agreed:

- JoB to contact PA to Director of Estates John Plumridge Cathy Robertson regarding the Colours Awards by forwarding email he sent to Director of Estates John Plumridge.
- Invite Head of Commercial Facilities Richard Merryweather to the next Sports Committee.

VP Welfare and Community

Noted:

- Trustee training went well.
- BA has met with Sabb Elect Olivia Hill to discuss Op's Plans.
- A meeting has been planned with Lincoln College and Bishop Grotteste Unions to initiate a partnership approach.
- BA met with Sophie from Lincolnshire County Council who is able to provide funding and training as part of the LGBT support provision under the arrangement that the students trained set up a youth club.
- The Executive Committee were asked if they had anything that they wished BA to raise during his meeting with MP Karl McCartney.
- Community Reps may have to be elected next year. Standing orders for Community Reps need to be completed.

President

Noted:

- It was reported that a national motion is circulating opposing University Technology Colleges (UTC).
- DS is due to meet the Principle of UTC to see if a more collaborative approach can be initiated and how the Union can become more active at the UTC. The University are secondary sponsors of UTC.
- An emergency Motion on quota for delegates has been submitted for NUS Conference.
- The current Trustee Recruitment is doing well.

6. Chief Executive Verbal Update

Noted:

- The Shed floor is being stripped, varnished and acid stripped. The Shed is closed on Wednesday.
- The new furniture will arrive for The Shed on 17th April 2014. The outside area upstairs is potentially being rebuilt over the Summer.
- No date has been confirmed as yet for the new sign for The Shed as planning permission is being sought.

5. Sabbatical Time Analysis Chart

Noted:

- No Sabbatical time analysis chart was tabled. The chart was looked at on the monitor electronically.
- BA had not updated the chart.
- IA did 7 hours GOATING last week.

- JoB achieved 30 hours of GOATING last month, IA achieved 24.5 hours of GOATING and DS achieved 33.67 hours of GOATING.

7. School of the Month

Discussed:

- The School of the Month nomination was read out by IA.

Agreed:

- The School of Performing Arts was awarded March School of the Month.

8. Employee of the Month

Discussed:

- Abigail Dolby was nominated for taking on additional responsibility and stepping up to manage the Kitchen of The Shed. The level of cleaning and reduction of wastage has improved.
- Laura Crouch was nominated for going above and beyond her duties and willing to cover and help out at short notice.
- Scott McGinn was nominated for his work so far on the Welcome Week Guide.
- Tracey Revill was nominated for developing an extensive training plan for the new Activities Committees and for all her hard work this year on making sure BUCS.
- Dean Howard for resolving issues so that the Union has accurate opening balances.

Agreed:

- The Shed Cook Abigail Dolby was awarded March Employee of the Month.

9. Committee Dates

Discussed:

- The member of Executive attending the University Committees for next year were noted and agreed.

Agreed

- IA to find out if VP Academic Affairs can attend the Advisory Bodies Head of School Forum Committees.

10. Trip Dates

Discussed:

- It is hoped that all trips can be booked at one go.
- The trip in February to Hull may coincide with their Elections and Varsity.
- Carholme Community Gala is occurring the first weekend in October.
- It was suggested that York could be a trip in December.

11. Any Other Business

Library

Noted:

- The Library are not organising the petting zoo, instead they are planning on offering stress bags and massages. The Library would like the Union to contribute £300.00 towards the bags and massages.

Activities Elections

Discussed:

- Full list of nominations to be uploaded onto the Union's website. JoB can announce at the Committees tomorrow that they will be on the website.

12. Date of Next Meeting: 1st May 2014

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Chair

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Date

Confirmed