



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

Minutes of the meeting of the Executive Committee
Held on Thursday 6th February 2014 at 3:30pm in SU 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 No apologies for absence were received.	
1.2	Declarations of Interest Noted: <ul style="list-style-type: none">A declaration of interest was received from BA for Agenda item 7.	
2.	Minutes of the previous meeting <ul style="list-style-type: none">The minutes of the previous meeting 3rd February 2014 were not agreed.	
3.	Matters Arising Student Life Cycle Workshop Noted: <ul style="list-style-type: none">IA has spoken to Programme Manager, PMO and Architecture Steve Green and not Student Engagement Officer Dan Derricott regarding student consultation in Student Life Cycle Workshops.IA will work together with Steve Green Programme Manager PMO and Architecture on the student input in the workshops.Director of ICT Drew Cooke sent an email regarding students attending workshops which was not regarding student consultation in the Student Life Cycle Workshop. Representation Charter Noted: <ul style="list-style-type: none">IA removed his personal email address and replaced it with VP Academic Affairs email address.	

Strikes

Noted:

- The Strike statement has been sent to Director of Human Resources Jayne Billam.

Sabbatical Officers Blogs

Noted:

- BA and DS have written blogs for the Union website, IA has not written a blog on Student Staff Conference and JoB has not written a blog on Varsity.
- The more blogs written, the better understanding students will have of what Sabbatical Officers do.

GOATING

Noted:

- The GOATING average calculated by BA was 27.7 hours per week which is based some charts not being updated. Time analysis charts started in October.

Discussion:

- Out of 12 time analysis charts, DS has not updated 5, IA has not updated 4 and JoB has not updated 3.
- It was suggested that the Executive should agree that any outstanding updates of time analysis charts should be completed for the next Executive Committee or a Motion of Caution will be considered.
- It is important to set a precedent and ensure that the time analysis charts are up to date before every Executive Committee.

Agreed:

- Sabbatical Officers time analysis charts to be updated before every Executive Committee.
- IA, DS and JoB to update their outstanding charts which can be found on the S.drive and calculate their weekly averages.

Exec

IA/DS/JoB

Sabbatical Officers Written reports

Noted:

- It is important that Sabbatical Officers written reports for the Board of Trustees are submitted by 12th February and have a standardised structure.

Sports Strategy

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 to email Vice Chancellor Mary Stuart to gain advice on the developments of the Sports Strategy and how to proceed with it.

JoB

JoB

Byelaws and Standing Orders

Noted:

- BA sent an email to JB approving the amendments of the

Byelaws.

Discussed:

- IA can input Rep's after the Standing Orders have been approved.

Agreed:

- BA to email JB amendments to Standing orders by end of day 6.2.14. BA to copy the Executive into the email to JB.

Hospitality at The Shed and other outlets

Noted:

- Hospitality at the LPAC cannot be done as LPAC would have to offer the same hospitality to all University departments.
- The Union is a separate organisation to the University.
- Finance Controller Dean Howard could pay monthly for any hospitality used at Towers Bar.
- The Shed has in a place a form which needs to be completed for hospitality.
- Exceptional circumstances regarding the usage of hospitality will be scrutinised at Executive Committee.

Poster Rotation Timetable

Noted:

- Posters have been scheduled for Student Buddy's. AMer is looking into the design of the poster as it may prove difficult to facilitate.

4.

Sabbatical Officers verbal updates

VP Academic Affairs

Noted:

- Meetings with Schools to discuss Course Rep elections continue to go well. More schools are due to hold online elections.
- There will be no International Reps. Senior Lecturer of Business School Paula O'Brien will provide sessions on internationalisation for Business Course Reps. The Engineering School is interested in this practice.
- All Executive were asked to attend the Student Staff Conference occurring on 12th February 2014.
- IA is due to attend a Course Rep Conference next week.
- IA has meetings with Heads of Schools to discuss the Blackboard project. It is hoped that this will help with the new education Unit. It is anticipated that Senior Reps will be able to feedback to the University through Committees.
- IA has an NUS Organisation and Management working group to attend.
- IA is due to attend Enabling the Business Programme which will discuss how University IT systems can be more efficient.
- IA is to meet with Dan Derricott for a catch up and will discuss Blackboard updates and Course Rep training.

BA

- AMOC is the Annual Monitoring Oversight Committee which will be monitoring reports for schools. IA was unsure if professional departments were included within this.

Discussed:

- A pre meet for the next Student Council for the Executive was asked to be arranged.

Agreed:

- HC to arrange a pre-meet for the Executive to discuss the next Student Council.

HC

VP Activities

Noted:

- Over a 100 Lincoln City football tickets were sold. JoB handed more tickets out and approximately 150-200 students attended.
- It was reported that 35 £15 tickets and 72 £18 tickets have so far been sold for Varsity. The numbers were noted from SUMS during the meeting.
- Voter Registration day occurred on Wednesday 5th February which reportedly went well.
- The Executive were encouraged to promote Varsity.
- Sports and Societies Councils have been planned and are set for when they occur on Friday 7th February 2014.
- JoB is due to meet with Student Engagement Officer Dan Derricott to discuss BUC'S Wednesdays. IA and JoB need to have a pre meet prior to the meeting. JoB could speak about the Sports Strategy during the meeting with Student Engagement Officer Dan Derricott.

Discussed:

- There are 47 seats per bus going to Varsity.
- It was proposed that there was a KPI for 300 as the number of supporters attending Varsity.
- The KPI for Varsity could be the amount of students playing.
- The KPI for Varsity is the number of attendees not supporters.
- Varsity is on the Agenda for the next Sports and Societies Councils.
- Teams that are playing in Varsity yet to pay their tickets could be targeted. The Executive could attend sport teams training sessions to promote Varsity.
- IA has spoken to Men's Rugby Union who have reportedly purchased their tickets for Varsity.
- Varsity could be promoted by lecture shout outs.
- There are already three different topics being promoted during lecture shout outs.

Agreed:

- JoB to highlight to the Executive when competing teams in Varsity are training so that one of them can attend and promote Varsity.

JoB

VP Welfare and Community

Noted:

- BA has been GOATING on the Mental Health campaign at the pledge station and Voter Registration.
- BA introduced a student to the Union's volunteering department who he met. The student has set up a Charity in Tanzania and enquired about volunteers for the charity.
- BA met with a student who is organising a community day. BA is due to get an update from the student about the event next week.
- There is a Litter Pick which Lincoln College and Bishops Grosseteste are involved in on Wednesday 12th February 2014. JoB reported that it had been cancelled in his calendar. BA confirmed that the Litter Pick was still happening.
- There is a prize giving event for the Shush Logo design competition on Monday 10th February 2014 starting at 6pm in The Shed. Prizes from various night time venues are being awarded and community partners will be in attendance.
- The Executive were encouraged to attend the Shush prize giving event.

President

Noted:

- It was reported that Women in Leadership went well.
- There is the potential for either Tinie Tempah or Eliza Dolittle to perform at the Union as they are backing the national campaign for Voter Registration and is the prize for the institution that gets the most voter registrations.
- The University Logo is on the cash forms which students complete for Study Group. The University and Study Group need to be clearly identified as separate organisations as it is confusing for international students.
- Elections need to be promoted and encouraged by the Executive.
- There should be more on the Referendum on Social Media.

Santander Meeting

Noted:

- DS met with University staff and Santander representatives. There is the potential for more cash machines on campus and drops in's discussing personalised finance.
- University and Union staff would be entitled to 53 shares and the President could get a trip to see a Formula 1 race should Santander work in partnership with the University and Union.
- DS and JB are due to meet Regional Manager of Santander Universities UK Jonathan Powell to discuss a working partnership between the Union and Santander.

- There is the potential for Santander to sponsor the SU awards and Santander purchasing a gold package for the Freshers Fayre.

Discussed:

- It was questioned how the Union would be benefiting from the partnership with Santander. This would be discussed during the meeting with Regional Manager of Santander Universities UK Jonathan Powell.

Agreed:

- Santander to be an Agenda item for the next Executive Committee.

Sabbatical officer time analysis chart

Noted:

- 5.
- No time analysis chart was tabled due to the short timing between the last Executive Committee on 3rd February 2014 and the Executive Committee on 6th February 2014.

Chief Executive verbal update

The Shed

Noted:

- New coffee will be available from The Shed next week. Pool tables are making money. The Union is due to change the company who supply the pool tables to a NUS preferred supplier due to issues with Sceptre Leisure who are the current suppliers.

Discussion:

- 6.
- It was believed that there was a gambling machine in The Shed which due to previous discussions was thought should not be there.
 - The machine is a skill machine which the Executive were comfortable with.

Pension

Noted

- The Executive were encouraged to go to a Pension Scheme update meeting as it could be beneficial for them.

Staff provision for Welfare and Community

Noted:

- It was proposed that more staff could be invested in as the Union continues to expand and develop.
- The proposed Advice Centre could support VP Welfare and Community.
- The Community remit has taken up a lot of VP Welfare and Community's time with less focus on Welfare. This may not occur for the next VP Welfare and Community.

Discussed:

HC

7.

- It was suggested that BA write a list of tasks which he feels he needs support with which would enable JB to see if resource could be allocated from elsewhere to undergo the tasks.
- It is important that the tasks do not involve a representative element as the VP Welfare and Community is voted in as the Representative.
- Support by temporary staff could be allocated if applicable to set up projects.

BA

Agreed:

- BA to compile a list of tasks of what could be done by a member of staff to support him.

End of Year Ball

Noted:

- An end of year ball is noted on the wall planners for 7th June and would be open to all students.

Discussion:

- Acts for the ball could be easier to obtain at the time of year the event is scheduled for.
- The timing of the event could be an issue as students leave after their exams and deadlines which is prior to the date the events is scheduled for.
- The Union may potentially be asking students to come back to attend the event.
- It was questioned if the event was a good enough reason for students to return if they have left.
- Housing tenancies usually run until the end of June.
- Students plan accommodation for their Graduations and Graduation Ball.
- Five days of Graduations will be held this year.
- It was proposed that the Union could explore the possibility of holding an event at an external venue every night of the Graduations.
- Restaurants and night time venues could be approached to see if they would offer discounts for students during Graduation Week which could be made into a pack and given out.

JoB

ALL

Agreed:

- **The Executive voted by** and approved for an End of year ball to be organised for 7th June 2014.
- Options for Graduation Ball to be looked at and proposals to be submitted to the Executive Committee.

Academic Timetable

Discussion:

- An email was circulated to all students and staff regarding changes to the academic timetable.
- The changes will come into effect from September 2014.

- The resit period is five weeks.
- The new academic year will start a week earlier on 15th September 2014.
- Union staff attendees were not aware of the change in date to the academic timetable. This will affect Welcome week.
- The Academic Board agreed the changes.
- The email stipulates that the Union has agreed to the new academic timetable.
- It was noted that a meeting had been held with University staff but there had been no discussion regarding the changes for academic timetabling.

Agreed:

- DS to contact University Registrar Chris Spendlove regarding the new Academic Timetabling.

DS

Next year's event dates

8.

Discussion:

- It was proposed that the Snowflake Ball was important due to the timing of the event. The event is prior to the NSS period.
- The event has the capability to break even.
- It has already been agreed that there is a Christmas celebration on 14th December 2014.
- It was felt that the date may be too late as students may have gone home for Christmas break.
- Engine Shed has been provisionally booked for Thursday 11th December 2014. This date was the confirmed date for the event.
- It was suggested that the event should take place the first week of December when most students should still be on campus.
- It was questioned if the dates for welcome week should be booked with Engine Shed and if Friday 18th September should be booked for an optional event which could be held.
- There is a Welcome Week meeting due.

Agreed:

- IJ to book the 4th December 2014 provisionally with Engine Shed.
- AMer to book the Engine Shed from 7am- 6pm on 16th, 17th, 18th and 19th September for Welcome Week.

IJ
AMer

9.

Staff Refreshments

Noted:

- The Shed staff currently get staff discount.
- A document was tabled which detailed what discount would be available to Union and The Shed staff at The Shed.
- The discount only applies during work hours.
- It was suggested that working hours should be detailed on the

	<p>document for staff from the Union as being 9am-5pm.</p> <ul style="list-style-type: none"> If approved, JB will circulate the document to all staff. The document should be treated as confidential until the email has been sent. 	JB
10.	<p>Agreed:</p> <ul style="list-style-type: none"> JB to stipulate on the document that the working hours of the Union staff is between 9am-5pm. The document detailing staff refreshments was approved. 	
	<p>School of the Month</p> <p>Noted:</p> <ul style="list-style-type: none"> The Schools of Humanities, Journalism and Business were nominated. A couple of months have been missed due to Christmas break. Each nomination was tabled and read out by IA. The nomination for Journalism commended two specific Reps for the work that they had undertaken and achieved. <p>Agreed:</p> <ul style="list-style-type: none"> Humanities win School of the Month for December. Journalism win School of the Month for January. 	IA IA
11.	<p>Any Other Business</p> <p>Employee of the Month</p> <p>Noted:</p> <ul style="list-style-type: none"> Finance Controller Dean Howard, Senior Web Developer Alan Bage, Administrative Support Worker Hannah Coleman, Volunteer Support Worker Amy Noble and Course Representative Worker Kirsty Barnes were nominated for Employee of the Month in January. <p><i>Went into a closed Meeting to decide upon Employee of the Month.</i></p> <p>Agreed:</p> <ul style="list-style-type: none"> Administrative Support Worker Hannah Coleman was agreed as Employee of the Month for January. 	
	<p>Activities Emails</p> <p>Noted:</p> <ul style="list-style-type: none"> If a new member registers for an activity, an email will now get sent to the sports or societies generic email address to notify them that a new member has signed up. The emails can be disabled. This would be beneficial during Welcome Week when new members sign up regularly. 	HC
12.	<p>HC to arrange the certificate and presentation of it.</p>	
13.	<p>Date of Next Meeting: Thursday 13th February 2014.</p>	



.....
(Chair)

.....
Date

Confirmed