



## UNIVERSITY OF LINCOLN STUDENTS' UNION EXECUTIVE COMMITTEE

University of Lincoln Students' Union Executive Committee Friday 9<sup>th</sup> May 2014 at  
1:00pm, in Students' Union Board Room.

### **Present:**

Dan Sam (Chair) (DS)

Brian Alcorn, Vice President Welfare and Community (BA)

Joe Burt, Vice President Activities (JoB)

### **Also in Attendance**

Ian Johnston, Membership Services Manager/Deputy CEO

Aidan Mersh, Representation and Student Voice Manager (AMer)

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 James Brooks CEO (JB) and Ian Antwi VP Academic Affairs (IA).

### **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**

#### **Noted:**

- A sample of the proposed pens has yet to arrive.
- IA is writing the Executive Summary to be submitted to Student Experience Committee.
- Jack Maddock is yet to respond to an email inviting him to update the Executive on the University project he is involved with.
- JoB met with Communications Worker Scott McGinn to discuss posters for Grad Ball. Everything is set up to start selling early bird tickets when the posters are produced.
- The Chief Returning Officer is the Chief Executive of the City Council.

### **7. Student Led Project**

#### **Noted/Discussed:**

- JK tabled the proposal of a student led project called 'On Tap'. The project would like to put a monthly newsletter on the back of toilet doors on campus and has received University permission to do this.
- Concerns were raised over funding as the project was requesting more than the budget allocated by the Union for a project and the sustainability of it.
- It would be important to check the content of the monthly newsletter before it was distributed.
- The funding requested would affect the budget allocated for student led projects.
- The Communications Worker could meet with those involved with the project.
- The idea of the project was received well.
- It may be difficult to fundraise for the project.

- Specific criteria should be placed on the funding for the first semester with a requirement to measure the impact and success of the project.

**Approved:**

- 'On Tap' student led project approved as long as the content for each newsletter is agreed by the Union prior to distribution.
- Funding of £178.00 requested for the first semester approved with the requirement that the impact and success of the project is measured.

**4. Sabbatical Officer Verbal Updates**

**VP Welfare and Community**

**Noted:**

- The Women's and International Committee elections have been rescheduled for next Monday and Wednesday respectively. LGBT Committee has held their elections. BA is to meet with the Mature Officer to discuss their Committee elections.
- BA has spoken to Activities Coordinator Tracey Revill regarding training of Part Time Officers. It is proposed that campaign training is given to Part Time Officers.
- BA was involved in the recruitment of a Pro-Vice Chancellor (PVC).
- BA attended a West End Working Group who started preparing for Welcome Week with the aim of minimal disruption.
- BA is sitting on the panels for Trustee recruitment and Finance next week.

**VP Activities**

**Noted:**

- Grad Ball is being currently organised. A poster needs to be produced when the Graphic Designer returns to office.
- JoB attended the Course Rep Elections for CLM.
- Paper ballots are being done for the unfilled activities committee positions.
- The Volunteering celebration event is occurring next week as well as the next Student Experience Committee.

**VP President**

**Noted:**

- DS sat on the panel for the PVC recruitment.
- The international awards was held on Tuesday which went well with the Union awarded second place for an award. DS attended workshops/learning based sessions prior to the awards ceremony.
- DS has been invited to sit on the NUS Quality Board of the Union.
- Trustee recruitment is occurring next week. The decision of who will be appointed as a Trustee will be known next Thursday.
- International report is finished. Graphs from Casework and Policy Intern Lindsay Westgarth need to be added to the report which will then come to the Executive Committee.

**5. Sabbatical Time Analysis Chart**

**Noted:**

- No Sabbatical Time Analysis Chart was available.
- Sabbatical Time Analysis Charts have not been available for recent Executive Committees. It important that the Executive update their charts each week.

**6. Chief Executive verbal update**

**Noted:**

- No report given due to JB's absence.

## **8. Employee of the Month**

### **Noted:**

- Communications Worker Scott McGinn was nominated for his effort into the Grad Ball, International Award, Comms plans for 2014/2015 and Welcome Week this month. He has shown good initiative and dedication.
- Activities Support Worker Jo Buckler was nominated for the dedication and hard work she showed within the Activities Team during Awards week. She designed and printed off the table decorations for the awards. Jo has worked extra hard during busy period. Jo has helped with Activities handbooks whilst arranging Induction and Training.
- Activities Intern Emily Baldwin was nominated for the support and hard work she has shown within elections and BUCS and has worked hard on the Activities Awards by helping with the displays and decorations.
- Senior Web Developer Alan Bage was nominated for his creation of a sage workable report ready for trialling which will save on costs and time. Activities accounts can be updated quicker.
- Operational and Personnel Administrator Hannah Coleman was nominated for a fantastic job organising and being part of the interviews for both The Shed staff and OSS. The process of recruitment has been smooth for both staff and applicants. Hannah came into work on the bank holiday to work on recruitment.

### **Approved:**

- Communications Worker Scott McGinn was awarded April Employee of the Month.

## **9. Grad Ball**

### **Noted:**

- The headline act has been confirmed.
- It is hoped that a more traditional ice cream seller can be found for the ball.
- A carnival theme with traditional rides is being looked into.
- The equipment hire on the pro-forma notes Reggie as a DJ. This needs to be amended for this but the same costs will apply.
- The Hilton hotel should be used for the headline acts. The contract for acts will stipulate a 4 star hotel is used to accommodate them.
- IJ may have a contact at the Hilton which to see if room bookings could be discounted.
- The same door entry system used last year will be used this year.
- Senior Web Developer Alan Bage is looking into student numbers to see if this information can be retained for longer. Otherwise students who are graduating this year will not be able to log on or purchase a grad ball ticket as they will not have a valid student number.

### **Approved:**

- IJ to speak to his contact at the Hilton Hotel to enquire about room booking discount for acts.
- Students graduating this year (2014) to become temporary associate members.

## **10. Annual leave**

### **Noted:**

- BA and JoB requested annual leave.
- It was not known if the Executive could still request annual leave.

### **Approved:**

- JoB annual leave request for 12th May approved due to the timing of it.

- DS to speak to JB regarding current annual leave entitlement for the Executive.
- BA's annual leave request to be discussed when DS has spoken to JB.

**11. Any other Business**

**Noted:**

- BA's paper on Standing Committees to be an agenda item at the next Executive Committee.
- It was reported that School of the Month winners have yet to receive their prize. IA was absent so could not respond to this.

**12. Date of Next Meeting:** 16<sup>th</sup> May 2014.

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Chair

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Date

Confirmed