



## UNIVERSITY OF LINCOLN STUDENTS' UNION Executive Committee Meeting

10am, Monday 21<sup>st</sup> October 2019  
Chief Executive's Office, Students' Union

### Minutes

#### Present:

Name	Job Title
Cassie Coakley (CC)	Students' Union President (Chair)
Georgia Petts (GP)	Vice President Education
Mohit Bulchandani (MB)	Vice President International
Emma Blackburn (EB)	Vice President Welfare and Community
Abi Brown (AB)	Vice President Activities
James Brooks (JB)	Chief Executive
Hannah Coleman (HC)	Deputy Chief Executive
Emma Calvert (EC)	College of Social Science Officer
Samantha Brinded (SB)	College of Arts Officer

#### Also in attendance:

Shanna Limm (SLm)	Union Administrator (note taking)
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#### Item

#### Action

#### Part A

#### 1. Apologies for absence

- Sophia Liu (SLi), LIBS Officer
- James Bayliss (JaBa), College of Science Officer

#### Declarations of Interest

- The group declared the following updated conflicts:
  - CC noted that she was now a member of American Football Flag Football and Women's Basketball
  - EB noted that she was now a member of LUGS, as well as a member of the NaSFA Committee.
  - MB noted that he was now a member of UNICEF and RAG.
- It was agreed that these would be updated in due course.

#### Health and Safety

- JB noted that fire alarms would sound between 7.30am-8.30am on 22<sup>nd</sup> October, as part of a routine test.

#### 2. Minutes of the last Executive Committee meeting held on 7<sup>th</sup> October 2019

- AB noted that there was a typing error within agenda point 10; the minutes were approved (5-0) subject to the alteration of the error.

#### 3. Minutes of the last SMT meeting held on 14<sup>th</sup> October 2019

- GP queried the proposed name change for The Platform; JB noted that feedback had been received from customers highlighting a lack of awareness of the venue, therefore a direct link to the Engine Shed title had been suggested. The group discussed the matter with Upper Engine Shed or Engine Shed 2.0 proposed as alternatives.

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### 4. Matters Arising

- CC noted that she had discussed the SUGgestions module with Jenny Barnes (JBa) (Head of Student Voice and Insight), with a group session subsequently booked in diaries.
- It was noted that work was ongoing for the proposed Loneliness campaign.
- CC noted that the individual suggested for the Honorary SU Award had been contacted and was happy to confirm the award title.
- GP noted that she had relayed an Informal Warning to the appropriate School Rep and would subsequently discuss the matter with the individual during the next Senior Rep Group.
- It was noted that Black History Month's events had been actively promoted; EB added that she was due to meet with the BAME Officer in the following week to discuss operations.
- The group discussed EB's term-time annual leave and it was agreed that the request would be approved (4-0), due to no concerns raised around the matter. JB noted that this would be raised in the next Board of Trustees retrospectively.
- Further to this, JB noted that term-time annual leave for Sabbatical Officers would be discussed in the upcoming People and Culture sub-committee.
- AB noted that Emily Baldwin (EB) (Activities Manager) had contacted the proposed Graphic Design Society in relation to their committee positions.

JB

JB

### 5. Weekly Report

- It was noted that the venues were performing phenomenally in comparison to the previous year.
- JB noted that an incident had occurred in relation to an external event attendee triggering a fire alarm on 20<sup>th</sup> October; it was noted that the incident was being investigated further.
- The group discussed The Barge and it was noted that the venue had been closed for three days as a result of weather.

### 6. Week's Events

- It was requested that all SLs attend the Diwali event on 28<sup>th</sup> October.
- JB noted that several drug-related incidents had been reported at The Swan, which were due to be investigated in due course. It was also noted that an increase of drug-related incidents had been reported on campus with the Students' Union and University to work collaboratively on the issue going forwards.

### 7. SUGgestions

- CC noted that several new SUGgestions had been submitted, with a meeting alongside the Union Chair subsequently arranged.
- EB noted that her assigned SUGgestion regarding water fountains in the David Chiddick Building had been completed.
- As well as this, EB noted that she had discussed the implementation of hot water in the University Library with Ian Snowley (IS) (Dean of Student Learning Development

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and University Librarian), who had noted that the submission was not feasible as a result of available space.

EB

- JB suggested that EB discuss the matter with Julian Free (JF) (Deputy Vice Chancellor) in their next mentor meeting.

### 8. GOATing Hours

- **Report – 4th-15th October**
- CC suggested a deadline be received as a reminder for GOATing report submissions. It was agreed that JB would discuss the matter with Bethany Allen (BA) (Student Voice Manager), as several alterations were also required for the most recent GOATing document.

JB

### 9. Student Leader Reporting System Proposal

- GP queried the process in relation to down votes for SL reports; it was noted that Accountability Forums would be used to hold individuals to account and discuss potential outgoing issues.

### 10. Student Researchers Report

- The group discussed the findings as part of each report and suggested that going forwards the proposed topics would require a more specific focus. It was agreed amongst the group that the opportunity also required a review.
- GP suggested that reports also be circulated within the relevant Schools to provide insight.

### 11. Freshers' Engagement 2019

- JB noted that the document received required further information, following a discussion in SMT; it was noted that the document would return to the Executive Committee once updated.
- CC suggested that door counts be included in the report to highlight the average length that customers remained in the venue; JB noted that this could be collated from security reports.

### 12. Sincil Bank Residents Meeting

- EB noted that the format of the Sincil Bank Resident meeting had been altered and was now focussing upon community requests, as opposed to issues within the area. As a result of this, EB suggested that she and Kayleigh Teague (KT) (Assistant Campaigns Manager) no longer attend but alternatively forward an update.
- This was agreed by the group (5-0).

### 13. Student Leader Verbal Updates:

- **President**

CC noted the following:

- Preparation for the ASM on 31<sup>st</sup> October were ongoing.
- She had also been focussing upon the Loneliness campaign.
- A presentation had been given to the University's Senior Leadership Team by herself and JB, in relation to SL KPI's; it was noted that these had been well-received.

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- Both she and GP had met with ICT, during which the new 24-hour ChatBot was discussed.

- **VP Education**

GP noted the following:

- PG Week had gone well, with the events on Wednesday and Friday being particularly well-received.
- She had attended various committee meetings.
- Various rep training sessions had now begun.

- **VP International**

MB noted the following:

- He had attended various PG Week sessions.
- A meeting had taken place with the ISA Officer and Secretary in relation to meeting minutes.
- Work for Diwali was ongoing, with himself and CC meeting with Subash Chellaiah (Sch) (Multi-Faith Chaplaincy Co-Ordinator) to discuss logistics.
- The ISA Committee meeting had been well-received with the incoming group being particularly engaged.

- **VP Welfare and Community**

EB noted the following:

- She had met with various Campaigns Network Officers and Student-Led Project Leads in 50:50 meetings.
- A Disability Review was being created by herself and the Disabilities Officer following issues raised.
- Work for the Trans in Sport policy was ongoing.
- Guide Dogs raised over £500 during Guide Dog Awareness Week.
- The Campaigns Network t-shirt campaign was due to take place during the following week, with each officer to wear a t-shirt to provoke discussion in their necessary demographics.
- Sky Dive interviews were due to take place over the week.
- Two events for Black History Month were due to take place in the week.

- **VP Activities**

AB noted the following:

- The first 8 Out of 10 Swans event had been well-received with 132 in attendance.
- BUCS games had begun with a high turnout.
- Filming for the Inclusivity campaign had now begun.
- She had attended various activity sessions.
- A Rhino kit review had started in order to gain feedback on the service.

#### 14. Chief Executive Verbal Update

- He had received several messages from Liz Mossop (LM) (Deputy Vice Chancellor) regarding Speak Week, with an outcome session proposed with all relevant areas.

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- The Complaints Policy was due to be reviewed following several frivolous complaints received.
- Issues had been raised in relation to the venue's fire alarms with the University hiring an external company to review the current strategy.
- The Business Awards had gone well.
- He had contacted Extinction Rebellion regarding ongoing issues and was awaiting a subsequent response.
- The SMT Residential had been positive, with the group discussing Health and Safety policies, as well as the Activities department going forwards.
- The Engine Shed had been nominated for Best Campus Venue as part of the Live Nation Awards.
- Both the SUMS and Employability and Campaigns departments had won Team Merit Awards in different categories as part of the University's Merit and Achievement Awards.

### 15. College Officer Verbal Updates

EC noted the following:

- Issues had been raised regarding rep attendance during conflicting Reading Weeks; it was agreed that GP would discuss the matter with BA and Liz Smy (LS) (Representation and Governance Co-ordinator). GP
- The College of Social Science had requested an introductory meeting with the reps in their area; it was agreed that GP would also attend the session, with Danielle Marsden (DM) (The Swan Manager) to be contacted regarding booking availability. GP
- It had been requested by Mark F. Smith (MFS) (College Director of Education and Students) that Social Science reps also feedback on Speak Week in the upcoming committees. It was agreed that the matter would be discussed at the next Senior Rep Group. GP
- It was also agreed that EC and GP would meet outside the Executive Committee in order to discuss matters further. GP/EC

### 16. Any Other Business

- MB noted that he had been invited to attend the #WeAreInternational student forum in London; this was approved by the group (5-0).
- JB presented the group with the proposed Bye-Law alterations that would be presented at the next ASM, which includes amendments to elections complaints and the delegation of the role of Chair of Executive Committee in the President's absence JB
- GP requested that an alteration be made to the delegate's title, with "Deputy Chair of the Executive Committee" incorporated. JB agreed that he would look into the matter.
- These were approved by the group, subject to the proposed amendment (5-0).
- The group discussed the We Are Lincoln community and it was agreed that the ethos would be extended to the Campaigns Network and ISA Committee going forwards in order to create a sense of collaborative opportunity amongst the groups.
- The group agreed that going forwards the Executive Committee would be extended to two hour sessions.

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- It was noted that CC had submitted annual leave for 1<sup>st</sup> November. In accordance with governance, CC temporarily rescinded her role as Chair to GP. This was approved by the group (4-0).

### Part B

#### 17. Student Leader Time Analysis:

- 2nd-8th October
- 9th-15th October
- Documents were taken as read.

#### 18. New Society Applications:

- American Society
- Jewish Society
- Wicca/Paganism Society
- It was noted that the American Society application was vague and contained several errors. The group also discussed the proposed flexi-membership costs and it was agreed that the author of the proposal would be contacted by EB for clarity.
- The Wicca/Paganism and Jewish Societies were approved by the group (5-0).

AB/HC

#### 19. Activities Funding Applications

- These were approved by the group (5-0).

#### 20. Campaigns Network KPI's

- Document taken as read.

#### 21. Move-Out May Proposal

- The proposal was approved (5-0).

#### 22. Food Week February Proposal

- The proposal was approved (5-0).

#### 23. Students as Leaders of Sustainability Feedback

- Document taken as read.

#### 24. Basketball Affiliation (Chair's Powers)

- The group ratified the document (5-0).

#### 25. International Trip Costing (Chair's Powers)

- The group ratified the document (5-0).

#### 26. Date of Next Meeting: 12pm, 6<sup>th</sup> November 2019



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Executive Committee Meeting

10am, Monday 21<sup>st</sup> October 2019  
Chief Executive's Office, Students' Union

Minutes

Chair: Cassie Coakley

Signed: