

UNIVERSITY OF LINCOLN STUDENTS' UNION
Executive Committee Meeting

12.30pm, Thursday 29th August 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
James Brooks (JB)	Chief Executive (via Skype)
Hannah Coleman (HC)	Deputy Chief Executive

Also in attendance:

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

Action

Part A

1. Apologies for absence

- Abi Brown (AB), Vice President Activities
- James Bayliss (JaBa), College of Science Officer
- Sophia Liu (SLi), LIBS Officer
- Emma Calvert (EC), College of Social Science Officer

Declarations of Interest

- No items were raised for discussion.

Health and Safety

- No items were raised for discussion.

2. Minutes of the last Executive Committee meeting held on 12th August 2019

- The group agreed that the minutes were an accurate recording of the meeting; these were approved (4-0).

3. Minutes of the last SMT meeting held on 19th August 2019

- Document taken as read.

4. Matters Arising

- It was noted that she and HC had directly contacted Connect Sport in relation to their mental health scheme and were awaiting a response.
- JB noted that he Jenny Barnes (JBa) (Head of Student Voice and Insight) and Bethany Allen (BA) (Student Voice Manager) were due to meet later in the week to discuss the SUGgestions platform, with an update to be given in the next Executive Committee.
- CC noted that she was awaiting a response from the Union Chair in relation to the reallocation of SUGgestions; JB noted that this would be required following the review of the platform itself.
- It was noted that GP and MB had submitted the necessary GOATing information.

AB/HC

JB

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- In AB's absence, it was noted that her action regarding Tropical Turtle Travel would be discussed at the next Executive Committee. AB
 - EB noted that she would discuss the Officer Networking event during Any Other Business.
 - JB noted that Dom Wilson (DW) (Events and Hospitality Manager) would lead on the Inter-Cultural Competition from a staff perspective.
 - MB noted that he was yet to contact Sabbatical Officers from other SU's to gauge interest; once received, this feedback would then be discussed at the next Executive Committee. MB
 - HC noted that she and AB were due to meet with the British Sign Language Society in order to discuss alternative options for a coach.
 - It was noted that the President of the proposed Minecraft Society had requested that the application be rescinded following advice received from a tutor regarding academic workload. The group agreed that discouraging an individual from participating in extra-curricular activities was disappointing due to the welfare benefits; it was agreed that AB would discuss the matter with Liz Mossop (LM) (Deputy Vice Chancellor) in their next catch-up. AB
 - JB noted that the prospect of fun runs had been discussed with the Sports Officer who was keen to promote the events.
- 5. Weekly Report**
- JB noted that The Barge had been busy over the Bank Holiday.
- 6. Week's Events**
- The group queried whether the NHS Blood Drive was due to take place on 2nd September; EB noted that she had received correspondence in relation to this with timings confirmed.
- 7. Suggestions**
- It was noted that the matter would be discussed in the next meeting following JB's meeting.
- 8. GOATing Hours**
- EB noted that she had GP had received constructive feedback in relation to Cluster Reps during discussions in Tower Bar.
- 9. Annual Leave requests:**
- VPW&C, 30th August 2019
 - This was approved by the group (3-0).
- 10. Taxi Company – Direct Cars**
- JB noted that a society had reported recurrent price irregularities with Direct Cars, following which the organisation was contacted to meet and discuss the matter on multiple occasions; it was noted that no response was received.
 - It was added that a potential Safe Taxi scheme had also been proposed.

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- As a consequence of the issue not being resolved, the group agreed that a social media post was required to highlight that the issue was unacceptable, with the organisational account with the company to also be closed; it was agreed that the post would recommend groups to use alternative companies.
- It was agreed that CC would contact the society affected to confirm if they'd be happy for the story to be released; if confirmed CC would then discuss the story with the Marketing department.
- HC noted that she would discuss the closure of the organisational account with Emily Baldwin (EB) (Activities Manager).

CC

HC

11. IMT Brexit - Foodbank Proposal

- JB noted that with in preparation of Brexit, Sophie Carney (SC) (Advice Centre Manager) had proposed that items be stockpiled for their Foodbank service.
- The group agreed that work towards the proposal had been amazing and would assist students with financial difficulties; the proposal was approved (4-0).

12. Freshers' Overview

- Induction Talk Schedule
- Taster Sessions
- HC presented the group with the proposed Freshers' Week schedule for all SLs.
- JB suggested that the group look into potential handouts with their details for student reference; it was agreed that CC would discuss the matter with Yvonne Thompson (YT) (Marketing and Communications Manager), as soon as possible.

CC

13. BAME Officer Attending College of Social Science Equalities Committee

- This was approved by the group (4-0), on the basis that the BAME Officer act within her capacity as a Social Science student as opposed to liberation officer.

14. Engine Shed Pop-Up Garden

- EB noted that she had received correspondence from Rebecca Forster (RF) (Environmental Manager) who had requested feedback for a proposed pop-up garden outside The Engine Shed.
- The group agreed that a long-term project would not be suitable for the outside area, due to the location being outside a nightclub, with the potential for interference from event attendees; it was agreed however, that the project itself was positive. It was agreed that EB would express these concerns to RF.

EB

15. "Approval for ECO President & Wildlife Conservation President to be on the "Natural Resources on Campus" Working Group"

- This was approved by the group (4-0).

16. Student Leader Verbal Updates:

- President

CC submitted the following:

- She had been out of office and was now on phased return.
- Heaps of student enquiries had been received over the week.

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- A meeting with University staff had taken place in relation to Financial Fairytales.
- Limited Company Board and SUMS Board had gone well.
- Over the week she had attended the Finance sub-committee.
- Meetings were ongoing for the Medical School opening event.

- **VP Education**

GP submitted the following:

- Half of the Student Engagement Lead meetings had now taken place and were going well thus far.
- Her first mentor meeting with Paul Tatton (PT) (Non-Executive Director) had been valuable in preparing for Freshers' and the ongoing workload.
- She and the SLs had assisted with the Clearing Hotline on 15th August.
- Useful feedback had been received following KPI presentations at the most recent All Staff Meeting.
- Work with Student Voice and LALT was ongoing in relation to sub-committees.

- **VP International**

MB submitted the following:

- He had presented his Ops Plans to the staff team during the Away Day.
- Several discussions had taken place with students in relation to the International Welcome Party and what was wanted.
- Answering phones for the Clearing event had been a positive experience.
- He had met with members of the Advice Centre to discuss funding options for international students.
- The team had been working on their three main campaigns for the year.
- He and EB had been working together to create an action plan for their joint campaign.

- **VP Welfare and Community**

EB submitted the following:

- She and CC had been working on "Students as Leaders of Sustainability" Working Group, with the proposed date of 24th September.
- Nine applications had been received for Challenge Leaders, with EB to work alongside the RAG Officer for interviews.
- She had met with one of the BGUSU Volunteer Officers (Charity and Volunteering) with MB, with their International Volunteer Officer also requesting to meet.
- Work had been ongoing with Campaigns in organising a team builder/awareness event for the Campaigns Network.
- A plan had been produced in relation to the Inclusivity campaign, with research going into trans students in sport.
- She had attended the OfS Digital Steering Group and had been disappointed in the lack of aim and direction of the project.

17. Chief Executive Verbal Update

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- There had been issues with the Engine Shed toilets following their replacement, with several near-misses reported; it was noted that he was in discussions with the Estates team in order to get these replaced once more for health and safety purposes.
- He was also in discussions with the Estates department in order to fix the Engine Shed disabled lift; EB added that if the department were refusing to fix this, it was not acceptable.
- The Marketing department were working on Engine Shed vinyls, with approval required from Estates.
- A VAT figure had been agreed with the HMRC, with work ongoing in relation to the partial exemption agreement.

18. College Officer Verbal Updates

- In the College Officers' absence, no update was provided.

19. Any Other Business

- The group discussed the promotion of a Climate Strike following an email from a staff member. JB noted that staff members could receive authorised absence should they wish to attend the cause. It was agreed that as no interest had been received from students as well as the timing of the event, this would not be taken forward. It was noted that EB would appropriately respond to the staff member in question. EB
- EB noted that an LGBT+ funding request had been received in relation to Pride; the group agreed to approve the request (4-0) under exceptional circumstances.
- It was noted that the Choose a Challenge proposals had been approved under Chair's Powers.
- The group agreed that the date of the next year's I Love Tour event would take place from 4th-10th April 2020.
- The group agreed (3-0) that EB could participate in the NaSFA committee outside her remit of Vice President Welfare and Community; it was agreed that this was an excellent opportunity.
- EB presented the group with the proposed pricing for the Volunteer Officer Networking Event; it was agreed that the budget for this would be extended to £400, with EB to enact the suggested arrangements. EB
- JB also suggested that SLs discuss their plans for the year, as well as topics such as NUS during the event.
- MB presented the group with an overview of pricings for the International Welcome Party; the group discussed catering options and it was agreed that MB and HC would meet outside the meeting to confirm. MB/HC
- HC presented the group with an affiliation request for the Rugby League club; this was approved (4-0).

Part B

20. Student Leader Time Analysis:

- 7th – 13th August
- 14th – 20th August
- Document taken as read.

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21. Standing Orders

- Societies Hub
- Activities Hub
- Societies Hub
- Campaigns Hub
- ISA
- Academic Societies
- Academic Societies Hub
- Sports Clubs
- Sports Hub
- GP queried her ability to vote within the Academic Societies Hub Standing Orders and it was agreed that both AB and GP could vote as co-chairs. HC noted that she would discuss the necessary amendments with Liz Smy (LS) (Representation and Governance Co-ordinator).
- These were approved by the group (4-0).

HC

22. Society Applications

- Minecraft
- The application was discussed during Matters Arising, with the author requesting that the application be rescinded.

23. Date of Next Meeting: 10am, 9th September

Chair

C. Coakley

Signed