



UNIVERSITY OF LINCOLN STUDENTS' UNION  
Executive Committee Meeting

12pm, Wednesday 6<sup>th</sup> November 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
Abi Brown (AB)	Vice President Activities ( <i>present from agenda point 10</i> )
James Brooks (JB)	Chief Executive
Hannah Coleman (HC)	Deputy Chief Executive ( <i>present from agenda point 10</i> )
Emma Calvert (EC)	College of Social Science Officer
Samantha Brinded (SB)	College of Arts Officer
Sophia Liu (SLi)	LIBS Officer
James Bayliss (JaBa)	College of Science Officer

Also in attendance:

Shanna Limm (SLm)	Union Administrator (note taking)
Bethany Allen (BA)	Student Voice Manager ( <i>present for agenda point 8 only</i> )

Item

Action

Part A

1. Apologies for absence

- Emma Blackburn (EB), Vice President Welfare and Community

Declarations of Interest

- Document taken as read.

Health and Safety

- It was noted that there were no issues for discussion.

2. Minutes of the last Executive Committee meeting held on 21<sup>st</sup> October 2019

- The group agreed that the minutes were an accurate recording of the meeting.

3. Minutes of the last SMT meeting held on 28<sup>th</sup> October 2019

- JB noted that Dan Stocks (DS) (Engine Shed Manager) would be returning to office on 13<sup>th</sup> November.

4. Matters Arising

- It was noted that term-time annual leave was due to be discussed at the upcoming People and Culture Sub-Committee.
- In EB's absence, it was agreed that the following action would be rolled over:  
'EB noted that she had discussed the implementation of hot water in the University Library with Ian Snowley (IS) (Dean of Student Learning Development and University Librarian), who had noted that the submission was not feasible as a result of available space.



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- JB suggested that EB discuss the matter with Julian Free (JF) (Deputy Vice Chancellor) in their next mentor meeting. **EB**
- It was agreed that SLm would discuss a GOATing deadline for Student Leader diaries with BA.
  - GP noted that she and EC had discussed several matters outside of the Executive Committee, with Reps subsequently reminded to forward their apologies during reading weeks.
  - It was noted that The Swan had not been contacted for the proposed College of Social Science introductory session; GP added that she would contact Danielle Marsden (DM) (The Swan Manager) should this not be arranged within the week. **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**
  - CC provided the group with an update following on from the All Student Members Meeting. It was noted that the meeting was not quorate in order to make the proposed Bye-Law changes; it was added that a referendum would be enacted in relation to the Students' Union's affiliation with NUS.
  - The group agreed that the following action would be rolled over to the next Executive Committee:
  - '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.' **AB/HC**
- 5. Weekly Report**
- JB noted that the documented figures were positive, with several exciting additions proposed for The Barge over the winter period.
- 6. Week's Events**
- CC noted that the events hosted in the Engine Shed were much more varied in comparison to previous years which was positive to see.
  - JB noted that the Engine Shed's calendar was reflective of the hard work from the commercial team; it was requested that the group be mindful of this as well as the busy schedule.
  - It was noted that queries regarding external events should always be referred to the appropriate website.
- 7. SUGgestions**
- CC noted that she and the Union Chair were due to meet and discuss incoming SUGgestions following the Executive Committee.
  - GP updated the group on her assigned SUGgestion of charging ports in the University Library and noted that this was now complete.
  - MB noted that he had recommended a student to submit an SUGgestion in relation to Halal food on campus; as this had not yet been submitted it was agreed that MB would contact the student to remind him of the platform. **MB**



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8. GOATing Hours

- Report – 16<sup>th</sup>-29<sup>th</sup> October
- BA provided the group with an overview of the document presented; JB noted that the document would be taken to each Executive Committee for the group's reference, in order for issues to be appropriately resolved.
- It was noted that an amended version of the report was forwarded for University reference also.
- JB requested that should SLs receive feedback from student-staff within their work capacity then individuals should be referred to internal procedures.

9. Annual Leave Requests:

- President – 24<sup>th</sup> January 2020
- VPE – 6<sup>th</sup> December 2019
- VPW&C – 1<sup>st</sup> November 2019
- CC temporarily rescinded her position as Chair in order to discuss her submitted annual leave; this was approved by the group (4-0). CC once again assumed her position as Chair.
- EB's retrospective annual leave request was also approved (4-0).
- It was noted that GP's annual leave request required alterations; this was approved by the group (4-0) subject to the change.

GP

10. Officer Reports

- CC noted that several Volunteer Officers had not submitted their reports on time and requested that the groups remind their respective areas of the importance of this.
- JB noted that the governance in place highlighted that Volunteer Officers would receive an automatic informal warning should a report not be submitted on the first occasion. It was added that any mitigating circumstances could be raised in the Executive Committee however.
- It was agreed that in EB's absence, CC and EB would discuss the LGBT+ Officer and BAME Officer outside the Executive Committee, with an update provided during the next meeting.
- It was noted that an issue had been raised to MB in relation to a current Volunteer Officer; the group discussed the matter and it was agreed that CC would take the matter forward and contact the individual in question.
- The group discussed the potential to nominate Officers not required to complete Officer Reports for Officer of the Month; the group discussed the matter and it was agreed (4-0) that those not required to submit reports would be eligible for Officer of the Month.
- It was agreed that the Union Chair was Officer of the Month for October.

SLs/  
College Offs

CC/EB

CC

11. Money Matters Proposal

- CC provided the group with an overview of the campaign which involved collaborative projects with the University; it was noted that the campaign would take place from 25<sup>th</sup>-29<sup>th</sup> November.
- This was approved by the group (4-0).

## Minutes

### 12. Rep Co-opts

- GP presented the group with the proposed co-opts, highlighting the reasons as to why the positions required a co-opt; these were approved by the group (4-0).
- JB noted that elections were being reviewed in terms of their flexibility.
- It was agreed that GP would look into the information given to those nominated for elections, such as their ability to vote for themselves etc.

### 13. Plastic Free Lincoln

- The group discussed the initiative and agreed to confirm the Students' Union's affiliation with the project in line with the organisation's strategic focus on the sustainability.
- It was suggested that one of the three proposed objectives be altered to 'takeaway containers in all SU venues to be recyclable.'
- JB suggested that the Student Leaders meet outside the meeting in order to arrange a video highlighting the SU's work towards the climate crisis.

SLs

### 14. Activities Charity Fundraising

- In EB's absence, it was agreed that the matter would be discussed at the next Executive Committee.

### 15. Student Leader Verbal Updates:

#### • President

CC noted the following:

- She, GP, JB, HC and Jenny Barnes (JBa) (Head of Student Voice and Insight) had attended WonkFest in London on 4<sup>th</sup> and 5<sup>th</sup> November; it was noted that the conference had been insightful on matters in the HE sector.
- Mixed feedback was received during the previous week's ASM.
- Board of Governors had been interesting, with exciting things proposed for the University.
- Lincoln Together had gone well.

#### • VP Education

GP noted the following:

- Both she and AB had attended the BMA Divisional Medical School meal on 30<sup>th</sup> October; during this session a lot of useful information was learnt regarding Medical students and their support networks.
- Her first Rep Forum had gone well.
- WonkFest had been interesting, in particular a talk regarding the political climate and how this may impact the HE sector.

#### • VP International

MB noted the following:

- He had met with BA to discuss feedback from ISA and how this could be implemented.
- A Study Group introduction session had taken place.



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- The previous week's Black History Month event with Sue Liburd (SL) (External Trustee – Non-Portfolio) was brilliant.
- Diwali had gone well, with a flash mob taking place in the Outside Space.

- **VP Welfare and Community**

EB submitted the following:

- Regular meetings with the University's Accommodation team had been arranged which had significantly improved relations.
- The t-shirt campaign had been well received, with the potential to run a similar campaign in the future.
- She had participated in a Psychology Volunteering Podcast.
- The first Campaigns Hub had been well received with the feedback received being useful.
- Lincoln Together had been a success, with EB looking forward to future actions.
- She and the remainder of the SLs had laid a wreath as part of Remembrance Day.
- A lot of work had gone towards Ready to Rent.

- **VP Activities**

AB noted the following:

- 86 individuals attended the most recent 8 Out of 10 Swans.
- BUCS Wednesdays were going well with Golf winning their first fixture in two years.
- Lincoln Together had been incredibly well received with 500 badges handed out, 250 postcards filled out and over 100 rainbow laces provided to sports teams; following the success of this it was also suggested that the campaign be developed.
- The I Love Tour drop-in had gone well, with 12 teams signed up thus far.
- Feedback had been given to Rhino with the issues raised now addressed.
- BUCS Reviews had taken place.
- Games Night at the Pier Café with the SLs had been fun.

#### 16. Chief Executive Verbal Update

- A £60,000 grant had been approved in order for the Engine Shed's lights to be replaced with more energy efficient bulbs.
- The Bye-Laws had several non-substantial changes to be approved.
- He and CC had attended a committee meeting regarding the proposed London Campus, with the campus due to open in Spring 2020; as a result of this further work with WBDL was being reviewed and developed.
- Following an all staff email from Mary Stuart (MS) (Vice Chancellor), the Students' Union were looking into developing the Respect Charter alongside the University's HR department.
- An email had been received from NUS in relation to voting promotional material; the group viewed the promotional material and agreed that it was not representative of the entire student body and would therefore not be used going forwards.

#### 17. College Officer Verbal Updates

### Minutes

- EC requested that training for Public Speaking be offered to Reps in order to develop confidence and communication skills; it was agreed that the matter would be reviewed further.

#### 18. Any Other Business

- JB noted that several complaints had been received in relation to a society's conduct; the group discussed the matter and it was agreed that the committee would be suspended pending a formal investigation.
- HC noted that an affiliation had been received from the Archery Club; this was approved (4-0).

### Part B

#### 19. Student Leader Time Analysis:

- 16<sup>th</sup> – 22<sup>nd</sup> October
- 23<sup>rd</sup> -29<sup>th</sup> October
- GP noted that CC's time analysis from 16<sup>th</sup> – 22<sup>nd</sup> October had unaccounted hours; CC noted that this was a result of time constraints, with the following week including over 50 hours.

#### 20. New Society Applications:

- Arts Foundation Year
- Enactus
- Engineering
- Powerlifting
- PR
- Space Society
- It was agreed that AB would contact the proposed Powerlifting Society in relation to their assigned committee; it was agreed that the application would be approved subject to the requested change.
- All other society applications were approved by the group (4-0).

AB

#### 21. Student-Led Project Application:

- Cancer Awareness in Teenagers and Young People Society (CATS)
- The proposed Student-Led Project was approved (4-0).

#### 22. Campaigns Network/Student-Led Project Funding Requests

- HC provided the group with an overview of the recommendations as part of the Campaigns Network.
- These were approved by the group (4-0).

#### 23. Ready to Rent Comms Plan

- Document taken as read.

#### 24. Affiliations:

- Athletics



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- Mountaineering
- Rounders
- Volleyball (Chair's Powers)
- The affiliations were approved by the group (4-0).

25. Date of Next Meeting: 10am, 18<sup>th</sup> November 2019

Chair

Signed

*C. Coakley*