



UNIVERSITY OF LINCOLN STUDENTS' UNION
Executive Committee Meeting

9.30am, 16th December 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
Samantha Brinded (SB)	College of Arts Officer

Also in attendance:

Shanna Limm (SLm)	Union Administrator (note taking)
Jenny Barnes (JBa)	Head of Student Voice and Insight (<i>present from points 8-9 only</i>)
Bethany Allen (BA)	Student Voice Manager (<i>present for point 8 only</i>)

Item

Action

Part A

1. Apologies for absence

- Sophia Liu (SLi), LIBS Officer
- James Bayliss (JaBa), College of Science Officer
- Emma Calvert (EC), College of Social Science Officer

Declarations of Interest

- Document taken as read.

Health and Safety

- AB noted that there had been a reported incident in relation to Cheerleading, alongside ongoing issues with their weekly Sports Centre bookings. It was agreed that HC and AB would discuss the matter further to the Executive Committee.

HC/AB

2. Minutes of the last Executive Committee meeting held on 2nd December 2019

- The minutes were agreed to be an accurate recording of the meeting.

3. Minutes of the last SMT meeting held on 9th December 2019

- CC queried the quote received for the vinyl wall and it was noted that this was in reference to the area at the entrance of the main SU Office.
- HC noted that a Menopause policy had been implemented within the organisation to provide support and guidance to staff members and take a proactive approach.
- MB queried the proposed changes to Quack discussed in SMT, it was noted that this was in relation to Tower Bar remaining open for the event. The group discussed the matter and it was agreed that Tower Bar positively impacted Quack as a whole, due to the ability for customers to be seated in a quiet area; the group also queried accessibility should the venue be closed.

JB



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- The group agreed that it would be beneficial for Tower Bar to remain open and it was agreed that JB would relay this to Michael Redpath (MR) (Head of Events and Marketing) and Dan Stocks (DS) (Engine Shed Manager).
4. **Matters Arising**
- EB noted that her assigned SUGgestion of hot water within the University Library had been raised with Julian Free (JF) (Deputy Vice Chancellor), with alternative University contacts suggested. It was also suggested that this be merged with CC's SUGgestion of cross-campus hot water, with EB to provide recommendations. CC/EB
 - HC requested that her action in relation to the Woodland Trust Initiative be rolled over to the next Executive Committee, due to the proposal requiring SMT approval. HC
 - The group noted that they had promoted The Swannies to their respective areas, with positive feedback received in reference to the new format and price.
 - HC noted that she was awaiting a response from Rebecca Courtaux (RC) (Head of Student Support) regarding the proposed on-campus Noise Complaint procedure; it was agreed that HC would discuss the matter in their next catch-up meeting. HC
 - MB noted that his proposed Vid Your Family campaign had been altered to a Christmas card craft event which was well-attended.
 - AB noted that since the previous Executive Committee, the I'm Bored Society trip to Croatia had been declined due to contractual obligations with I Love Tour.
5. **Weekly Report**
- It was noted that the Engine Shed's reported figures were incredible positive.
6. **Week's Events**
- GP requested that SLs attend the PG Coffee Morning on 18th December where possible.
7. **SUGgestions**
- With an SUGgestion in relation to Eco Brick drop-offs surpassing the threshold, it was agreed that it would be assigned to EB.
 - CC noted that she was due to meet with the Union Chair in the new year to discuss and approve new submissions to the platform.
8. **GOATing Report**
- **Student Leader Feedback**
 - **30th October – 20th November**
 - BA provided the group with an overview of the document, with submissions from Course Mate referred to the GOATing module due to their relevance.
 - The group discussed how feedback had been received and resolved with comments added to the document. In order to ensure that the feedback loop was closed with the student who had provided comments, it was agreed that all SLs would respond where necessary to individuals permitting contact. SLs
9. **Speak Week Analysis**
- JBa presented the group with the analysed feedback report and highlighted areas for development within the Students' Union.



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- It was noted that a lot of feedback had been received from Sport and Society committee members in relation to the pressures of their role and how they required further support and training. HC noted that this was being reviewed internally with additional opportunities for committee members to be offered.
- JB noted that pressures for committee members are an international issue, with more clarity needed on roles and better quality services often required.
- It was requested that SLs promote the Coursemate platform where possible, in order to highlight that the programme could be utilised to improve academic experience.

SLs

10. Annual Leave Request:

- **VPE – 20th January 2020**
- GP noted that she was due to perform as part of a theatre company in the following year, with the annual leave to assist with rehearsal time; the annual leave requested was approved (5-0).

11. Charity Fundraising - Skydive

- MB noted that he had committed to a skydive in 2020 for charity and requested to host a bucket collection during a Major Label event; this was approved (5-0).
- HC suggested that MB discuss the matter with Jane Kilby (JK) (Employability and Campaigns Manager).

12. Student Leader Verbal Updates:

- **President**

CC noted the following:

- She had been out of office with JB and HC for a business trip to Australia, with the trip being beneficial in gathering exciting ideas for future representation.

- **VP Education**

GP noted the following:

- She had attended numerous committee meetings.
- Following the most recent bout of attendance panels, she had gained useful feedback and information in terms of supporting students with the process, as well as signposting to the relevant services.
- The School Rep Christmas meal had gone well.

- **VP International**

MB noted the following:

- The ISA Buddy Welcome Social had been well-received, with feedback requesting more group socials, as well as individual pairings.
- He had attended the Open Day during the previous week.

- **VP Welfare and Community**

EB noted the following:

- 50:50s had been useful, with work on a Spoon campaign with the Disabilities Officer underway.
- Meetings had taken place in reference to history months.

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- She had been working alongside the University HR department in relation to Make a Difference Week and increasing staff involvement.
- She had sat on the interview panel and for Head of Accommodation Services.

- **VP Activities**

AB noted the following:

- The Sports Centre survey had received over 500 responses, with a lot of evidence received to be used going forwards.
- 150 candy canes had been handed out to students.
- Over £2,000 had been raised by the Hockey Club from Grace Millane's memorial match, which was an incredible achievement.
- She had sat on the interview panel for the vacant PVC position.
- The BUCS AGM had been positive, with discussions surrounding initiations and wellbeing.

13. Chief Executive Verbal Update

- There were ongoing issues with the venues' ability to order products through NUS, with the areas reviewing alternative sources and stockpiling in the meantime.
- Australia had been great, despite issues with the surrounding individuals during the flight.

14. College Officer Verbal Updates

- SB noted that there was nothing to report.

15. Any Other Business

- EB presented the group with a proposed co-opt within the LGBT+ committee; this was approved by the group (5-0).
- MB noted that the proposed trip to London had not received much traction, despite promotion on different platforms. It was agreed that MB would research alternative options such as train tickets and alternative coach suppliers for smaller numbers.
- The group entered reserved business for the remainder of the meeting.

MB

Part B

16. Student Leader Time Analysis:

- 27th November – 3rd December
- 4th- 10th December
- Documents were taken as read.

17. New Society Applications:

- Discworld
- Ed's Breads and Spreads
- Life Science
- Popular Plants
- Spoken Word

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- It was noted that the proposed Discworld society did not include a Treasurer, with concerns also raised regarding the society's limitations; it was agreed that AB and HC would discuss the matter outside the meeting. **AB/HC**
 - The group agreed that the concept for Ed's Breads and Spreads was great, however for continuation purposes the name was required to be altered; this was approved subject to the name change.
 - Due to the Life Science society being similar to pre-existing groups, it was agreed that the formation of the society would be discussed with these pre-existing groups to deter any potential issues. **AB**
 - The remainder of the society proposals were approved (5-0).
18. Updated Standing Orders:
- 1004 – Additional Responsibilities within Executive Committee
 - 5009 – ISA
 - HC noted that Standing Order 1004 referenced the Campaigns and Employability department as opposed to Student Voice; it was agreed that HC would discuss the matter with JBa. **HC**
 - Standing Order 1004 was approved by the group (5-0).
19. VP Wellbeing and Community Job Description
- No queries were raised for discussion.
20. Housing Fayre Review
- Document was taken as read.
21. Updated Central Policies:
- Foreign Travel Policy
 - Safe Space Policy
 - ULSU Group Parking Policy
 - ULSU Social Media Policy
 - Volunteer Policy
 - These were approved by the group (5-0).
22. Film Screening Process
- This was approved by the group (5-0).
23. RAG/ Black History Month Reviews
- Documents were taken as read.

Date of Next Meeting: 10am, 13th January 2020

Chair Cassie Coakley

Signed

