



UNIVERSITY OF LINCOLN STUDENTS' UNION
Executive Committee Meeting

10am, Monday 8th October 2018
Chief Executive's Office, Students' Union

Minutes

Present:

Name	Job Title
Kudzai Muzangaza (KM)	Students' Union President (Chair)
Tommy George (TG)	Vice President Education
Sophia Liu (SLi)	Vice President International
Grace Corn (GC)	Vice President Welfare and Community
Cassie Coakley (CC)	Vice President Activities
James Brooks (JB)	Chief Executive
Nial Francis (NF),	College of Social Science Officer
James Bayliss (JaBa)	College of Science Officer
Mikhail Belovol (MB)	College of Business Officer (<i>present until point 12 only</i>)

Also in attendance:

Shanna Limm (SLm)	Office Assistant (note taking)
Adrian Brown (AB)	Head of Finance (<i>present for point 9 only</i>)
Danielle Pepper (DP)	Finance Manager (<i>present for point 9 only</i>)
Jenny Barnes (JBa)	Head of Student Voice and Insight (<i>present for point 10 only</i>)
Michael Redpath (MR)	Head of Events and Marketing (<i>present for point 12 only</i>)
Emily Baldwin (EB)	Activities Co-ordinator (<i>present for point 19 only</i>)

Item

Action

Part A

1. Apologies for absence

- Glen Allison (GAl), (College of Arts Officer)
- Hannah Coleman (HC), (Deputy Chief Executive)

Declarations of Interest

- Document taken as read.

2. Minutes of the last Executive Committee meeting held on 1st October 2018

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

3. Minutes of the last SMT meeting held on 1st October 2018

- Document taken as read.

4. Matters Arising

- TG noted that he had discussed the proposed PG coffee mornings with Dave Andrews (DA) (Head of Commercial Operations) who had agreed to speak to Alan Bage (ABg) (IT and Data Manager) regarding logistics.
- It was noted that TG had discussed financial concerns for PG students with the Advice Centre team and agreed to relay the information to KM and GC respectively. TG
- CC provided the group with an overview of the discrepancy in relation to the England Netball affiliation request; this was approved (5-0).
- GC noted that a meeting had been put in place in order for herself, JB and MR to discuss RAG projects; this would be relayed in the next Executive Committee. GC



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5. **Weekly Report**
 - The group discussed Tower Bar waiting times and how these should have improved since the purchase of new equipment, with JaBa noting that below average feedback had been received; JB noted that he would follow up the matter. JB
6. **Week's Events**
 - TG noted that PG Week was due to commence, with events throughout the week.
7. **SUggestions**
 - It was noted that two new SUggestions had been submitted to the online platform during the previous week.
 - KM noted that all assigned SUggestion updates should be completed at the first convenience.
8. **Informal Disciplinaryies**
 - KM provided a group with an overview of the three ongoing informal Disciplinaryies taking place; it was noted that the completed reports would be taken to the next Executive Committee. KM
9. **August Accounts 2018**
 - AB presented the group with the completed August accounts alongside a report of the respective areas current outlook.
 - It was noted that accounts currently aligned with expectations.
10. **Student Researchers Review**
 - JBa provided the group with an overview of the feedback collated from the Student Researchers scheme with recommendations noted following the comments received.
 - It was noted that going forwards projects would be proposed over alternative time periods as opposed to summer.
 - TG noted that he had received feedback recommending that individuals receive a mentor in order to assist in the direction of their research.
11. **SU Awards Dinner**
 - It was agreed that the agenda point would be discussed in the next Executive Committee. SLm
12. **Freshers' Debrief**
 - MR presented the group with a list of recommendations following the most recent Freshers' debrief, this included: earlier social media posts, online chat platforms, a focus on student accommodation and enrolling more Student Activators.
 - SLi queried the booking process for future International Welcome parties.
13. **Health and Safety Audit**
 - It was agreed that the agenda point would be discussed in the next Executive Committee. SLm



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14. ESLC and College Officers

- TG noted that the ESLC's terms of reference had since been amended to include the Vice President Education as co-chair going forwards.
- The group discussed the inclusion of College Officers in ESLC, with the group agreeing that they would be invited further to the next meeting.

15. Uninterrupted Contact Time

- Further to student feedback, TG noted that several individuals had highlighted uninterrupted university sessions which took place between 9am-5pm.
- The group expressed welfare concerns for those anticipated to attend these sessions, with TG to raise the matter in the next ESLC along with evidence from timetabling.

TG

16. Academic Society Staff Support

- Following a conversation with Craig Marsh (CM) (PVC / Director of Lincoln International Business School) TG noted that a staff contact for Academic Societies had been proposed, which would be valuable to the groups in the long-term.
- The group agreed that staff contacts would be encouraged to become Associate Members at the Students' Union if partaking in this role.
- It was noted that JBa would produce a proposal aligning with the University's strategy which would be presented at a later date.

17. PGR Issues

- KM presented the group with a list of recommendations in relation to PGR students; the group agreed that the list corresponded with GC's remit due to financial and housing concerns from PG students.
- The group discussed the potential of PG being incorporated into the Campaigns Network.
- It was agreed that each individual would discuss the matter with the relevant staff members within their area, with the issue to be discussed at a later date.

18. Chair's Powers – Self Defence

- KM noted that since Self-Defence sessions had been discussed in relation to a submitted SUGgestion, he had received a list of pricings which he had approved via Chair's powers.
- It was noted that the sessions would be funded through the Student Leader budget and if successful would be accordingly budgeted going forwards.

19. Training Feedback/ International Students Report

- It was agreed that the Training Feedback and International Students report would be discussed at the next Executive Committee.

SLm

20. IPG Paintball

- CC noted that she had received concerns from the Paintballing Club in relation to the membership deals offered by IPG Paintball.



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- The group agreed that membership deals should not be offered and that this should be stipulated within the contract in place, however, it was agreed that the group could continue advertising on campus.

21. I Love Tour

- CC presented the group several options for the Societies Tour 2019. The group agreed that the shorter trip would be recommended due to financial considerations.
- It was noted that CC would respond the tour provider in order to clarify exact details

CC

22. ACS Akuma Kit

- The group discussed the purchase of AKUMA kit for the proposed ACS football team; it was agreed that the group would have to adhere to AKUMA kit requirements as a typical sports group would.

23. ECO and Wildlife Conservation Societies

- Following concerns raised, the group discussed discrepancies between the ECO Society and newly approved the Wildlife Conversation Society.
- It was agreed that the matter would be discussed at the next Activities Hub with students to deliberate and give their input on the issue.

CC

24. Affiliations:

- Men's Basketball
- Women's Basketball
- Netball
- LFA
- These were approved with Chair's powers due to time constraints.

25. Student Leader Verbal Updates:

- President

KM noted the following:

- The first set of Black History Month films had taken place which hadn't been as popular as planned, however it was hoped that the popularity of these would steadily increase.
- He had facilitated the Black History Month launch event which had been incredibly well-received, with a similar format proposed for future events.
- The majority of the previous week had been spent focussing on issues in relation to Viking House such as: flooding, the relocation of students and liaising with university staff.
- A group meeting had taken place with Viking House students to discuss the range of issues, with Simon Parkes (SP) (Deputy Vice Chancellor), Chris Spendlove (CS) (University Registrar), Elly Sample (ES) (Director of Communications, Development & Marketing) and Harvey Dowdy (HD) (Director of Estates) also in attendance.
- Hall Reps had been recruited from Viking House in order to reiterate the importance of representation and allowing easier communication going forwards.

- VP Education

TG noted the following:

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- Several meetings had taken place including then External Examiners Committee.
- He had attended the first Standing Regulations group of the year.
- A catch-up meeting with the ICT department had taken place.
- Lots of Course Rep elections had taken place over the week.
- Ongoing discussions in regards to ESLC were had throughout the week.
- Meetings with the PVC candidates had gone well, with TG sat on the interview panel.

- **VP International**

SLi submitted the following:

- She had met with the Head of the International Study Group in regards to increasing engagement from International students.
- 245 students attended the International Welcome Party.
- Diwali is due to take place on 30th October with SLi facilitating the event alongside Subash Chellaiah (SuC) (Multi-Faith Chaplaincy Co-Ordinator) and the Hindu Society.
- Training for International Buddies is due to take place on 9th October.
- CM had invited her to attend a residential trip alongside 80 international students on the MSc International Business course; this will take place from 19th-21st October.

- **VP Welfare & Community**

GC noted the following:

- She had facilitated the Second-Hand book sale which had been an overall success.
- The RAG Machu Picchu information sessions had taken place and were well-received by the attendees.
- The Sincil Bank Residents meeting had gone well, with nothing to note.
- She had met with Leila Lamoureux (LL) (Equalities Officer) and Belinda Colston (BC) (Professor of Analytical Chemistry and Cultural Heritage) alongside the LGBT+ Officer and Gender Rep in regards to the Gender Based Violence Taskforce.
- Both herself and KM had met with the President of the Islamic Society about the proposed BHM charity event and the issue of prayer spaces on campus.
- She had sat on the interview panel for The Swan Supervisor positions.
- Following several issues reported in regards to Viking House she had assisted with representing individuals and with Hall Reps elections.
- Societies and Sports Hubs had both taken place with the Sports and Societies Officers both performing excellently.
- Further to the recent Bye-Elections the Women's, BAME and ISA Officer positions had since been successfully elected.

- **VP Activities**

CC noted the following:

- Filming for the We Are Lincoln Lounge had taken place.
- She had attended the International Welcome Party which had gone well.
- The Black History Month launch event had been a success.
- Sports, Societies and Academic Societies Hubs had taken place.

26. Officer Reports



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- No issues were raised for discussion.

27. Chief Executive Verbal Update

JB noted the following:

- The Anthem brand had been trademarked during the previous week.

28. Any Other Business

- KM presented a list of reps to be co-opted from the Holbeach campus; these were approved (5-0).

Part B

29. Student Leader Time Analysis:

- 21st-27th September
- 28th September – 4th October
- The documents were taken as read.

30. New Society Applications

- Debate
- 35mm
- Forensic Science
- First-Aid
- Economics
- Pole Fitness
- Book Club
- It was agreed that the Debate and 35mm Society applications would be discussed at the next Activities Hub due to their similarities with the Free Speech and Photography societies respectively.
- All other applications were approved under Chair's powers.

CC

31. Date of Next Meeting: 10am, 15th October 2018

Chair

Kudzai Muzangwa

Signed

[Signature]