



UNIVERSITY OF LINCOLN STUDENTS' UNION
Executive Committee Meeting

10am, Monday 22nd October 2018
Chief Executive's Office, Students' Union

Minutes

Present:

Name	Job Title
Tommy George (TG)	Vice President Education (Chair)
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
Mikhail Belovol (MB)	College of Business Officer

Also in attendance:

Shanna Limm (SLm)	Office Assistant (note taking)
Amy O'Sullivan (AOS)	Student Insight Co-ordinator (<i>present for point 10 only</i>)
Emily Baldwin (EB)	Activities Co-ordinator (<i>present for point 12 only</i>)

Item

Action

Part A

1. Apologies for absence

- Kudzai Muzangaza (KM), (Students' Union President)
- Hannah Coleman (HC), (Deputy CEO)
- James Bayliss (JaBa), (College of Science Officer)
- Glen Allison (GAI), (College of Arts Officer)

Declarations of Interest

- SLi noted that she was now an official social member of the Women's Futsal Club; it was noted that this would be added to the Declarations of Interest. SLm

2. Minutes of the last Executive Committee meeting held on 15th October 2018

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

3. Minutes of the last SMT meeting held on 15th October 2018

- Document taken as read.

4. Matters Arising

- TG noted that the advisory document in relation to PG student funding bids that he and GC agreed to compile would be taken to the Executive Committee upon its completion.
- In KM's absence it was agreed that all ongoing Informal Disciplinarys along with the respective reports would be taken to the next meeting. KM
- TG noted that he had attended the open forum regarding the previously discussed Tab article; an update was provided to the group in relation to this.
- CC noted that the Activities department were looking further into the SnowSports external kit agreement, noting that HC's absence may have been a factor in the lack of CC



UNIVERSITY OF LINCOLN STUDENTS' UNION
Executive Committee Meeting

10am, Monday 22nd October 2018
Chief Executive's Office, Students' Union

Minutes

reference. It was noted that should issues be raised regarding this, further action would be taken.

- Further to this CC noted that the group were now utilising AKUMA for their casual sportswear.

5. Weekly Report

- JB noted that the fluctuation of events in comparison to the previous year would inevitably impact the Engine Shed's figures.
- The group discussed the figures recorded from the most recent Anthem event.
- It was noted that although Tower Bar's food prices had been reduced intake of customers did not reflect this.
- The group discussed the customer intake within Tower Bar and how this could be improved. It was agreed that all SLs would discuss the matter with their relevant areas in order to gain constructive feedback on the venue; these responses would also be discussed in the next Executive Committee.

SLs

6. Week's Events

- It was noted that the Cathedral Cup was due to take place on 25th October.

7. SUggestions

- With several SUggestions submitted to the platform over the previous week, it was noted that KM would need to contact the Union Chair in order to approve to submissions.

KM

8. Informal Disciplinary

- As discussed in Matters Arising.

9. GOATing Module

- It was noted that the GOATing module had not been updated by the SLs during the previous week. It was agreed that going forwards these updates would be completed on a weekly basis alongside Time Analysis.

SLs

10. SU Awards Guestlist

- AOS presented the group with the proposed guest list for the SU Awards 2019.
- The group discussed several amendments to the proposed list and it was agreed that TG would meet with Jenny Barnes (JBa) (Head of Student Voice and Insight) in order to discuss the review.
- This was approved (4-0) subject to the listed recommendations.

TG

11. Computer Science Engagement

- TG noted that the School of Computer Science had introduced a new engagement opportunity in order to make student engagement more accessible to Computer Science students. It was agreed that the SLs would participate in the platform where possible, going forwards.

12. Academic Society Events Analysis



UNIVERSITY OF LINCOLN STUDENTS' UNION
Executive Committee Meeting

10am, Monday 22nd October 2018
Chief Executive's Office, Students' Union

Minutes

- EB presented the group with an analysis of the Academic Society events of 17/18, with a breakdown of the event themes. It was noted that the review had been conducted in order to discover which areas required further support.
- It was noted that six Academic Societies had not hosted any academia focussed events during the previous year; as a result, it was agreed that CC and TG would arrange meetings with the listed societies in order to provide recommendations and gain feedback.
- As well as this, it was agreed that the analysis would be presented at the next Academic Society Hub.

TG/CC

13. Staff President

- It was noted that this was due to be discussed at the next Activities Hub.

14. Dementia Friendly Buildings

- GC noted that following discussions with the Alzheimer's Student Led Project, the group had suggested ways in which Students' Union venues could be more dementia-friendly.
- It was agreed that the group would be permitted to conduct an audit of the SU premises, with the listed recommendations to be forwarded to GC. It was also noted that the listed recommendations would be reviewed from a commercial perspective.

15. Campaigns Network/ Sport and Society Presidents

- GC noted that she had received feedback from members within the Campaigns Network in relation to the benefits within their roles, noting that free entry to Quack and first-aid training had been raised recurrently.
- It was noted that as the Campaigns Network was a relatively new platform the culture was being progressively embedded into the group.
- The group discussed the suggestions, with JB noting that the commercial implications of venue entry would need to be considered.
- The group agreed (4-0) that free entry to Quack would be made available to the aforementioned officers for a trial period, with the opportunity to be reviewed during the new year.

16. Environmental Officer

- In line with recent developments regarding the Students' Union becoming more environmentally friendly, GC proposed that an Environmental Officer position be incorporated within the Campaigns Network.
- This was approved (4-0).
- GC noted that she would discuss the matter with Kayleigh Teague (KT) (Campaigns Support Co-ordinator).

GC

17. VK Recycling Bins

- Following conversations with the ECO Society President, GC queried the recycling process in relation to VK bottles within the venue.



UNIVERSITY OF LINCOLN STUDENTS' UNION
Executive Committee Meeting

10am, Monday 22nd October 2018
Chief Executive's Office, Students' Union

Minutes

- It was suggested that a communications piece be created in order to highlight the amount of VK bottles recycled by the Students' Union, with an end-of-night time lapse recommended.
 - The group discussed making bins more visible in the Engine Shed.
 - It was noted GC would discuss the matter with the ECO Society, as well as the Marketing department. GC
18. Campaigns Network Co-Opt
- Women's Secretary
 - BAME Communications
 - These were approved by the group (4-0).
19. AKUMA Exemption – Sailing
- This was discussed by the group and approved (4-0).
20. G-Suite for Business
- JB noted that further to a request for the G-Suite platform, it had been proposed that Presidents within Sports and Societies would be provided with email addresses under the Lincoln SU domain; this was to ensure that internal issues could be monitored and easily resolved.
 - This was approved (4-0).
 - It was agreed that TG and CC would meet with the Law Society in order to discuss the integration of their G-Suite platform to the internal domain. CC/TG
21. I Love Tour - Prague
- CC presented the group with the itinerary and date proposals for the Society tour to Prague.
 - It was agreed that the trip would take place over 3 days and 2 nights following feedback from Activities Hub.
22. Constitution Changes – Mountaineering
- This was approved (4-0).
23. E-Sports/BioMed Hoodie Designs
- JB noted that the point had been brought to the Executive Committee as the proposed purchases could not be audited due to the use of an external company.
 - It was agreed that these would need to be purchased in advance, with the items to be purchased by the Activities department in order to ensure that processes were correctly followed.
 - It was noted that Lorna Cruickshank (LC) (Activities Manager) would discuss the development with teams, with a till button to be added to the SU Reception.
24. Student Leader Verbal Updates:
- VP Education
- TG noted the following:
- More Course Rep training sessions were due in the week.



UNIVERSITY OF LINCOLN STUDENTS' UNION
Executive Committee Meeting

10am, Monday 22nd October 2018
Chief Executive's Office, Students' Union

Minutes

- Education updates in regards to QAA and TEF would be given at NUS Zones this week.
- Majorly positive feedback had been received for the first Rep Forum of the year.
- Engagement opportunities had been discussed with the Computer Science Lead.
- Social Science Academic Board was a success, with commendations to NF.

- **VP International**

SLi submitted the following:

- She had met with the International Officer from Bishop Grosseteste University where they had discussed their experiences supporting international students.
- Throughout the week she had promoted various trips and indoor climbing.
- She had attended several BUCS games alongside CC.
- The residential alongside 70 international students from the International Business course was great, with a lot of outdoor team building activities.
- Rehearsals for the Diwali flash mob were taking place with SL learning Bollywood dancing.

- **VP Welfare & Community**

GC noted the following:

- She had organisationally responded to the GRA consultation following discussions in the Executive Committee, with students and with the LGBT+ Campaigns Group.
- The Carholme Community Forum had gone well.
- Multiple IMT meetings had taken place at the university with herself, JB and KM in attendance.
- As a result the Students' Union had also facilitated meetings with Viking House students.
- She had met with "Mansions of the Future" regarding community collaboration going forwards.
- Meetings had taken place in relation to RAG Week and RAG Ball.
- She had attended various Student Led Project events.
- 50/50 meetings with the Campaigns Network Officer and Student-Led Project leads were scheduled in for the week.

- **VP Activities**

CC noted the following:

- Interviews for Sports Scholars were due to take place with CC in attendance.
- The Cathedral Cup matches went well, with every match won.
- She had watched and participated in BUCS matches.
- Reviews had been conducted following the Participation Sub-Committee.
- Activity Wars was due to take place in the week.
- With the Cathedral Cup taking place this was due to take focus.

25. Officer Reports

- No issues were raised for discussion.

26. Chief Executive Verbal Update



UNIVERSITY OF LINCOLN STUDENTS' UNION
Executive Committee Meeting

10am, Monday 22nd October 2018
Chief Executive's Office, Students' Union

Minutes

JB noted the following:

- No items were raised for discussion.

27. Any Other Business

- GC noted that the Student-Led Project regarding Amnesty required affiliation funding, with the issue having not followed procedure and discussed at the most recent Campaigns Network meeting.
- The group agreed that as the correct procedure had not been adhered to the request would not be approved; however, it was agreed that GC would contact the group in order to discuss the matter, with the group able to retrospectively request funding in the next Campaigns Network.
- TG noted an issue in relation to additional goalkeeper training sessions within the Men's Futsal team, with the group agreeing that membership costs could be used for these sessions; it was noted that CC would look into the matter.
- It was noted that as a members of Futsal TG had a personal conflict; this was mitigated (3-0).
- JB presented the group with an annual leave request for GC; this was approved (3-0).

CC

Part B

28. Student Leader Time Analysis:

- 12th-18th October
- Document taken as read.

29. Student-Led Project Proposal

- UNICEF
- STAR
- The group approved these proposals (4-0).

30. New Society Applications

- Japanese
- PR
- Golf
- Health and Social Care
- Super Smash Bros
- All of the new Society applications were approved.

31. Affiliations

- Hockey
- Sailing – LDSA and BUSA
- The group approved the affiliations (4-0).

32. Date of Next Meeting: 10am, 29th October 2018



UNIVERSITY OF LINCOLN STUDENTS' UNION
Executive Committee Meeting

10am, Monday 22nd October 2018
Chief Executive's Office, Students' Union

Minutes

Chair

G. George
.....

Signed

[Signature]
.....