



## UNIVERSITY OF LINCOLN STUDENTS' UNION EXECUTIVE COMMITTEE

University of Lincoln Students' Union Executive Committee Monday 4<sup>th</sup> April 2016 at 10am in the Students' Union Boardroom.

### Present

Chair: Nyasha Takawira (NT) – Vice President Academic Affairs

Sammi Storey (SS) – Vice President Activities

James Brooks (JB) – Chief Executive

### Also in attendance:

Jenny Barnes (JenB) – Student Voice and Impact Manager, Hannah Coleman (HC) – Head of HR and Operations, Will Richardson, Venue Manager (Agenda item 5 only) and Megan Graham (MG) –HR and Office Assistant.

### 1.1 Apologies for Absence

Apologies were received from Hayley Jayne Wilkinson (HJW) – President and Jane Kilby (JK) – Employability Manager.

### 1.2 Declarations of Interest

There were no declarations of interest.

### 2. Minutes of the Previous Meeting

The minute of the meeting on the 22<sup>nd</sup> March 2016 were approved as an accurate record.

### 3. Matters Arising

#### Noted:

- JB will meet with Elly Sample, Director of Communications, Development and Marketing, to discuss the Unions involvement on Open Days.
- SS will meet with the Executive Committee Elects.
- Lists of all Key University contacts for Student Leader Elects to were sent to MG.
- CG gave a quote for bulk buying t-shirts; due to colours the shirts are not suitable.
- SS is in discussion with Hodsons Coaches about their agreement.
- CG spoke to Hull regarding the free entry to the club night for Varsity spectators, as we charged spectators club night entry last year the charge was agreed.
- NT and JB met to discuss the Assessment Working Group feedback discussion.

### 4. Weekly Report

#### Noted:

- The Easter break date on the system was earlier than budgeted for so Tower Bar is currently under-budget, this will be rectified by the end of the month.

### 5. Tower Bar Logo

#### Noted:

- A logo for the Tower Bar is being investigated to increase awareness of the venue.
- The Union do not have the original Tower Bar logo documents making using the logo on marketing materials difficult.
- It was also proposed that promotional signage should be purchased.

- It was suggested that the signage and promotional materials within the whole building should be investigated.
- Outside signage would require planning permission.
- It was suggested to use a consultant to discuss the rebrand of the entire building.

**Actioned:**

- Will Richardson, Venue Manager, and Scott McGinn, Marketing Manager, to meet and discuss the new logo for Tower Bar.

**6. Group Management Accounts**

- Nothing to note.

**7. NUS**

**Noted:**

- There have been issues with the correspondence from the Union's NUS contact, which has caused confusing messages to Union staff.
- It was suggested to be one contact at the Union for NUS stopping confusion.

**Actioned:**

- JB to send an email to staff to inform them that JenB should be the main point of contact for all NUS queries.
- CG to look into competitive suppliers to NUSSL.

**8. All Student Members Meeting**

**Agreed:**

- The All Student Members Meeting will be arranged for the 18<sup>th</sup> April 2016.

**9. Access Agreement**

**Noted:**

- This agreement is for 2017/18.
- A £750 bursary for students from a household under £25,000 a year will remain.
- All bursaries given to students from a household between £25,000-40,000 will be directed to other areas.
- This will include increasing the DSA budget and hardship funding.
- IT was suggested that there should be further discussion on the outreach programme.

**Actioned:**

- NT to contact Judith Carey, Director of Student Affairs, inviting her to the All Student Members meeting to explain the proposed funding changes.
- A simplified overview of the budget should be written by JenB and NT.

**10. NUS Conference Priority Ballot**

- Nothing to note.

**11. Student Led Project**

- To be discussed at the next Executive Committee Meeting.

**12. Employee of the Month**

**Agreed:**

- The employee of the month was chosen.
- A special thanks to Gemma Smart should also be included.

**13. Student Leader Verbal Updates**

### 13.1 Vice President Activities

#### Noted:

- Both Activities trips have gone successful.
- Organisation from both trip suppliers leaves a lot to be desired.
- There was evidence of banned members of Rugby Union Club at the trip.
- Varsity is on the 16<sup>th</sup> April 2016 which will be advertised more on social media.
- Advertisement was requested from Student Leaders for the Activities Awards.
- The first meeting for the Kit Tenders is booked for the 4<sup>th</sup> April 2016.

#### Agreed:

- I Love Tour were recommended as the as the provider for both trips in future.

#### Actioned:

- HC to organise the staff members that are going to Varsity.

### 13.2 Vice President Academic Affairs

#### Noted:

- The student written submission is underway.
- NT has had many attendance monitoring panel meetings, attendance is being discussed that the Academic Board.
- NT will be attending the Internationalisation standing group on the 5<sup>th</sup> April 2016.

### 14. Chief Executive Verbal Update

#### Noted:

- JB is meeting Karin Crawford, Director of EDEU, to discuss student engagement.
- The all student members meeting needs to be advertised to students to increase turnout.
- The lawyer is currently aligning the By-laws and Articles of Association.
- NT will be contacting student for the Inter-professional Student Trustee vacancy.
- Rowena Johnston-Aiken, Head of Finance, starts next week.
- Callum Watts ban from the Students' Union came to an end.

### 15. Health and Safety

- Nothing to note.

### 16. Any Other Business

- Nothing to note.

### 17. Date of next meeting: 11<sup>th</sup> April 2016

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Chair

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Date