



## UNIVERSITY OF LINCOLN STUDENTS' UNION EXECUTIVE COMMITTEE

University of Lincoln Students' Union Executive Committee 18<sup>th</sup> April 2016 at  
10am in the Students' Union Boardroom.

### **Present:**

Chair: Hayley Jayne Wilkinson (HJW) – President  
Sammi Storey (SS) – Vice President Activities  
Nyasha Takawira (NT) – Vice President Academic Affairs  
James Brooks (JB) – Chief Executive

### **Also in attendance:**

Charlie Garrod (CG) - Head of Commercial Services, Rowena Johnston-Aiken (RJA) – Head of Finance, Hannah Coleman (HC) – Head of HR and Operations, Jane Kilby (JK) – Employability Manager, Jenny Barnes (JenB) – Student Voice and Impact Manager and Megan Graham (MG) –HR and Office Assistant.

### **1.1 Apologies for Absence**

There were no apologies for absence received.

### **1.2 Declarations of Interest**

There were no declarations of Interest received.

## **2. Minutes of the Previous Meeting**

The minutes of the meeting on the 11<sup>th</sup> and 14<sup>th</sup> April were agreed as accurate.

## **3. Matters Arising**

### **Noted:**

- NT directed the School of English and Journalism to the Head of Commercial Services regarding the request for vouchers for a charity event.
- SS spoke to Scott McGinn about registering to vote campaigning.
- The email from Wilkin Chapman was sent to all Sports and Societies Committees.
- Anyone coming to the Drop In's with questions about the EU Referendum should be directed to a Student Leader.
- Course Reps (and Elects), Volunteer Officers, Student Council Members and Team Members were all contacted regarding the Union's EU Referendum solicitor advice.

## **4. Weekly Report**

### **Noted:**

- The food gross profit KPI in Tower Bar is 65% but on the management accounts it is currently at 75% gross profit.
- The costing of the menu will be evaluated when the menu is assessed at the end of the year.
- Easter is still having an effect on the weekly reports.

## **5. EU Referendum**

### **Noted:**

- A campaign for the EU Referendum will be launching from the 9<sup>th</sup> to the 13<sup>th</sup> May.
- Bishop Grosseteste (BG) are organising a debate on the 12<sup>th</sup> May with local councillors and want equal representation from both sides of the debate.
- Any collaboration relating to the EU Referendum needs to be registered.

### **Agreed:**

- All paperwork relating to purchases for the EU Referendum will be given to JB to ensure that the Union are carrying out statutory compliance.

- The Executive Budget will be used for the campaign.

**Actioned:**

- The solicitors to be spoken to regarding the EU Ref debate with BG.
- A meeting to be organised with HJW and RJA to discuss the Executive budget.

**6. Weeks Events**

**Noted:**

- Monday – Football awards in Platform, Great Minds Talk in Engine Shed and Dance rehearsal.
- Tuesday – Job Fayre in Engine Shed.
- Wednesday – Cheerleading rehearsal then Quack in Engine Shed.
- Thursday – Activities Awards set up in Engine Shed ad LPAC play in the Platform.
- Friday - Activities Awards in Engine Shed.
- Saturday – Russel Kane and Propoganda in Engine Shed.

**7. Grad Ball**

**Noted:**

- The Grad Ball finalised plan will depend on the All Student Members Meeting.
- The Grad Quack idea was to ensure the night was cheaper than previous years, based on student feedback, but to keep it formal with the dress code.
- There may be personalised “Class of 2016” Quack ducks for the event.

**8. Union Stances**

**Noted:**

- Taken as read.
- This document was created to allow the Union to have official stances on topics.
- It was suggested to be published on the Union website.
- VC Mary Stuart and DVC Sue Rigby will be contacted before anything is published.
- This will allow continuity between Officers throughout the years.

**Agreed:**

- The Priorities to be removed from the stances document.
- The Executive Committee agree with the changes and approve them being published on the website after a meeting with VC Mary Stuart.

**9. Student Leader Verbal Updates**

**9.1 Vice President Activities**

**Noted:**

- SS thanked all staff members that attended Varsity.
- SS commended Emily Baldwin, Sports Worker, for stepping up whilst being the only staff member in Activities.
- SS commended all the Activities Members that were mentioned at the SU Awards.
- SS commended HC for the last few of weeks managing the Activities Department.
- The All Student Members Meeting was promoted at the Sports and Societies (S&S) Committees.
- Issues regarding Grad Ball were not brought up at the S&S Committees.
- The Activities Awards are taking on Friday 22<sup>nd</sup> April with 224 tickets sold.
- The Photo company commission has added £540 into the Activities Awards budget.
- HJW will be hosting the Activities Awards.
- SS is attending NUS Conference on Tuesday 19<sup>th</sup> April 2016.

- SS will be working on the Handover and Kit Tenders. SS has spoken to suggested kit tenders and will review the responses.

## 9.2 Vice President Academic Affairs

### Noted:

- NT inducted new Senior Reps and debriefed current Senior Reps on the module evaluation and their role in this.
- NT commended the SU Awards and Varsity and wanted to commend SS for her work on Varsity.
- NT will be attending NUS Conference and module evaluation meetings.

## 9.3 President

### Noted:

- HJW discussed liberation groups last week with the All Student Meeting influencing how this will develop.
- HJW, SS and NT met to discuss the structured handover so that they are all similar.
- At the All Student Members Meeting pizza will be delivered half way through.
- Student Staff have been emailed about the All Student Members Meeting.
- Money Matter will be taking part in two weeks.
- NUS Conference is taking place the week commencing 18<sup>th</sup> April 2016.
- The SU Awards on Friday 15<sup>th</sup> April was commended.

## 10. Chief Executive Verbal Update

### Noted:

- JB will be attending National Conference on Tuesday 19<sup>th</sup> April.
- It was suggested for the committee to put aside time to read the Board of Trustees papers.
- The Kitchen staff should be acknowledged for their hard work producing food at a high standard at the Students' Union Awards.
- Student Trustee recruitment will be taking to the Board of Trustees for approval.
- The Engine Shed floor is confirmed as going ahead, HJW made an executive decision of having a black floor with a black floor.
- Module evaluation went live at 9am and 59 people have completed this currently.

### Agreed:

- MG and HC to meet and discuss how the Student Staff and other Staff could be rewarded.

## 11. Health and Safety

### Noted:

- The results from the Risk Assessment went ahead and now Gavin Shields, Maintenance Operative, will be resolving any of the little issues raised.
- The Union are currently waiting on Estates and external contractors at the Swan.

## 12. Any Other Business

Nothing to note.

## 13. Date of next meeting: 25<sup>th</sup> April 2016

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Chair

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Date