



UNIVERSITY OF LINCOLN STUDENTS' UNION
Executive Committee Meeting

9am, Monday 13th August 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 & Community
Cassie Coakley (CC)	Vice President Activities
James Brooks (JB)	Chief Executive
Hannah Coleman (HC)	Deputy Chief Executive
Nial Francis (NF)	College of Social Science Officer
James Bayliss (JaBa)	College of Science Officer

Also in attendance:

Hannah Coleman (HC)	Deputy Chief Executive (<i>present for part of the meeting only</i>)
Holly Millar (HM)	Executive Assistant
Michael Redpath (MR)	Head of Events & Marketing (<i>present for Item 9 only</i>)

Item

Action

Part A

1. Apologies for absence

- Hannah Coleman (HC), Deputy Chief Executive
- Shanna Limm (SLm), (Office Assistant)
- Glen Allison (GAl), (College of Arts Officer)
- Mickhail Belovol (MB), (College of Business Officer)

Declarations of Interest

- JaBa to speak to SLm regarding the completion of his Declarations of Interest.

2. Minutes of the last Executive Committee meeting held on 6th August 2018

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

3. Minutes of the last SMT meeting held on 6th August 2018

- JB noted that another event would be scheduled in May 2019 but not necessarily a QUACK event per se.

4. Matters Arising

- KM noted that he and SLi had a meeting scheduled tomorrow regarding the SU Activator roles.
- JB noted that the action regarding the Weekly Report had been completed.
- GC noted that that she had received the data from the University relating to the Gender Recognition Act Reforms and that this was an ongoing piece of work as discussed previously.
- TG requested that the PG Survey matter be rolled over for discussion in two weeks' time.

HM

5. Weekly Report



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- JB noted that the small cash amounts related to the installation of the PED machines and the testing of those.
6. **Week's Events**
- No matters were raised for discussion.
7. **SUGgestions**
- KM noted that he would present the promotion of SUGgestion wins to the group in a couple of weeks' time following the approval of the Ops Plans. KM
 - JB requested that the SUGgestions from last year be clarified and archived as necessary; JB to chase the provision of the Archive facility on SUMS with Jen Barnes (Head of Insight and Student Voice) (JBa). KM
8. **Informal Disciplinaries**
- No matters were raised for discussion.
9. **QUACK Themes**
- The group discussed the QUACK occurring during RAG week and whether donation boxes could be placed on the bar for this event; it was agreed that charity boxes, secured to the bar, would be installed on the bars throughout the year.
 - KM proposed that the three best QUACK Duck Designs as created by students, at the QUACK on 1st May 2019, could be voted on and put into production; it was agreed that this would be considered but that it may not be cost-effective.
10. **Sabbatical Officers' Annual Leave Requests**
- VPA, 11th September 2018
 - VPI, 28th – 30th August 2018
 - VPW&C, 10th September 2018
 - JB noted that the annual leave requests as submitted would be presented here for group approval,
 - The group approved all requests as presented (5-0).
11. **I Love Tour**
- CC outlined the possible dates and locations for the Sports Tour and proposed that this occur on 13th – 19th April 2019 in Croatia; the group approved this in principal (5-0). CC to add to the Sabbatical Officers' diaries.
 - The group discussed the additional Sabbatical Officer who would attend the Tour with CC. The group agreed that both KM and TG would attend and partially fund their places.
12. **Student Leader Verbal Updates:**
- **President**
- KM noted the following:
- The Sabbatical Officers, JB, HC and HM had attended the Board of Trustees Residential on 8th and 9th August 2018.
 - He and TG had been working on the Inclusive Curriculum Project.



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- He had met with the PGR Officer and a PhD Student who had been experiencing issues with their contract and signposted them to the best sources of formal advice.
- He had met with the Afro-Caribbean Society regarding Black History Month.
- The Sabbatical Officers had attended further Jon Day Training.
- He and GC had met with Nottingham City CCG regarding the Health Centre on 10th August 2018.
- This week would be particularly busy due to numerous events, including A Level Results Day.

- **VP Education**

TG noted the following:

- He had been continuing to meet with the Student Engagement Champions.
- He had been working on a proposal document for School support of Academic Societies, which he would be working on with CC going forwards.

- **VP International**

SLi submitted the following:

- She had met with the funding team at the University regarding funding for International Students.
- She was planning an event in connection with Give it A Go Week aimed at International Students.

- **VP Welfare & Community**

GC noted the following:

- She had also attended the University by Numbers training delivered by Caroline Low (Director of Planning and Corporate Strategy) (CL) at the University.
- The meeting with the CCG as noted by KM had been productive.

- **VP Activities**

CC noted the following:

- She had also attended the University by Numbers training delivered by Caroline Low (Director of Planning and Corporate Strategy) (CL) at the University.
- She had been working on the initial ideas for marketing for I Love Tour.
- She was working with SLi regarding the Chinese Society Committee Membership.

13. Chief Executive Verbal Update

JB noted the following:

- Simon Blake (CEO of NUS) had resigned as of last week.
- Affiliations required Board approval and had been delegated to the Executive Committee; and that one had already been received by Handball which the group approved (5-0). It was noted that Affiliations for Teams were a requirement for some teams for receipt of BUCS Funding.
- The Vice Chancellor had requested SU Support in relation to the nomination of Student Video Support Assistants in the Association for Learning Technologist (ALT) of the Year Awards, particularly as it was a student partnership project.



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- DVC Liz Mossop would be visiting the Students' Union that afternoon to meet with himself and HC.

14. Any Other Business

- KM proposed that the College Officers also provide a bi-weekly verbal update once term commences. HM
- The group discussed trips as run by Academic Societies, the processes and the Committee Member Training that was in place; HC to discuss with the Finance and Activities Departments respectively. HC
- GC noted that she had been invited to an Away Day at Riseholme Campus on 24th September 2018; the group approved this proposal (5-0).
- HC noted that APS (a local accommodation company), had proposed to sponsor the Cheerleading Society but that a requirement of this was the provision of branded hoodies for the members for marketing purposes. It was agreed that this condition was not allowable (5-0) as it would cause concerns in relation to the Akuma agreement.

Part B

15. Student Leader Time Analysis, 3rd – 9th August 2018

- The documents were taken as read and no matters were raised for discussion.

16. Date of Next Meeting: 9:30am, 20th August 2018

Chair



Signed

