



**UNIVERSITY OF LINCOLN STUDENTS' UNION
EXECUTIVE COMMITTEE MEETING MINUTES**

10am, Monday 20th October 2017
Chief Executive's Office, Students' Union

MINUTES

Present:

Name	Job Title
Kudzai Muzangaza (KM)	President (Chair)
Luke Exton (LE)	Vice President Activities
Tommy George (TG)	Vice President Academic Affairs
Connor Delany (CD)	Vice President Welfare and Community
Sophia Liu (SLi)	Vice President International
James Brooks (JB)	Chief Executive
Jennifer Brookes (JBa)	Student Voice and Impact Manager (<i>only present for 9-10</i>)

Also in attendance:

Holly Millar (HM)	Executive Assistant
Shanna Limm (SLm)	Office Assistant (Minute Taker)

Item	Action
<p>1. Apologies for absence</p> <ul style="list-style-type: none"> • Hannah Coleman (HC) (Head of HR/Deputy CEO) <p>Declarations of Interest</p> <ul style="list-style-type: none"> • Document taken as read. 	
<p>2. Minutes of the previous Executive Committee meeting held on 13th November 2017</p> <ul style="list-style-type: none"> • The minutes of the meeting were agreed to be an accurate record of the meeting. 	
<p>3. Minutes of the previous SMT meeting held on 13th November 2017</p> <ul style="list-style-type: none"> • Document taken as read. 	
<p>4. Matters Arising</p> <ul style="list-style-type: none"> • KM noted that he had included a message on bottle throwing in Students' Union venues in his monthly newsletter; all online ticket purchases on the SU website would be accompanied by this message. • In regards to rewarding sports and societies with the highest attendance at the All Student Meeting (ASM), LE noted that he would further promote this opportunity. • TG suggested that the prize offered to School Reps with the highest number of Course Rep attendees be increased from a £10 to £20 voucher. This was agreed (5-0). 	LE
<p>5. Weekly Report</p> <ul style="list-style-type: none"> • JB noted that the i-pad in the Students' Union reception area had yet to be reviewed since its installation. This was in place to gain feedback on the SU Reception's customer services. 	
<p>6. Week's Events</p> <ul style="list-style-type: none"> • CD noted that on 20th November a Trans Remembrance event was taking place in the Main Building Atrium and requested SLs to attend. 	
<p>7. Student Leader Time Analysis</p> <ul style="list-style-type: none"> • GOATing update 	



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- It was noted by KM that SLs GOATing hours were lower than the previous week's and were below the 75-hour target mark. This was discussed and it was agreed that SLs would push their GOATing hours whilst promoting the ASM on 30th November. **SLs**
- TG noted a discrepancy in his time analysis, with the pie chart displaying his Office Time and GOATing hours incorrectly; SLm to amend accordingly. **SLm**

8. SUGGESTIONS

- KM noted that 58 SUGGESTIONS had been submitted overall thus far.
- It was noted that a 'Future' tab had been made active on the SUGGESTIONS page, for categorising those on hold. CD noted that he had been unable to update one of his assigned SUGGESTIONS in this section, with KM agreeing to pursue this issue. **KM**
- KM discussed his assigned SUGGESTION of more enforcement on the Library's third floor, it was noted that this issue would be raised in his next meeting with Ian Snowley (IS) (Dean of Student Learning Development and University Librarian). **KM**
- KM also noted that since his discussion with IS on the temperature in the library, no further issues had been raised by students.
- It was agreed that the following completed SUGGESTIONS would be featured in the next Students' Union newsletter:
 - Reading lists made available to students one month in advance.
 - The mental health safe space available in the Students' Union Advice Centre.
 - International hoodies offered during the 18/19 academic year.
 - Promotion for the free language course available on campus.
- KM noted that since his case study on the practicalities of lockers on other university campuses, the location of these lockers had been queried; this would be discussed along with more water fountains on campus during his meeting with Harvey Dowdy (HD) (Director of Estates) on 1st December. **KM**
- It was discussed that the SUGGESTION of a proposed Ball be researched further by gaining feedback from students during GOATing and Rep Forum.
- TG noted that he had spoken to Sue Rigby (SR) (Deputy Vice Chancellor) in regards to the proposed SUGGESTION of advanced lecture slides and that this had been deemed unfeasible as it would decrease student attendance.
- LE noted that he was in the process of looking into improving sports facilities at the Sports Centre, with cushions on benches, fire alarm cages and new rebound boards.
- CD noted that he had spoken to the author of his assigned SUGGESTION of a second-hand bookshop on campus. The idea of a second-hand fayre at the end of the academic year was proposed, allowing students to sell second-hand books and household items.
- JB noted that a second hand book shelf available on campus had been previously researched, with links to charities such as the British Heart Foundation.

9. Postgraduate Officer Report

- **Manifesto**
- **Report**
- The group discussed the manifesto and report submitted by Bradley Allsop (BA) (Postgraduate Representative) with the group agreeing that BA amend his report to adhere to the Students' Union report template.
- It was also noted that BA use his Postgraduate email address as opposed to his personal email address.
- It was agreed that the PGR report would be discussed in the next Executive meeting.



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10. Postgraduate Conference

- The group discussed BA's attendance at the proposed Postgraduate Conference in Birmingham noting that Liz Smy (LS) (Student Voice Assistant) would also attend the event. This was agreed (5-0).

11. Officer Resignations

- RAG Officer
- Disabled Students Officer
- Following the resignation of both the RAG Officer and Disabled Students Officer, CD noted that a bi-election was due to take place for the vacant RAG Officer.
- TG commended CD for his commitment and hard work for the Campaigns Network.

12. Honorary Membership

- JB noted that SLs were able to nominate students and staff members who had shown outstanding contribution to the Students' Union for Honorary Membership.
- This was discussed and it was agreed that the matter would be discussed in a month's time, with all SLs providing a list of nominees

SLs

13. Swan's Den Policy

- The group discussed the updated Swan's Den policy with the group agreeing that an amendment be made stipulating that proposed projects could either be approved or disapproved during the Half Way Pitch.
- JB noted that he would speak to HC in regards to the proposed changes.

JB

14. Expenses

- JB noted that the procedure in regards to student expenses is to be tightened as of January 2018, following discussions with the Finance department. This allows a £50 expense budget for those
- LE raised concerns in relation to the Activities department.
- A review of credit card holders in the Students' Union was proposed.

15. Staff Away Day

- It was noted that the Staff Away Day due in December had been moved to January, following discussions during the Senior Management Team's Residential.
- Further details would be released to staff at a later date.

16. Employee of the Month

- The group agreed that this be rolled over until the next Executive Committee meeting.

17. Leadership Feedback of the Week

- The proposed "SUperband" Leadership question was discussed, with the band name Black SABBath chosen by the group.

18. Student Leader verbal updates:

President

KM noted the following:

- He had attended a meeting with ACS to discuss posters, SLs push and retweet these.

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- During the previous week he had assisted with interviews for the Graphic Design Assistant roles, Cleaner position and various Trustee and Committee member roles.
- Children in Need fundraising was a success, with commendations to Ben Leer (BL) (Community Officer/BRAG Secretary) and Isaac Jackson (IJ) (School Rep) for participating in "I'm A Sabb Get Me Out Of Here". Commendations were also given to SLi for raising over £80 in three hours and also Kayleigh Teague (KT) (Campaigns Support Co-ordinator) for organising the day.
- On Wednesday 8.30am-10am a SL Breakfast had been organised so that SLs could catch-up on their progress and current endeavours. A further session was suggested by TG, with JB facilitating the meeting.

VP Activities

LE noted the following:

- TakeThat photoshoots for sports teams and societies are due to take place on Thursday 23rd November, with SLs encouraged to attend.
- Following BUCS results, we are currently sitting at 66th place, with a win ratio.
- We Are Lincoln Lounge had been well received, with filming taking place 12pm-2pm on Monday afternoons; SLs encouraged to attend if available.
- 8 out of 10 Swans on 21st November, 7:30 – 9:30pm, (LUGS vs. Bio-Vet, Law vs. History).
- He had been making progress with SUGgestions, with 4 to be submitted including: rebound boards, cushions, liftable cages and standardised drama marking in the Sports Centre, as well as updated ID cards.
- With ACS hosting a talent show LE requested that SLs promote this.
- I Love Tour is proposed to take place on 1st-5th April 2018, in Amsterdam.
- This BUCS Girl Can Week took place last week which included LE featuring in a series of videos alongside some of BUCS Women's sports teams.

VP Academic Affairs

TG noted the following:

- The PG Forum was a good experience, with a lot of positive feedback and a good turnout.
- The QAA NUS Talk was very useful and shows that SLs are on the right track.

VP Welfare and Community

CD noted the following:

- He had been unwell throughout the past two weeks, but was beginning to get better.
- The Sincil Bank Community meeting was very positive, with lots of potential future projects
- He was due to attend another Advice Centre Pop-Up in regards to Housing Fayre.
- He had met with Jacqueline Mayer (JM) (Head of Student Services and Deputy Director of Student Affairs) regarding the Hate Crime project brief.
- Attended the first Patient Participation group meeting at the on campus health centre.
- A Campaigns Network meet up had taken place.
- Had attended a consultation regarding street lighting in Lincoln via County Council.

VP International

SLi noted the following:

- Positions for International Friend volunteers have been reopened with 33/40 signed up so far.
- The International Friend Drop in on the previous Tuesday went well.



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- The NUS International Conference was a great opportunity to meet other International Officers.
- There are two Christmas events for international students which are currently being planned – International QUIZmas; International Winter Fair

19. Chief Executive verbal update

JB noted the following:

- The SMT Residential trip to Hull had been a success.

20. Any Other Business

- TG noted that he was working with SR in regards to Office For Students (OFS), and in the process of creating a document for the Executive Committee.
- The group discussed the Housing Survey previously conducted, with the winners already announced via email. It was suggested that next year's survey would include student incentives.

21. Date of Next Meeting: Monday 27th November 2017

Chair

Signed

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APPROVED