



**UNIVERSITY OF LINCOLN STUDENTS' UNION  
Executive Committee Meeting**

10am, Monday 12<sup>th</sup> February 2018  
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
Sophia Liu (SLi)	Vice President International
Connor Delany (CD)	Vice President Welfare & Community
James Brooks (JB)	Chief Executive
<b>Also in attendance:</b>	
Holly Millar (HM)	Executive Assistant
Megan Graham (MG)	HR Manager ( <i>present for Item 18 only</i> )
Kayleigh Teague (KT)	Campaign Support Coordinator ( <i>present for Item 10 only</i> )

Item	Action
<p><b>1. Apologies for absence</b></p> <ul style="list-style-type: none"> <li>• Hannah Coleman (HC), Deputy CEO/Head of HR</li> <li>• Shanna Limm (SLm), Office Assistant</li> <li>• Glen Allison (GAI), (College of Arts Officer)</li> <li>• James Bayliss (JaBa), (College of Science Officer)</li> <li>• Beatrix De Arcos Marin (BAM), (College of Social Science Officer)</li> </ul> <p><b>Declarations of Interest</b></p> <ul style="list-style-type: none"> <li>• Document taken as read.</li> <li>• CD noted that the Labour Party had publicly endorsed his nomination as an NUS Candidate.</li> </ul>	
<p><b>2. Minutes of the previous Executive Committee meeting held on 5<sup>th</sup> February 2018</b></p> <ul style="list-style-type: none"> <li>• The minutes were agreed to be an accurate record of the meeting.</li> </ul>	
<p><b>3. Minutes of the SMT meeting on 5<sup>th</sup> February 2018</b></p> <ul style="list-style-type: none"> <li>• The minutes were taken as read.</li> <li>• The group discussed possible alternative cloakroom processes for the Engine Shed.</li> </ul>	
<p><b>4. Matters Arising</b></p> <ul style="list-style-type: none"> <li>• KM noted that he had met with the Alumni Officer and that the Student Voice Department were intending to undertake more work in this area from an SU perspective.</li> <li>• KM noted that the vouchers had been awarded to the Rep of the Month and TG noted that the Reps who did not submit a report on time had all been given informal warning as discussed previously.</li> <li>• TG noted that he had emailed Grant Anderson (Head of Space Strategy, Planning &amp; Sustainability) (GA) regarding ambidextrous furniture and that he would be setting up a meeting.</li> <li>• CD noted that the Musical Theatre Society complaint had been resolved.</li> </ul>	
<p><b>5. Weekly Report</b></p>	



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- The group noted an anecdotal trend of students attending QUACK later in the evening after drinking at other venues initially.
- JB noted that the Construction Awards on 6<sup>th</sup> February had gone well from an events point of view.

6. **Week's Events**

- It was noted that the Tower Bar clock was scheduled to be removed for repairs on 13<sup>th</sup> February.

7. **Student Leader Time Analysis**

- KM noted that he had been spending a lot of time in the office over the last week planning and managing SUGgestions.
- TG noted that the University meetings which he attended often occurred in a similar timeframe and therefore affected the balance of his time some weeks.
- The SL's agreed to conduct a verification exercise, between themselves, of each other's Time Analyses.

All

8. **SUGgestions**

- KM noted that he had spoken to Vice Chancellor Mary Stuart regarding the seating cushions at the Sports Centre and that Ian Snowley (Dean of Student Learning Development and University Librarian) (IS) was keen to promote the newly installed water fountains in the Library; flow of SUGgestions slowed down.
- KM added that student engagement with the SUGgestions platform was contingent on the SL's delivering results.
- TG noted that Drew Cook (Director of ICT) (DC) was still working on the F.Lux software.
- CD noted that the Sanitary Products had been ordered.

9. **Society Applications**

- **Lincoln Makers and Sellers Society**
- It was noted that there was already a similar society (the Bearly-a-press Society) in existence and whether the two could be combined was discussed.
- Regarding the proposed profits split of 70/30 between the Society and the seller, JB noted that these monies would need to be paid into self-raised funds in their entirety and then the correct portion withdrawn. The application for the Society was approved (5-0).

10. **Student Led Project Application**

- **Headucate Lincoln**
- KT noted that the proposing student had approached her before Christmas but had not completed any training at that time which had now been remedied (Mental Health and Safeguarding) following KT's advice.
- LE suggested that this project may benefit from liaising with the Piece of Mind Society.
- KT noted that she would look into how this project functioned at UEA. CD noted that the training that would be provided by the project was non-accredited.
- The creation of the project was approved (5-0).



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11. QUACK Themes

- 14th Feb – Valentines Traffic Light Party
- 21st Feb – American House Party
- 28th Feb – Under the Sea
- 7th March – Paint Party
- 14th March – St Paddys Party
- 21st March – Easter Party – Willy Wonka
- 11th April – Boot Camp / Army (Name TBC)
- 18th April – Wild West
- 25th April – Sean Kingston (live)
- 2nd May – Festival Party – Win a Tent
- 9th May – Summer Send-Off
- These themes were approved (5-0).

12. SSES Project – Sport 2018

- It was noted that this had been circulated to the group for information only.

13. PG Representation within NUS

- TG noted that Bradley Allsop (BA) had raised a proposed motion on this matter with him and that further work in this area would provide further evidence of the efforts which had been put in for PG students. KM noted that the submission of a proposed policy to NUS would need to be approved via an All Student Meeting. It was agreed that this matter would be held until the NUS Delegates were in post. It was agreed that this matter could potentially be promoted via the priority ballots system.

14. Rainbow Run

- LE noted that the proposed time and date of 1pm on 25<sup>th</sup> February @ 1pm was awaiting approval from the Estates Department at the University.
- The group agreed on the use of participation medals, subject to cost feasibility.

15. Officer Reports – Geography School Rep Report

- The report was approved (5-0).

16. Operation Rosé Update

- KM proposed that 9<sup>th</sup> – 20<sup>th</sup> April 2018 would be the best dates for this to be implemented and that each SL would have two days on which to lead on a particular aspect of the project.
- TG proposed the creation of a video or media journal over these two weeks in collaboration with the SU's Marketing Team.
- TG noted that he had met with Faye Cleminson (Snr Academic Subject Librarian (Education & Students)) (FC) who had expressed an interest in assisting with this campaign and its aims.

KM

17. Female Sports on Tower Bar TVs

- JB noted that the more women's sporting events would be shown on the Tower Bar TVs going forwards.



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**18. Fair Trade Proposal**

- MG noted the following:
  - Fair Trade fortnight was between 26th February and 11th March 2018.
  - A fair trade football could be provided by the University for Social Sport and training.
  - The Snakes and Ladders game on campus was a possible GOATing opportunity.
  - International Women's day events were being discussed with SLi as it occurred during this time.
- JB suggested that a note regarding the responsible sourcing of food be included on menus when they were redesigned.
- The group agreed that there was already appropriate work occurring in these areas and that these needed to be promoted and marketed.

**19. Student Leader Verbal Updates:**

• **President**

KM noted the following:

- He had met with several students regarding setting up initiatives for next year.
- He and TG had attended a meeting with Duncan French (Head of the Lincoln Law School/PGT Dean Lincoln Law School) (DF) regarding PG issues which had been very constructive.
- He had met with UCU and had a very good discussion over how to support PGR students.

• **VP Activities**

LE noted the following:

- Good results overall for BUCS league, current sitting at 62nd place on 423 points (450 KPI), with a win ratio of 60% this week.
- Society reviews had gone well and more Feathers applications had been received.
- Activities Hub had also gone well.
- Lorna Cruickshank (Activities Manager) (LC) was commended for her negotiating some discounts on garments with AKUMA.

• **VP Academic Affairs**

TG noted the following:

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• **VP Welfare & Community**

CD noted the following:

- He had been assisting with the #noMore campaign.
- He had arranged a visit from Izzy Lenga (Vice President (Welfare) at NUS) to Lincoln last week which had been successful.



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- The Sanitary Products had been ordered as previously discussed.

- **VP International**

SLi noted the following:

- 71 International Students had attending the trip to Manchester.
- She had been promoting the Chinese Menu at Tower Bar, which was running from 12<sup>th</sup> until 17<sup>th</sup> February, with students.

**20. Chief Executive verbal update**

JB noted the following:

- The Executive Committee Residential was taking place on 13<sup>th</sup> and 14<sup>th</sup> February in South Cave.
- The SL's were encouraged to complete their reports of the Board of Trustees meeting in March due to the Elections period.

**21. Any Other Business**

- KM noted that he had met with DVC Andrew Hunter on 8<sup>th</sup> February regarding Postgraduate Employment and proposed to nominate BA to sit on the Doctoral School Management Board and report directly to the Executive Committee; the group approved this suggestion (5-0).
- LE requested that the Sports & Societies Officer be granted access to the relevant area on SUMS; JB noted that the SU needed to demonstrate due diligence regarding access to data and it's management.

**22. Date of Next Meeting: 26<sup>th</sup> February 2018**

Chair

Signed

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