



UNIVERSITY OF LINCOLN STUDENTS' UNION
EXECUTIVE COMMITTEE MEETING

10am, 23rd October 2017
Chief Executive's Office, Students' Union

MINUTES

Present:

Name	Job Title
Kudzai Muzangaza (KM)	President (Chair)
Luke Exton (LE)	Vice President Activities
Sophia Liu (SLi)	Vice President International
James Brooks (JB)	Chief Executive
Hannah Coleman (HC)	Deputy Chief Executive/Head of HR
Amy O'Sullivan (AO)	Student Insight Co-Ordinator (<i>present for Item 12 only</i>)

Also in attendance

Holly Millar (HM)	Executive Assistant
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Item	Action
1. Apologies for absence <ul style="list-style-type: none">Tommy George (TG) - Vice President Academic AffairsConnor Delany (CD) - Vice President Welfare and Community	
Declarations of Interest <ul style="list-style-type: none">Document taken as read.	
2. Minutes of the previous meeting held on 16th October 2017 <ul style="list-style-type: none">The minutes were agreed to be an accurate record of the meeting.	
3. Minutes of the previous SMT meeting held on 16th October 2017 <ul style="list-style-type: none">Document taken as read.	
4. Matters Arising <ul style="list-style-type: none">These were noted as actioned or in progress.	
5. Weekly Report <ul style="list-style-type: none">Document taken as read.	
6. Weeks Events <ul style="list-style-type: none">It was noted the SLi's Diwali Event was scheduled for that evening.	
7. Student Leader Time Analyses <ul style="list-style-type: none">GOATing UpdateJB noted that the high level of engagement between the students and the Student Leaders (SLs) was evident.	
8. SUGgestions <ul style="list-style-type: none">KM noted the following:<ul style="list-style-type: none">33 SUGgestions had been submitted to date.The SLs need to ensure that they were making subsequent actions clear to ensure that student engagement with the platform remained high.The requests for microwaves on campus and campus lockers had been assigned to him.He would be working with Jen Barnes (JBa) on a business case for the campus lockers.	KM



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- Regarding the request to create a page on the SU website listing society run events, it was agreed that a response should be issued confirming that this would be included in the new website. **LE**
 - SLi noted that the request for free University hoodies for International Students had been assigned to her; it was agreed that this item would be fast-tracked. **SLi**
- 9. New Society Applications**
- **Travel Society (Travel Terms and Conditions)**
 - The group approved the revised Terms and Conditions of this society (3-0).
- 10. Bye-Laws, as approved at the ASM on 16th October**
- The group approved the changes to the Bye-Laws (3-0); it was noted that final approval would be sought from the Board of Trustees. **HM**
- 11. Campaigns Network Policies and Procedures**
- JB noted that all Policies and Procedures would need to be aligned to the revised Bye-Laws. **JBa**
 - The group approved (3-0) these policies and procedures, subject to the aforementioned re-alignment.
- 12. Procedures for Student Recruiters/Reviewers**
- Regarding the Student Recruiter procedures, AO noted the following:
 - The online training would be more accessible for students.
 - The students would meet with HR once they had completed this stage.
 - The training videos would last between 6-8 minutes and there would be circa ten questions in the subsequent test.
 - Reference would be paid to data protection accordingly.
 - AO noted that the Student Reviewer training would run in a similar way to the Student Recruiters and that they wanted to offer this opportunity to as many students as possible, which may result in reviewers being doubled up as necessary.
 - The group approved these procedures (3-0).
- 13. Leadership Feedback of the Week**
- LE proposed the following questions for Leadership:
 - What should be included in a Societies Showcase?
 - How can we increase attendance at BUCS events/fixtures?
 - SLi proposed the following question for Leadership:
 - What locations would the group recommend for International Student trips?
- 14. Student Leader Verbal Updates**
- President**
- KM noted the following:
- The All Student Meeting occurred 16th October and that the majority of the feedback, particularly in reference to engagement and change by the SLs, was positive.
 - The SLs had attended the Education & Student Life Committee on 17th October.

VP Activities

LE noted the following:



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- There had been 14 wins at BUCS last week.
- The We Are Lincoln Lounge had been very well received so far; KM suggested the introduction of a competition for Likes and Shares on Facebook by students.
- The Activities Wars and Murder Mystery events would be taking place this week on 25th and 27th respectively.

VP Academic Affairs

TG noted the following by written update:

- He had attended the University Blackboard Incident Review meeting on 17th and discussed the need for continuity across the contingency plans for the respective colleges.
- The programme leader lunches had been really well attended and beneficial for all.

VP Welfare and Community

CD noted the following by written update:

- He had met with several of the campaigns officers about their plans for the year.
- The Challenging Perceptions Summit on 18th October regarding hate crime had been very useful.
- He was working with students trying to organise a Trans Day of Remembrance.

VP International

SLi noted the following:

- Voting for the ISA committee starts today and closes on 27th October; there are 11 candidates for 2 positions.
- She had met a group of students to discuss International Market Fayre which will take place in early December.
- Last week she had spent much of her time promoting Diwali and the International Halloween party.

15. Chief Executive verbal update

JB noted the following:

- Grant Anderson (GA) (Head of Space Strategy, Planning & Sustainability) had sent a proposal for Solar Panels to be placed on the roof of the SU building; GA to attend an Executive Committee meeting to present this proposal. HM
- The SU were looking into storage options at the Riseholme campus and that if this was feasible they would consider leasing or purchasing a van for the Porter's use to facilitate regular access.
- The SU would offer greater support to the organisation of the Cathedral Cup going forwards.

16. Any Other Business

- Regarding the Alterline Student Mental Health survey, HC noted that it would go live today, be available for one month and that a minimum of 1,000 responses was required; the group suggested that a local incentive of free QUACK tickets be added as well. JB also suggested promotion via text to students. JB
- LE suggested that a live Twitter Board following BUCS events be displayed in Tower Bar on Wednesdays; JB to speak to Ben Tindall (BT) (Web Developer) regarding feasibility. JB



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- JB agreed to speak to DVC Sue Rigby regarding the attendance of SLs at the Education & Student Life Committees going forwards.

17. Date of Next Meeting: 10am, 30th October 2017

Chair

Signed

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APPROVED