



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

10am, Monday 3rd December 2018
Chief Executive's Office, Students' Union

Minutes

Present:

Name	Job Title
Tommy George (TG)	Vice President Education (Chair)
Grace Corn (GC)	Vice President Welfare and Community
Cassie Coakley (CC)	Vice President Activities
Sophia Liu (SLi)	Vice President International
James Brooks (JB)	Chief Executive
Hannah Coleman (HC)	Deputy Chief Executive
Mikhail Belovol (MB)	College of Business Officer
James Bayliss (JaBa)	College of Science Officer
Nial Francis (NF)	College of Social Science Officer
Glen Allison (GAI)	College of Arts Officer

Also in attendance:

Shanna Limm (SLm) Office Assistant (note taking)

Item

Action

Part A

1. **Apologies for absence**
 - Kudzai Muzangaza (KM), (Students' Union President)

Declarations of Interest

 - Document taken as read.
2. **Minutes of the last Executive Committee meeting held on 26th November 2018**
 - The minutes were agreed to be an accurate record of the meeting.
3. **Minutes of the last SMT meeting held on 26th November 2018**
 - CC queried progress in relation to The Barge; JB noted that the process was ongoing with agreements to be finalised with the Brayford Trust.
4. **Matters Arising**
 - JB noted that KM had written to the relevant individual regarding the proposed Outstanding Contribution to the Students' Union award, with the individual agreeing to support the accolade.
 - TG noted that he and SLi had discussed the music rooms available to students after consulting the relevant School Rep.
 - CC noted that she had not yet met with the International Relations society due to conflicted schedules; it was agreed that this would be arranged during the week.
5. **Weekly Report**
 - It was noted that the figures looked positive.

CC

Minutes

- TG noted that the social media promotion of Tower Bar had positively impacted figures. The group agreed that the relevant staff members should be commended for progress on this.
- 6. Week's Events**
- JB noted that the RockStar event was anticipated to be large scale.
 - The group discussed the Tower Bar Christmas Party following posts on social media; it was agreed that the group would promote this where possible.
 - As well as this, the group discussed football screenings and how these could be promoted going forwards.
- 7. SUGGESTIONS**
- It was agreed that in KM's absence this agenda point would be rolled over.
- 8. Informal Disciplinary**
- CC provided the group with an overview of an informal disciplinary which she had appropriately dealt with as Informal Sabbatical Trustee; this was ratified by the group (4-0).
- 9. GOATING Module**
- It was agreed that this would be discussed in the next Executive Committee.
- 10. Annual Leave Request – VPA**
- **11th December**
 - This was approved by the group (4-0).
- 11. Quack Pound Back Review**
- JB noted that the sponsorships offered to Sports Clubs through Tower Bar had been reviewed by Michael Redpath (MR) (Head of Events and Marketing). Following the review, it had been suggested that clubs sell tickets on a peer-to-peer basis as part of the scheme.
 - Further to previous issues with sponsorships following committee handovers, it was noted that an End of Year review had been proposed in order to highlight potential issues to new committees; HC noted that this would form an educational piece and was suggested in order to combat cycles of misinformation.
 - It was agreed that in the future JB would conduct a benefits statement for sports clubs which would highlight sponsorship benefits.
- 12. Film Screening Process**
- JB presented the group with a breakdown of licensing implications regarding film screenings which exhibited copyright costings for the relevant groups.
 - The document was approved by the group (4-0) with the document to be taken to the next Hubs meetings.
- 13. Advance-HE of the Hate Crime Awareness Project**



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- GC noted that she had been asked to participate in the project on behalf of the Students' Union; this was approved by the group (4-0).

14. Community Officer Co-opt

- GC proposed the co-opt to the group and this was approved (4-0).
- The group discussed the elective process for those wishing to undertake a position within the Campaigns Network with the group agreeing that the current procedure was impractical and could cause election fatigue.
- The group agreed that HC would look into amending the current standing orders for these elections, with co-opts for committee members within the Campaigns Network to be recommended by the Vice President Welfare and Community/relevant Officer and then approved by the Executive Committee.

HC

15. Recycling Provisions

- GC noted that issues regarding recycling provisions in student accommodation had been raised and suggested that this be appropriately discussed with the relevant University staff members.
- It was suggested that GC attend a meeting with the University Estates department alongside JB to raise the issues.
- In order to gain feedback from students, it was agreed that GC speak to the Student Voice team regarding a targeted accommodation survey for Viking House reps.

GC

16. Tuition Fees Statement

- The group approved the statement (4-0).

17. ULSU Kit Tender Documents

- HC noted that the documents had been created in order to formalise the kit tender process going forwards with the current contract with AKUMA due to expire in 2019.
- The group discussed what was sought from kit providers with CC highlighting that clubs prioritised items of a high quality and realistic delivery times above all.
- GAI queried whether any local suppliers could be considered; HC noted that previously there had been issues with the range of equipment available.
- JB noted that he had oversight of the selected supplier in order to ensure that the terms and conditions offered were professional and appropriate.
- The documents were approved (4-0).

18. Food Bank Review

- HC presented the group with a review of the Advice Centre's Food Bank with increased usage recorded during the current academic year.
- It was agreed that funding available to students was not well publicised with students often lacking knowledge on their eligibility for funding. The group agreed that the Advice Centre should promote all of the funding available and highlight their capacity to assist with applications.

19. Student Leader Verbal Updates:

- VP Education



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TG noted the following:

- He had written a response to the Linc regarding tuition fees.
- Throughout the week he had attended multiple attendance panels.
- He and the other SLs had attended the Long First Year Workshop.
- Reclaim the Night had been a positive experience with a good turnout.
- He had attended a Postgraduate Taster day as well as an Open Day.

- **VP International**

SLi noted the following:

- She had participated in a flash mob alongside Vietnamese students on 26th November.
- The trip to Manchester went well with 86 international students in attendance.
- She and the other SLs had attended the Long First Year workshop.
- During the previous week she had worked on promotional material for the proposed postcard campaign.
- She had taken part in the Reclaim the Night event and the Dementia Friends session.

- **VP Welfare & Community**

GC noted the following:

- Multiple 50/50 meetings with members of the Campaigns Network and Student-Led Projects had taken place throughout the week.
- She had attended the Faith Advisory committee.
- Following the Gender Based Violence Taskforce meeting she, the Women's Officer, LGBT+ Acting Officer and LGBT+ Gender Officer are due to assist with the new GBV and potential Trans policy.
- The Alzheimer's Student-Led Project had hosted a Dementia Friends Session.
- She had met with City and County Councillors in order to discuss working collaboratively against street harassment and sexual violence.
- Reclaim the Night had been a monumental success with an incredible turnout and support from DVCs.
- She and SLi had attended the Manchester trip.

- **VP Activities**

CC noted the following:

- In the previous week she had attended the Long First Year workshop.
- The Student Leaders had visited student accommodation in order to hand out wall planners and advent calendars.
- She had attended the Cheer and Lacrosse Great Gatsby fundraiser.
- Reclaim the Night had been a success.
- A mentor meeting between herself and James Rayner (JR) (External Trustee) had taken place over the phone.
- Work had begun to promote Spots and Cots with CC presentation at the Sports and Exercise Science Opportunities Fair.

20. Officer Reports



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- GAI noted that he had been approached by a School Rep in relation to resource issues within a particular school; it was agreed that this would be raised in the next Senior Rep Group.
- JaBa noted that issues with accessible space had also been raised within his area.

21. Chief Executive Verbal Update

JB noted the following:

- He and KM had attended the NUS Strategic Conversation during the previous week which had highlighted the problems faced by the organisation and the provisions in place going forwards.
- An issue in relation to

22. Any Other Business

- CC noted that tickets for Sports Tour had sold out, with individuals able to sign themselves up for the reserves list; it was agreed that any queries regarding this would be forwarded to CC.

Part B

23. Student Leader Time Analysis:

- **23rd-29th November**
- The group discussed KM's recorded hours; it was agreed that in his absence TG would informally discuss the issues with KM.

TG

24. Updated Swan's Den Policy

- This policy was approved (4-0).

25. ULSU Brexit Proposal 18/19

- The group approved the document (4-0).

26. HSBC Financial Awareness Sessions

- These sessions were approved by the group (4-0).

27. Archery – GB Membership

- The membership application was approved (4-0).

28. Student-Led Proposal - Marrow

- JB highlighted an issue regarding funding for membership fees within the Student-Led Project procedure; it was agreed that HC would review the standing orders and appropriately amend.
- The proposal was approved (4-0).

HC

29. Date of Next Meeting: 10am, 10th December 2018

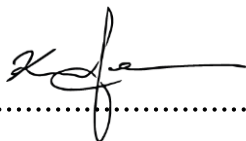


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Chair



Signed

DRAFT