



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

10am, Monday 27<sup>th</sup> November 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
Hannah Coleman (HC)	Head of HR/ Deputy Chief Executive
Jennifer Barnes (JBa)	Student Voice and Impact Manager (only present for item 10)
Liz Smy (LS)	Student Voice Assistant (only present for any other business)

**Also in attendance:**

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

Item	Action
<p><b>1. Apologies for absence</b></p> <ul style="list-style-type: none"> <li>• James Brooks (JB) (Chief Executive)</li> <li>• Glen Allison (Gal) (College of Arts Officer)</li> <li>• James Bayliss (JaBa) (College of Science Officer)</li> <li>• Isaac Jackson (IJ) (College of Business 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>• None declared.</li> </ul>	
<p><b>2. Minutes of the previous meeting held on 20<sup>th</sup> November 2017</b></p> <ul style="list-style-type: none"> <li>• The minutes of the meeting were agreed to be an accurate record of the meeting.</li> </ul>	
<p><b>3. Minutes of the previous SMT meeting held on 20<sup>th</sup> November 2017</b></p> <ul style="list-style-type: none"> <li>• KM queried the change in process for credit card statements, with HC clarifying that this would now be the due diligence of Line Managers.</li> <li>• It was noted that the Team Member Christmas party would take place on 1<sup>st</sup> December 2017.</li> <li>• KM agreed to work behind the bar during the Team Member Christmas party, HC to look into this further.</li> </ul>	HC
<p><b>4. Matters Arising</b></p> <ul style="list-style-type: none"> <li>• LE noted that an email had been sent to sports and society members as a reminder for the All Students Meeting (ASM) on 30<sup>th</sup> November. The number of attendees in sports and society clubs remained unconfirmed.</li> <li>• KM noted that the issue reported with the 'Future' tab in SUGgestions had since been resolved.</li> <li>• KM noted that a meeting between himself and Harvey Dowdy (HD) (Director of Estates), was due to take place during the coming week; with lockers and water fountains on campus to be discussed.</li> </ul>	
<p><b>5. Weekly Report</b></p>	



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### MINUTES

- It was noted that SLi had not been receiving the Weekly SUMS Report; HC to discuss the issue further with Alan Bage (AB) (Senior Web Developer). **HC**
  - The group noted that The Swan's figures had been recurrently positive since its refurbishment over the summer period. TG noted that he had previously attended The Swan's Team Member meeting over the previous weekend and that the team were incredibly motivated.
- 6. Week's Events**
- It was noted that the African Caribbean Society's (ACS) talent show had been postponed and was due to be rearranged for a later date. The group agreed that this would be promoted during GOATing hours. **SLs**
  - KM encouraged all SLs to promote the upcoming ASM where possible.
  - LE noted that the Trampolining Society's quiz night and the Christian Union's Carol Concert were both taking place during the week and requested that SLs attend if possible.
  - SLi noted that the International Winter Fayre was taking place on 4<sup>th</sup> December, with this to be promoted on social media.
- 7. Student Leaders Time Analysis**
- GOATing update
  - The group agreed that this would be rolled over to the next Executive Committee meeting on 4<sup>th</sup> December, as the documents were unavailable.
- 8. SUGgestions**
- Following an approved submission in relation to Alumni benefits, KM noted that he had researched the matter with the university's Alumni department and that the proposed benefits were already offered by the university. However, more research would be done in regards to this. **KM**
  - Another approved SUGgestion of contactless payments for the library's vending machines was assigned to KM.
  - HC noted that following a visit to the David Chiddick Building, she had observed some cushions that LE could look into for his assigned SUGgestion of cushions in the Sports Centre.
  - TG agreed that he would speak to Mark Page (MP) (College Director of Operations (Science)) in relation to cushions in buildings during their next meeting. **TG**
  - The new SUGgestion for IT Super Users in lectures was assigned to TG, with CD noting that the matter had been repeatedly mentioned by students during his GOATing hours.
  - TG noted that progress had been made in acquiring a printer for the fourth floor of the Art and Architecture Building; with this due to be installed during the week.
  - KM encouraged all SLs to promote and chase their assigned SUGgestions wherever possible.
- 9. New Society Applications:**
- Event Management and Planning Society
  - LE queried whether the proposed Event Management and Planning Society was academic or a general society.

10am, Monday 27<sup>th</sup> November 2017  
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## MINUTES

- It was agreed that the tick boxes used by the Activities department should be completed before the submission is sent to the Executive Committee. HC to speak to Lorna Cruickshank (LC) (Activities Manager) in regards to this.
- 10. Lincoln Welcome Ambassadors Governance Policy**
- The group discussed the proposed policy; this was approved (5-0).
- 11. History Society Trip**
- Itinerary
  - Risk Assessment
  - HC noted that the trip had been submitted far in advance, with the proposed trip due to take place in June 2018. The group agreed that for safety purposes the Direct Gov website should be consulted closer to the date.
  - This was approved (5-0), subject to the condition of checking government advice at a later date.
- 12. Societies Tour**
- LE noted that the Societies tour was proposed for 1<sup>st</sup> – 5<sup>th</sup> April 2018, with 49 spaces available.
  - HC noted that a risk assessment had not been submitted; this is to be completed as soon as possible. HC
  - The group discussed the one staff space available on the trip, with the group agreeing that for safety purposes this should be increased. HC and LE agreed to speak to Emily Baldwin (EB) (Activities Co-ordinator) in regards to the matter. HC,  
LE
  - This was approved (5-0) subject to the aforementioned changes.
- 13. Islamic Prayer Space**
- The group discussed the issue raised and it agreed that CD would meet with Subash Chellaiah (Multi-Faith Chaplaincy Co-Ordinator) to discuss the matter further. CD
- 14. Employee of the Month**
- The group agreed that HM would be awarded as the overall winner for October.
- 15. #loveSUs - NUS**
- The group agreed (5-0) that they would participate in this campaign aimed at highlighting the positive impact that Students' Unions have on individuals.
  - It was noted that the SLs would each bring a list of nominees to participate within the campaign, these would be brought to the next Executive Committee. SLs
- 16. Student Trustee Board Reports**
- KM clarified that SLs should not submit previously used board reports to any further meetings, this is due to confidentiality.
- 17. Scheme of Delegation**
- It was noted that monetary values available to each department are being assessed. The reviews created will be taken to the subsequent SMT and Leadership groups.
- 18. Leadership Feedback of the Week**



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- It was noted that the assigned Leadership question of the week had been "How to staff want to be recognised for the hard work they do?"
  - This was discussed and the group agreed that focus should be given on student staff as opposed to full-time staff.

#### 19. Student Leaders verbal updates

##### President

KM noted the following:

- Since his letter regarding bottle throwing in Students' Union venues, he had received a lot of feedback from students.
- The Trans Day of Remembrance event in the Minerva building had been a good service.
- A Black History Working Group had been set up to organise how the SU will promote Black History month.
- He had attended the Disney Quiz during the previous week and wished to commend the Activities department for the work put in.
- He had also attended the Merit and Achievement awards in the Engine Shed, which was well received, with several SU departments winning and nominated.
- The promotional gazebo for ASM went well and was popular with students.

##### VP Activities

LE noted the following:

- Following the previous week's matches, the BUCS ratio had increased.
- A Pool tournament was taking place on the Thursday, with LE requesting the SLs attendance if available.
- Filming for the 'This BUCS Girl Can' campaign was completed and he was in the process of editing the footage with Dan Willcocks (DW) (Marketing and Outreach Manager).
- He had assisted with a University Open Day over the weekend with many engaged prospective students attending.
- A British Active Student Survey had been released, SLs to promote this.

##### VP Academic Affairs

TG noted the following:

- He noted that he and JBa were building an OFS presentation.
- Filming for the We Are Lincoln Lounge had been a success.
- The SLs Breakfast catch-up had been a good experience for SLs to discuss their current projects, noting that similar meet-ups would be beneficial in the future.
- He had met with Sue Rigby (SR) (Deputy Vice Chancellor) and passed on commendations from SR to the SLs for their work so far.
- He had spoken to Grant Anderson (GA) (Head of Space Strategy, Planning & Sustainability) after the Portfolio and Partnerships Oversight Group (PPOG) and noted that had been incredibly helpful in regards to SUGgestions and other projects.

##### VP Welfare and Community

CD noted the following:

- The Trans Day of Remembrance event had been a success.
- He had been GOATing a lot in order to promote the Housing Fayre on 1<sup>st</sup> December.
- The newly elected campaigns officers had proposed some promising campaigns for their roles.

##### VP International

SLi noted the following:



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- The International Christmas Fayre was due to take place on 4<sup>th</sup> December and requested that all SLs attend.
- She was awaiting confirmation for several proposed International Friend Volunteers.
- She was looking into improving attendance for international parties.
- 77 people had signed up for the International trip to Liverpool.

**20. Deputy Chief Executive verbal update**

HC noted the following:

- She would be attending an NUS Strategic convention in Liverpool on Tuesday 28<sup>th</sup> and Wednesday 29<sup>th</sup> alongside JB and KM this week.
- The office move was due to take place on Friday 1<sup>st</sup> December.
- The deadline for Staff Awards nominations was on Thursday 30<sup>th</sup> November, with SLs encouraged to submit nominations.
- Several new starters were due to start in the SU over the next few weeks, including two Graphic Design Assistants and a Cleaner.

**21. Any Other Business**

- It was noted that an email in regards to student carers had been received from a student, SLs were to receive an update from Rachal Lilley (RL) (Advice Centre Manager) in relation to this
- TG presented a list of reps to be co-opted. CD queried rep accountability due to the informal nature of the elections for several positions. The list was approved (4-1).

**22. Date of Next Meeting: 4<sup>th</sup> December 2017**

Chair

Signed

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