



# UNIVERSITY OF LINCOLN STUDENTS' UNION EXECUTIVE COMMITTEE MEETING MINUTES

10am, Monday 13<sup>th</sup> October 2017  
Chief Executive's Office, Students' Union

## MINUTES

### Present:

Name	Job Title
Kudzai Muzangaza (KM)	President (Chair)
Luke Exton (LE)	Vice President Activities
Connor Delany (CD)	Vice President Welfare and Community
Sophia Liu (SLi)	Vice President International
James Brooks (JB)	Chief Executive
Jennifer Barnes (JBa)	Student Voice and Impact Manager ( <i>Present for Items 12, 14 &amp; 15 only</i> )
<b>Also in attendance:</b>	
Holly Millar (HM)	Executive Assistant
Shanna Limm (SLm)	Office Assistant (Minute Taker)

- | Item   | Action |
|--|--------|
| <p>1. <b>Apologies for absence</b></p> <ul style="list-style-type: none"><li>Tommy George (TG), Vice President Academic Affairs</li></ul> <p><b>Declarations of Interest</b></p> <ul style="list-style-type: none"><li>Document taken as read.</li></ul>   |        |
| <p>2. <b>Minutes of the previous Executive Committee meetings:</b></p> <ul style="list-style-type: none"><li>30<sup>th</sup> October 2017</li><li>1<sup>st</sup> November 2017 (Extraordinary)</li><li>The minutes of the meeting from 30<sup>th</sup> October were agreed to be an accurate record of the meeting.</li><li>The minutes of the meeting were agreed to be an accurate record of the meeting, subject to the following amendment:<ul style="list-style-type: none"><li>Under Item 2, CD noted that the meeting taking place between himself and Subash Chellaiah (SC) (Multi-Faith Chaplaincy Co-Ordinator) was in regards to the Islamic Society's prayer space.</li></ul></li></ul>  |        |
| <p>3. <b>Minutes of the previous SMT meeting held on 30<sup>th</sup> October 2017</b></p> <ul style="list-style-type: none"><li>KM noted that there had been an issue with the PDQ machines during Propaganda on 11<sup>th</sup> November; JB noted that he would look into the matter with Charlie Garrod (CG) (Head of Commercial).</li></ul>  | JB     |
| <p>4. <b>Matters Arising</b></p> <ul style="list-style-type: none"><li>It was noted that TG's discrepancy with his Time Analysis from 20<sup>th</sup>- 26<sup>th</sup> October had been amended and updated on the Students' Union (SU) website.</li><li>KM noted the following:<ul style="list-style-type: none"><li>Prior to LE's proposed meeting with Matt Cavill (MC) (Portfolio Manager,) in regards dated student cards, he suggested that LE prepare a list of queries and possible solutions to the change.</li><li>He had been in contact with and awaiting replies from University of Warwick and Queen's University Belfast in relation to their use of lockers on campus; these responses would then be compiled and form the case study requested by Harvey Dowdy (HD) (Head of Estates).</li><li>Following the previous discussion on NUS Zones Elections, voting had expired and the University of Lincoln Students' Union were recorded as not having voted; CD noted that both he and TG had been disappointed with the information provided</li></ul></li></ul> |        |

10am, Monday 13<sup>th</sup> October 2017  
Chief Executive's Office, Students' Union

## MINUTES

at the recent NUS Zones Conference in regard to this and that information had not been effectively conveyed.

- LE noted that he had met with Ibraheem Ali (IA) (Vice President, Islamic Society) to discuss issues with prayer space in Witham House and Bridge House; CD to follow up this information with a meeting with SC. CD

### 5. Weekly Report

- The group noted that the Engine Shed's sales figures were down slightly in comparison to the previous year, with the group noting that the previous year had hosted a viewing of an Anthony Joshua boxing match.
- Following queries in relation to fewer student drop-ins in the Advice Centre, JB noted that Rachal Lilley (RL) (Advice Centre Manager) had been in contact with the Wellbeing Centre whose numbers had also decreased.

### 6. Week's Events

- LE noted that on Tuesday 14<sup>th</sup> November the Activities department were hosting 8 Out of 10 Swans in the Engine Shed and invited the SLs to attend.
- SLi noted that an International Party was scheduled in The Platform on 25<sup>th</sup> November, and that she was in communication with Gemma Smart (GS) (Facilities and Events Co-Ordinator) in relation to this.

### 7. Student Leader Time Analysis

- **GOATing Update**
- In reference to the weekly GOATing update, KM noted that the SLs had not reached their target GOATing hours; this was attributed to both KM and SLi being absent for several days during the week commencing 6<sup>th</sup> November, as well as increased office hours.

### 8. SUGgestions

- KM noted that thus far fifty-five SUGgestions had been received, with SLs actively working on twenty of these. It was also noted that KM's SUGgestion KPI was on target.
- The SUGgestion for better enforcement on the Library's third floor silent working area had been fast tracked, with KM to meet with Ian Snowley (IS) (Dean of Student Learning Development and University Librarian) to discuss the matter. KM
- Another SUGgestion for a safe space for those in need of help during a mental health crisis had been fast-tracked; this would be made available in the SU Advice Centre with CD to promote. CD
- An SUGgestion for a free language course that's available to students has also been fast-tracked as the service is already offered by the University; SLi to promote this further. SLi

### 9. New Society Applications:

- **Geographical Society**
- **Biomed Society**
- The group approved both the Geographical and Biomedical societies (4-0).

### 10. Updated Sports & Societies Application Form

- KM queried the lack of inclusion of tick boxes defining the application as either a sport or society; LE noted that this would be dealt with in office when filed.



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

10am, Monday 13<sup>th</sup> October 2017  
Chief Executive's Office, Students' Union

### MINUTES

- A minor spelling error was noted in the form which would need to be amended. LE
- 11. Duke of Edinburgh Policy**
- The group discussed section 10.1 of the Duke of Edinburgh policy, which stipulates that graduates may apply to become Associate members of the SU in order to complete the Duke of Edinburgh course; JB noted that it was the responsibility of the Trustees to determine what Associate Members could access.
  - KM suggested that in order to complete the Duke of Edinburgh, an Associate Member would be given one year's grace after graduating; this was approved by the group (4-0). Jane Kilby (Employability and Campaigns Manager) (JK) to amend the policy accordingly. JK
- 12. SU Awards**
- **Criteria Briefing**
  - **Awards Guestlist**
  - JBa noted that this year's criteria had been condensed in order to create a more efficient ceremony.
  - CD suggested that members of the West End and Sincil Bank Resident Committees be invited to the event. JBa
- 13. Bottle Throwing in Engine Shed Disciplinarys**
- JB noted that there had been some instances of bottle throwing within the venues during events, with the cases taken to formal disciplinary panels which required a lot of administration to manage.
  - JB suggested that KM release a statement within his student newsletter email, highlighting how seriously the SU consider this conduct; the newsletter would also highlight that an automatic four-week ban can be placed on anyone caught throwing bottles in SU events. KM
  - JB to speak to CG in regards to instances of bottle throwing at Propaganda. JB
- 14. ASM Agenda and Promotion**
- JBa noted that promotion for the All Student Meeting taking place on 30<sup>th</sup> November was aimed at students having their say; it was noted that a briefing of this event would be sent to all reps, sports and societies in order to promote adequately to engaged students. JBa
  - KM suggested that a raffle be implemented again, offering students tickets to Quack and Propaganda as an incentive.
  - The group discussed that the quoracy for the meeting was 150 students, with SLs aiming to bring thirty people each.
  - JBa noted that course and school reps would be offered £10 Amazon vouchers if they brought a friend with them to the meeting.
  - It was agreed that LE would promote the ASM to sports and societies, with a prize offered to the team with the largest proportional member turn-out. LE
- 15. Reps to be Co-Opted**
- The group discussed the proposed list of co-opted reps and approved these changes (4-0).

10am, Monday 13<sup>th</sup> October 2017  
Chief Executive's Office, Students' Union

## MINUTES

### 16. Contraception for the University Health Centre

- CD noted that he had been in touch with the University Health Centre, who had asked the SU to donate the free NUS condoms acquired over the past year. It was agreed that the condoms would be provided to students along with a business card for the SU Advice Centre upon provision of a valid student card.

### 17. Leadership Feedback of the Week

- No matters were raised for discussion.

### 18. Student Leader verbal updates:

#### President

KM noted the following:

- He attended the WONKHE conference in London the previous week alongside JB, JBa and Hannah Coleman (Head of HR/Deputy CEO) (HC).
- He had attended a meeting with Vanessa Wilson (External Trustee) (VW) and JB in London.
- Following a visit from Aston University SU, he would continue to liaise with Reema Quessou (Aston SU President) (RQ).

#### VP Activities

LE noted the following:

- BUCS fixtures were once again positive, with University of Lincoln now 65<sup>th</sup> in the league table and on target to reach the top 50<sup>th</sup> within the next 5 years.
- Filming for the We Are Lincoln Lounge had been well received, with all SLs invited to participate in filming every Monday between 12pm-2pm if available.
- 16 societies had expressed an interest in participating in the I Love Tour trip to Amsterdam on 5<sup>th</sup> April.
- He would be participating in the "This BUCS Girl Can" campaign where he would compete alongside female sports players.

#### VP Academic Affairs

- No update was provided.

#### VP Welfare and Community

CD noted the following:

- He had assisted with the pop-up sessions organised by the Advice Centre.
- He had attended the International trip to Hull, noting that it had gone well.
- Work on the Media, Humanities and Technology (MHT) building was still ongoing on campus.
- He had attended SU's The Green Impact Working Group meeting.
- He was due to attend a Student Carers Working group this week.

#### VP International

SLi noted the following:

- It had been confirmed that International Hoodies would be available for the next academic year.
- Seventy-four students had attended the International trip to Hull; the next trip was proposed as either Twycross Zoo or Liverpool.
- An International Friends drop-in was due to take place on 14<sup>th</sup> November.
- The International Christmas Party was scheduled for 13<sup>th</sup> December.



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

10am, Monday 13<sup>th</sup> October 2017  
Chief Executive's Office, Students' Union

**MINUTES**

**19. Chief Executive verbal update**

JB noted the following:

- Any media or journalism enquiries should be directed to Daniel Willcocks (Marketing and Outreach Manager) (DW) so that they could be dealt with consistently and appropriately.
- It was noted that Related Party Transactions in the charity governance code will be raised at the next Board of Trustees meeting.
- The Senior Management Team (SMT) would be out of office on 16<sup>th</sup> and 17<sup>th</sup>.
- Interviews for Trustee and Committee positions were taking place on 14<sup>th</sup> November, for roles including: Post-Graduate Trustee, Mature LSUT Committee member and SUMS Committee members (Undergraduate, Mature and Postgraduate).

**20. Any Other Business**

- The SLs commended the Activities department for their hard work after achieving the Sports Department of the Year Award at the Lincolnshire Sports Awards.
- CD noted that the upcoming Housing Fayre was presenting the prize of one month's rent (£450); this was in collaboration with the Advice Centre. A contribution towards the prize was approved (4-0) from the SLs budget.
- KM noted that all apologies, and any written updates, for Executive Committees should be sent electronically to HM prior to the meeting date.

**21. Date of Next Meeting: 20th November 2017**

Chair

Signed

.....

.....