



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

10am, 30th 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
Tommy George (TG)	Vice President Academic Affairs
James Brooks (JB)	Chief Executive
Hannah Coleman (HC)	Deputy Chief Executive/ Head of HR
Amy O'Sullivan (AO)	Student Insight Coordinator (<i>present for Item 12 only</i>)

Also in attendance:

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

Item	Action
<p>1. Apologies for absence</p> <ul style="list-style-type: none"> • None declared <p>Declarations of Interest</p> <ul style="list-style-type: none"> • It was noted that SLi would submit her former societies for future reference. 	SLi
<p>2. Minutes of the previous meeting held on 23rd October 2017</p> <ul style="list-style-type: none"> • The minutes of the meeting were agreed to be an accurate record of the meeting. 	
<p>3. Minutes of the previous SMT meeting held on 23rd October 2017</p> <ul style="list-style-type: none"> • Document taken as read. 	
<p>4. Matters Arising</p> <ul style="list-style-type: none"> • TG noted the following: <ul style="list-style-type: none"> - He had attended a Blackboard review meeting following the previous Executive Committee, as well as meeting with DVC Sue Rigby (SR) (Deputy Vice Chancellor for Student Development) to discuss student concerns over Blackboard; it was agreed that the Students Leaders (SLs) would arrange a meeting with VC Mary Stuart (MS) (Vice Chancellor) to discuss the matter. - He had discussed his assigned SUGgestion of reading lists being available to students earlier with SR who agreed to pursue the matter. - He was liaising with Drew Cook (DC) (Director of ICT) in regards to the SUGgestion for a printer on the fourth floor of the Art and Architecture Building. • It was also noted that, as part of Go Green Week in November, the Students' Union (SU) would promote the foodbank organised by the Advice Centre. 	KM
<p>5. Weekly Report</p> <ul style="list-style-type: none"> • It was noted that the Advice Centre had received fewer student drop-ins in comparison to the previous year. 	
<p>6. Week's Events</p> <ul style="list-style-type: none"> • Document taken as read. 	



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7. Student Leader Time Analysis

- GOATing Update
- TG noted a discrepancy in his time analysis, as he did not attend the Diwali event on 24th October; SLm to amend accordingly. **SLm**
- The GOATing update was taken as read.

8. SUGgestions

- The group updated each other regarding their current SUGgestions.
- KM noted that 40 SUGgestions had been submitted overall and requested that all SLs concentrate on new submissions as soon as they are able.
- CD discussed his assigned SUGgestion of a second-hand bookshelf on campus and queried the placement of the bookshelf. HC suggested that a bookshelf be placed at the Students' Union Reception, which was agreed.
- LE noted that he would be in contact with Matt Cavill (MC) (Portfolio Manager) in regards to his assigned SUGgestion of dated student ID cards **LE**
- KM noted that he was in the process of writing a case study in relation to lockers for students at other universities, to be submitted to Harvey Dowdy (HD) (Director of Estates). **KM**

9. New Society Applications:

- First Love Society
- Lincoln Longboarders Society
- The group approved the First Love society (5-0).
- The Lincoln Longboarders society was also approved (5-0), with JB noting that the relevant risk assessments must be submitted.

10. Solar Panel Project Proposal

- Alison Wilmshurst (AW) (Energy Manager) presented a potential student-led project to the group which proposed solar panels on either the Brayford Pool campus or the Engine Shed. After discussing the logistics of the idea the group agreed to support a University campus focussed project, with the assistance of the Campaigns and Employability department.

11. Lincoln Architecture and Design Society Trip

- The group discussed the proposed Architecture and Design society trip; concerns were raised in relation to the current political climate and the group agreed to approve the trip (5-0) subject to government advice at the time.

12. Outreach Ambassador Programme Governance

- AO noted that the Outreach Ambassador Programme is a new academic opportunity for students to promote the university by presenting at their former college/sixth form.
- The group approved the governance document (5-0).

13. 2017 NUS Zone Committee Elections

- KM noted that he would review candidate submissions along with their manifestos. **KM**

MINUTES

14. Proposed changes for role names LGBT+ specifically:

From	To
BAME Officer	BAME Rep
Women's Officer	Women's Rep
Gender Officer	Gender Rep

- CD proposed that Officer titles with the LGBT+ network be changed to Rep for clarity; the group approved (5-0).

15. Proposed changes to role names for the campaign's network groups:

From	To
Campaigns Officer	Campaigns Lead
Publicity Officer	Publicity Lead
Comms Officer	Comms Lead

- CD proposed that Officer roles within the Campaigns Network also be changed for clarification; it was agreed that Officer roles would be changed to Lead (5-0).

16. Access Agreement Evaluation Project (AAEP) Board

- The group agreed that this be rolled over until the next Executive Committee meeting.

17. Submission to the Secretary of State for a Direction under Regulation 7 of the Town and Country Planning (Control of Advertisements) Regulations 2007

- CD proposed that he would act as a representative for the student body in a consultation meeting in relation to the banning of to let signs over the Christmas period.
- The group was approved (5-0).

18. University HEFCE bid in relation to Hate Crime

- CD noted that a hate crime reporting centre had been proposed for the Brayford Pool campus by Jacqueline Mayer (JM) (Head of Student Services and Deputy Director of Student Affairs). The group noted that they supported the proposal.

19. Carholme Community Forum Update

- CD noted that positive feedback was given during the Carholme Community Forum, with crime reports halved in comparison to the previous year.

20. LGBT+ 8 Out of 10 Swans

- LE noted that since the former LGBT+ society had been changed to a campaign group they were no longer permitted to participate in 8 Out of 10 Swans although they had won the competition the previous year.
- After discussing the matter, the group agreed (5-0) that the LGBT+ group would be permitted to participate as reigning champions on this occasion only.

MINUTES

21. London Free Tuition Protest

- KM noted that he had been forwarded details in regard to a Free Tuition Protest in London by Bradley Allsopp (BA) (Postgraduate Representative).
- The matter was discussed and it was agreed that the Students' Union would not participate in the protest as it was not affiliated with the NUS.

22. Leadership Feedback of the Week

- The questions were noted to be:
 - Which areas of SUMS would you prioritise in a user guide?
 - How could we improve attendance at BUCS fixtures?

23. Student Leader verbal updates: President

KM noted the following:

- He had attended an ICT review meeting on 25th October.
- The Diwali celebration festival organised by SLi had been a success.
- GOATing hours for all SLs were above expectation, with KM thanking the group for their work.

VP Activities

LE noted the following:

- BUCS fixtures had been positive and were progressing well.
- Both Activity Wars and the Murder Mystery events organised by the Activities department were a success, with a good number of attendees.

VP Academic Affairs

TG noted the following:

- The NUS Zones conference had been a good opportunity to network with other Sabbatical Officers.
- He had applied for a role within the HE Zone Committee during the aforementioned NUS conference.
- The Academic College of Social Science Board had been a success.

VP Welfare and Community

CD noted the following:

- The NUS Zones conference had been an overall positive experience, although it was noted that the elections presentations had been a disappointment.
- The Duke of Edinburgh opportunity available through the Campaigns and Employability department had proved a success so far.

VP International

SLi noted the following:

- The Diwali celebration had been a success, with a good turnout.
- SLi also thanked the SLs for assisting with the International Halloween Party.

24. Chief Executive verbal update

JB noted the following:

- He would be out of office from Wednesday 1st November until the following Wednesday, due to visits to Loughborough University, York St. Johns and the WONKHE conference in London.



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- The PDR360 reviews which all SLs were receiving would require each SL to produce an accurate self-review. JB encouraged the SLs to take time on these as they would ultimately benefit in the long-term.

25. Any Other Business

- TG suggested that going forwards reps can be co-opted into their posts, if the previous rep resign from their position. This was approved (5-0).
- Further to this, CD noted that the BAME Officer had recently left their post and suggested that the runner-up be co-opted into the available position. This was approved (5-0).

26. Date of Next Meeting: 6th November 2017 at 10am

Chair

Signed

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APPROVED