



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

10am, Monday 26th February 2018
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
Sophia Liu (SLi)	Vice President International
Connor Delany (CD)	Vice President Welfare & Community
James Brooks (JB)	Chief Executive

Also in attendance:

Hannah Coleman (HC)	Head of HR/Deputy CEO
Holly Millar (HM)	Executive Assistant
Shanna Limm (SLm)	Office Assistant (<i>present until point 14</i>)
Michael Redpath (MR)	Entertainments Manager (<i>present only for point 9</i>)

Item Part A	Action
<p>1. Apologies for absence</p> <ul style="list-style-type: none"> Glen Allison (GAI), (College of Arts Officer) James Bayliss (JaBa), (College of Science Officer) Beatrix De Arcos Marin (BAM), (College of Social Science Officer) <p>Declarations of Interest</p> <ul style="list-style-type: none"> Document taken as read. 	
<p>2. Minutes of the previous Executive Committee meeting held on 12th February 2018</p> <ul style="list-style-type: none"> The minutes were agreed to be an accurate record of the meeting. TG noted his apologies for not submitting his verbal update for the previous set of minutes. 	
<p>3. Minutes of the SMT meeting on 12th and 19th February 2018</p> <ul style="list-style-type: none"> The minutes were taken as read. LE queried the upcoming sugar tax and how this would affect finances; JB noted that he was awaiting confirmation as further details had not been released. 	
<p>4. Matters Arising</p> <ul style="list-style-type: none"> In reference to Operation Rosé, KM noted that he was due to meet with Dan Willcocks (DW) (Marketing and Outreach Manager) and Kayleigh Teague (KT) (Campaigns Support Co-ordinator) to discuss the project going forwards. It was noted that the proposed verification exercise for Student Leader Time Analysis would take place within the week. 	KM
<p>5. Weekly Report</p> <ul style="list-style-type: none"> The group noted that the takings were on target in all venues, with all areas up. JB noted that the Engine Shed figures had improved due to the popularity of the Bring It All Back 90's event. 	



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6. Week's Events

- It was noted that several events were taking place throughout the week including the Feeder concert in the Engine Shed on 2nd March.

7. Student Leader Time Analysis

- 9th-15th February
- 16th-22nd February
- The group noted that LE was the only SL with analysed hours on the week commencing 16th February due to Elections week.
- KM noted that his GOATING hours were under expectation due to increased office hours.
- All of the SLs worked significantly over their contracted 37 hours between 9th-15th February; TG attributed this to completing additional work in the anticipation of Elections Week.

8. SUGGESTIONS

- KM noted that 6/7 promoting SUGGESTIONS had been submitted over the week and encouraged the SLs to update their assigned projects online as quickly as they are able.

9. Grad Ball

- MR provided a breakdown of the proposed Grad Ball event in September 2018, noting that it was similar to the previous year's.
- The group agreed that the event would be more suitable to take place on the Thursday evening as opposed to the Friday evening to avoid competition from alternate venues.
- It was agreed that the SLs would discuss the possibility to several graduation events throughout the week; this feedback would be achieved via GOATING.

SLs

10. Invitation to speak at HE CoLab network

- TG noted that he had been asked to attend an event regarding student and teacher partnerships in the HE sector and sought the group's approval to be part of the panel; this was approved (4-0).

11. Activity Application Sign-Up Period

- The group discussed the 28 day sign-up period for all new sports and societies to achieve adequate memberships.
- JB noted that the recommended number of sports members followed HMRC guidelines and to defer this from societies would be unfair.
- It was agreed that application periods would be open during designated months of the year and that those who do not acquire enough members to form are encouraged to come back at a later date.

12. We Are Lincoln Awards Description

- The group discussed the proposed awards; these were approved (5-0).

13. Sports Centre Issues – ASM Proposal



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- Following several concerns in regards to the Sports Centre's services it was proposed that an All Students Meeting (ASM) be called to discuss the matter at hand.
- It was noted that Simon Parkes (SP) (Deputy Vice Chancellor) had agreed to attend and respond to any queries regarding the matter.
- The group agreed (5-0) that this was a great opportunity to openly discuss and tackle issues with an exact date to be established at a later date.

SLs

14. Studio 1 Application

- It was noted that the application was different to the active Architecture society and that the Presidents of each society liaise with one another to establish what is available in both groups.
- The application was approved (5-0).

15. Alterline – Union Futures 3

- JB proposed - following the success of the previous surveys – that the Students' Union implement and promote the Union Futures survey provided by Alterline, noting that this would be beneficial in regards to receiving student feedback.
- This was approved (5-0).

16. Student Leader Verbal Updates:

- KM, TG, CD and SLi agreed that the previous week had been consumed by Elections Campaigning and that this would be sufficient for their updates.

- **VP Activities**

LE noted the following:

- Throughout the previous week as the only SL in office he had been working on a variety of projects.
- 8 out of 10 Swans was well-received, with record numbers in attendance.
- Several informal disciplinary panels had been resolved.

17. Chief Executive verbal update

JB noted the following:

- Meetings with Nottingham, Loughborough and Northampton Students' Unions were due to take place in relation to SUMS.
- Staff members from the University of Kent were visiting the Students' Union to discuss the Activities and Finance dashboards on SUMS.
- He was meeting the new elects on Thursday 1st March.
- Regarding Student Leader Questions a report was due to be distributed.

18. Any Other Business

- Nothing to note.

Part B

19. Society Applications

- The Eco Society (Environment, Conservation, Opportunities)



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- Economics Society
- The group discussed the two society applications, with both approved (5-0).

20. Approved Development Fund Requests

- The submitted Development Fund Requests were approved (5-0).

21. Approved Campaigns Network Funding Requests

- These were also approved (5-0).

22. Date of Next Meeting: 5th March 2018

Chair

Signed

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APPROVED