



UNIVERSITY OF LINCOLN STUDENTS' UNION
Executive Committee Meeting

10am, Monday 14th May 2018
Chief Executive's Office, Students' Union

Minutes

Present:

Name	Job Title
Kudzai Muzangaza (KM)	Students' Union President (Chair)
Luke Exton (LE)	Vice President Activities
Tommy George (TG)	Vice President Academic Affairs
Connor Delany (CD)	Vice President Welfare & Community
Sophia Liu (SLi), Hannah Coleman (HC)	Vice President International Deputy Chief Executive
Also in attendance: Holly Millar (HM)	Executive Assistant

- | Item | Action |
|---|--------|
| Part A | |
| 1. Apologies for absence <ul style="list-style-type: none">James Brooks (JB), Chief ExecutiveShanna Limm (SLm), Office AssistantGlen Allison (GAI), (College of Arts Officer)James Bayliss (JaBa) (College of Science)Beatrix De Arcos Marin (BAM), (College of Social Science Officer) Declarations of Interest <ul style="list-style-type: none">The document taken as read.SLi noted that she would like to discuss the Student Leader Time Analysis on Part B. | |
| 2. Minutes of the previous Executive Committee meeting held on 30th April 2018 <ul style="list-style-type: none">The minutes were agreed to be an accurate record of the meeting. | |
| 3. Minutes of the SMT meeting on 30th April 2018 <ul style="list-style-type: none">The minutes were taken as read. | |
| 4. Matters Arising <ul style="list-style-type: none">KM noted that the matter of the lockers SUGgestion was ongoing.HC noted that Lorna Cruickshank (Activities Manager) (LC) was liaising with Akuma regarding Sports Kit following the previous discussions.TG noted that his action regarding Post-18 Funding had been completed. | |
| 5. Weekly Report <ul style="list-style-type: none">It was noted that the report was very positive for this time of the year and that the takings at The Swan were particularly impressive. | |
| 6. Week's Events <ul style="list-style-type: none">HC requested that, with their consent, the Musical Theatre Showcase event be filmed for the benefit of future promotional materials. | |
| 7. SUGgestions <ul style="list-style-type: none">KM noted the following:<ul style="list-style-type: none">He had highlighted new SUGgestions for clarity. | |



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- The proposal for an End of Year Ball was not viable for Lincoln due to numerous factors.
- The ID cards was ongoing and being considered in terms of viability.
- He had received assurances from Richard Merryweather (Head of Campus Services) (RM) that vending machines that accepted card machines would be installed in the Library by September 2018.
- The self-defence classes were being investigated and could potentially be put in place in September 2018.
- RM had assured him that a kitchenette would be trialled in the David Chiddick Building and that the hand cleansing gel was being looked into.
- Regarding Prayer Space in the Library, it was noted that space in the building was already at a premium and that there was a room in Witham House for this purpose already, although the opening hours of the building could be looked into.
- The provision of full First Aid Kits was not feasible in terms of cost and ensuring appropriate training.
- The vegan/vegetarian food options required an awareness raising campaign rather than fundamental changes to current provision.
- The request for phone chargers in the venues was ongoing.
- The Tower Bar App would be discussed with JB.
- CD noted the following:
 - The second hand book store was being looked into in terms of feasibility and that this would be an item for Grace Corn (GC) to pick up when she took up her post as VP W&C.
 - He would bring recommendations to the meeting next week regarding required changes to University signage.
- LE noted the following:
 - The Sports Centre cushions had been purchased and put in place.
 - The ppringboards and cages were ongoing.
- TG noted the following:
 - The Flux software SUGgestions had been completed.
 - Drew Cook (Director of ICT) (DC) had agreed to ring-fence additional spaces in AAD for possible computer space.
 - The requested plotter was a very expensive piece of equipment and would be raised at the next University Print Board meeting.
 - The recording of lectures was an ongoing issue and that this would be best categorised as future/continuous improvement.
- KM noted that he had fast-tracked recent Suggestions for more open study space and a microwave in the PG study room in the MHT building.

CD

8. Informal Disciplinaryies

- KM noted an instance of a Student who had been ejected from the Engine Shed for possession of a hip flask of alcohol who had had spoken to over the phone and which the student in question appeared to have taken seriously.



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- LE noted an ongoing issue with Rugby Union allegedly causing damage to University property, although a breakdown of costs and photographic evidence was awaited from Estates.

9. March 2018 Group Accounts

- These were taken as read and no items were raised for discussion.

10. Student Leader Training 2018/19

- HC noted that the document was being finalised but that the deadlines were set and that there was a focus on team bonding for their training.
- HC noted that on 15th June all of the current Sabbatical Officers were expected to present three overall 'do's and three don'ts' which needed to be submitted to HC by 4pm 25th May 2018. All
- CD and LE were also requested to produce a presentation on their main projects to explain the work required going forwards and their experience over the year; the deadline for this was also 4pm 25th May 2018. LE/CD
- HC requested that LE and CD ensure that their desks are cleared of their possessions by the 15th June. LE/CD

11. Student Leader Verbal Updates:

- **President**

KM noted the following:

- He had provided BUCS funding feedback and there had only been one appeal submitted as a result of this.
- The on-campus Ice Cream Van on Wednesday had proved very popular.
- He had attended the Education and Student Life Committee on 9th May 2018.
- He and TG attended the TSEP conference in Birmingham on 10th May 2018.
- Student Trustee Recruitment had occurred on 11th May 2018 and three had been appointed as a result of this.

- **VP Activities**

LE noted the following:

- There had been a We Are Lincoln Awards debrief meeting to discuss improvements and developments for the future.
- He had attended Sports Board on 9th May 2018 where there had been a discussion about Sports Strategy.
- He had been on the panel for Bar Manager interviews on 9th May 2018.
- He had requested annual leave from Friday 25th – Wednesday 30th May 2018, which would require Board of Trustees approval.

- **VP Academic Affairs**

TG noted the following:

- He had attended the Three Minute PhD Thesis Summary final.
- He had attended the first Lecture Recording Working Group meeting on 8th May 2018.

- **VP Welfare & Community**

Minutes

CD noted the following:

- He had met with the RAG Officer regarding their plans for the next academic year.
- He had been encouraging students to apply for vacant Community roles.
- The Shine a Light Campaign would run on 17th May 2018.
- KM would be attending the Access Agreement Evaluation Project Meeting with him.
- He had requested Annual Leave on 25th May 2018 which the group approved.

- **VP International**

SLi noted the following:

- Thirty students had attended the International End of Year Party and that the planning and promotion would be reviewed for next year.
- The final International Students' Trip of the year would be to Blackpool on 19th May 2018.
- She had requested annual leave from Friday 25th – Wednesday 30th May 2018, which would require Board of Trustees approval.

12. Deputy Chief Executive verbal update

HC noted the following:

- She would be attending a Medical School meeting on Thursday in Nottingham regarding HR and PR work streams.
- JB would be out of office most of the week.
- The final deadline for Board papers and KPI updates was 1st June 2018.

13. Any Other Business

- KM proposed a template for ESLC papers, which the group approved.
- SLi noted that the ISA Committee had been discussed with Kayleigh Teague (Campaign Support Coordinator) (KT) and Jane Kilby (Employability and Campaigns Manager) (JK) regarding the possibility of them being part of the Campaigns Network next year, which would necessitate a change in the Standing Orders if implemented.

Part B

14. Student Leader Time Analysis

- SLi queried CD's Time Analysis and the time allocated therein.
- KM requested that the group ensure they allocate their hours accurately and specifically; HC to discuss these analyses with SLM.

HC

15. Society Applications

- **ABEAST**
- **Mixology and Bartenders Society**
- These applications were approved.
- KM noted been in discussion with proposed President of Mixology Society who was very keen to build this society.

16. SL Project Applications

- **Coppafeel**



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- This application was approved.

17. Date of Next Meeting: 10am, 21st May 2018

Chair

Signed

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APPROVED