



## UNIVERSITY OF LINCOLN STUDENTS' UNION EXECUTIVE COMMITTEE

Minutes of the meeting of the Executive Committee  
Held on 8 October 2013 at 3.30 pm  
Students' Union Board Room

### **Present:**

Dan Sam, President (Chair) (DS)  
Brian Alcorn, Vice President Welfare & Community (BA)  
Ian Antwi, Vice President Academic Affairs (IA)  
Joseph Burt, Vice President Activities (JoB)

### Also in attendance

James Brooks, Chief Executive (JB)  
Ian Johnston, Membership Services Manager/Deputy CEO (IJ)  
Aidan Mersh, Representation & Student Voice Manager (AMer)  
Amanda Marshall, Executive Assistant (AM)

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| 1.1 | <b>Apologies for Absence</b><br>Apologies for absence were received from Joe Burt, Vice President, Activities (JoB)  |
| 1.2 | <b>Declarations of Interest</b><br><b>Noted:</b> <ul style="list-style-type: none"><li>• There were no declarations of interest to receive.</li></ul>  |
| 2.  | <b>Minutes of the previous meeting</b> <ul style="list-style-type: none"><li>• The minutes of the previous meeting were agreed as an accurate record.</li></ul>  |
| 3.  | <b>Matters Arising</b><br><b>Postgraduate Support Scheme Funding Bid</b><br><b>Noted:</b> <ul style="list-style-type: none"><li>• IA has written to the University today, confirming the Union's support of the Scheme.</li></ul> <b>Nettleham Rugby Club</b><br><b>Noted:</b> <ul style="list-style-type: none"><li>• JoB has received quotes, however not in the format expected. The responsibility for the quotes however lies with Nettleham Rugby Club, so this is no longer a concern for the Executive.</li></ul> <b>Representation Charter</b><br><b>Action:</b> <ul style="list-style-type: none"><li>• IA is to circulate this to the Executive before the meeting of the Executive on Friday 18 October 2013.</li></ul> <b>Casino Night – Investing Society</b><br><b>Noted:</b> |

IA

- This event will be branded as a 'black tie event'. There will be no cash prizes available, and raffle tickets instead will be used to play.

**Action:**

- JB to arrange for Web Designer Alan Bage to build a flag into the membership system for students who are under 18.

**International Dialling**

**Noted:**

- AM has now arranged for the functionality for international telephone calls to be made by Membership Co-ordinator Wayne Granger's (when he is logged in to a handset. A policy is needed for the making of international telephone calls.

**Action:**

- AM to set up meeting with JB and Administrative Support Worker Hannah Coleman to draft policy on the making of international calls with JB's guidance

AM

**Tour Options**

**Action:**

- JoB to bring two additional options for 'tour' to the next meeting of the Executive on Friday 11 October 2013 (in addition to the 'ilovetour' option already discussed at Exec'.

JoB

**Cultural Trips/Excursions**

**Noted:**

JoB has now met with and explored a number of options with IJ.

JoB

**Action:**

- JoB to bring options along to the Executive meeting on Friday 11 October 2013.

JoB

**Course Rep Email to Programme Leaders/Administrators**

**Noted:**

- This email has now been sent.

**NUS Women in Leadership Training**

**Noted:**

- DS has emailed Jeremy Buck at NUS regarding the training, who is on leave at the moment – an reply is awaited.

**Executive Board Powerpoint presentation**

**Noted:**

- This has now been emailed to IA by DS.

**NSS Action Plan – Scott Davidson (Deputy Vice Chancellor)**

**Noted:**

- All the Executive have now received this.

**Job Shop partnership arrangements**

**Noted:**

- JB has now spoken with Student Employment Co-ordinator Jessica Shields, who is now attending weekly SU Operations meetings and JB has scheduled monthly catch up meetings with her. Job Shop is also a topic for discussion at the six weekly Employability Working Group meetings (between the SU and the University's Careers & Employability Department)

	<p><b>Nightclub Sponsorship</b> Action:</p> <ul style="list-style-type: none"> <li>• JoB to follow up with IJ to ensure that email has been sent to sports clubs and societies regarding sponsorship arrangements.</li> </ul> <p><b>Freezing of Sports Clubs &amp; Societies accounts</b> Action:</p> <ul style="list-style-type: none"> <li>• JoB to explore options regarding the potential freezing of accounts and bring to the next Executive on Friday 11 October 2013.</li> </ul> <p><b>Agreed:</b></p> <ul style="list-style-type: none"> <li>• Each matter should be dealt with on a 'case by case' basis, and offending individuals dealt with appropriately via a Disciplinary Panel, in accordance with the bye laws.</li> </ul> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• JB to check what the bye laws state regarding student disciplinaries.</li> </ul> <p><b>Reps on Sub Committees at Programme Level</b> Noted:</p> <ul style="list-style-type: none"> <li>• This matter has now been referred to the Union's Elections Committee.</li> </ul>	<p>JoB</p> <p>JoB</p> <p>JB</p>
<p>4.</p>	<p><b>Sabbatical Officer verbal updates</b> <b>Vice President Activities</b> <b>Treasurer Training</b> Noted:</p> <ul style="list-style-type: none"> <li>• Feedback received on recently delivered treasurer training (for sports clubs and societies' treasurers) has been largely positive, and students feel well equipped. Students would prefer to receive the training before the summer and in a room without IT facilities.</li> </ul> <p><b>Sports &amp; Societies Council meetings (Friday 4 October 2013)</b> Noted:</p> <ul style="list-style-type: none"> <li>• The first meetings of the academic year went well, with the Sports Council enjoying a 100% attendance rate.</li> <li>• All emerging societies were approved at the Societies Council meeting.</li> <li>• JoB will work with the chair on time management of the Societies Council meetings to ensure it runs to time</li> </ul> <p><b>Pep Rally</b> Noted:</p> <ul style="list-style-type: none"> <li>• JoB is working on the Pep Rally which is due to take place on Wednesday 9 October 2013, and has 100 participants so far.</li> </ul> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>• All Exec' to promote the event</li> </ul> <p><b>Rugby</b> Noted:</p> <ul style="list-style-type: none"> <li>• The first game of the season is due to go ahead this week, and JoB is to attend at the beginning and arrange for photographs to be taken for inclusion on the SU website.</li> <li>• JoB is striving to attend as many activities as possible.</li> </ul>	

### Activities KPI's

#### Action:

- JoB to bring participation related KPI's to the next Executive Committee on Friday 11 October 2013, after liaising with the Societies Council Chair so that his manifesto points can be incorporated.

### Vice President Welfare & Community

#### Carholme Community Gala

#### Noted:

- The Gala was a roaring success and all participants seemed to enjoy it. It was fairly well attended, but not so much by students despite a shuttle bus being laid on.
- It provided an opportunity to speak with local residents, who reacted positively to the SU and its activities

### Womens' Group

#### Noted:

- BA has now met with the students who have expressed an interest in forming a Women's Group to discuss their requirements. A motion may be submitted to the next Student Council in November 2013.

### Student Mediation

#### Noted:

- BA has supported a student through a mediation process, which resulted in a positive outcome. A positive email was sent by the student to SU staff expressing their thanks and gratitude.

### Housing Booklet

#### Noted:

- BA is working on final details for the housing booklet this week.

### International Student Supper

#### Noted:

- This event took place last week and was successful, with a Laser Tag trip afterwards where some international students came long.

### Student Buddy Scheme

#### Noted:

- A former LGBT President has enquired about a buddy scheme purely for LGBT students, but caution will be exercised as training for the existing student buddy scheme is lengthy and costly and students have already been trained.

### Business & Law Buddy Scheme

#### Noted:

- One of the joint heads of the Lincoln Business School Siobhan Goggin wishes to establish a buddy scheme for Business & Law, due to the high volume of international students now in the School.

### Homesick Students

#### Noted:

- BA is aware of a homesick student who has arranged to meet other students via an Events page on Facebook. BA is going along to the meeting and will promote the Student Buddy Scheme there.

JoB

### **Carholme Litter Pick – 2 October 2013**

**Noted:**

- This event, which took place in the Carholme Ward went well and was well received by the residents. The local Co-operative donated some bin bags and allowed the team to deposit rubbish in their bins.
- A second litter pick event is due to take place on Saturday 12 October 2013 in the Monks Road area of Lincoln.

### **WERA (West End Residents' Association) Committee Meeting**

**Noted:**

- A meeting is due to take place on Wednesday 9 October 2013, where BA will be part of the panel assessing funding applications. BA also attended a Carholme Community Forum meeting which is due to take place on the same evening.

### **University's Counselling Team**

**Noted:**

- BA is due to meet with the University's Counselling Services Team Leader Julie Goode on Wednesday 9 October 2013 to discuss the Student Buddy Scheme.

### **NUS Liberation Training**

**Noted:**

- NUS has advertised its NUS liberation training days, which BA thought would be useful for groups to attend – taking place in either Manchester or London.
- Groups are experiencing difficulties with their emails, and a lack of clarity on where they 'sit' in the Union, ie under 'Activities' or 'Representation'. BA will consider this as part of his review of groups.

**Action:**

- BA and JB to put together a recommendation for the groups' structure, and bring a recommendation to the Executive on how to take this forward, by Christmas.
- BA to ensure that groups are trained in treasurer duties, and health and safety.

JB/BA

BA

### **Vice President Academic Affairs**

#### **Reps Week**

**Noted:**

- IA thanked everyone for their help with Reps' Week, and also with the lecture shout outs.
- In the region of 470-480 course rep' nominations have been received.

### **President**

#### **NSS/Marketing & Communications**

**Noted:**

- DS attended a meeting with the University's Director of Communications, Development & Marketing Elly Sample and members of her team to discuss the SU's involvement in the

promotion of the NSS. The NSS survey is due to be sent out in January 2014. The campaign will centre around making coffees and muffins available, instead of print credits (as in previous years) – as students print credit has now increased so this is less of an incentive for them to complete it.

#### **Love Lincoln**

- The University's 'Love Lincoln' campaign will also cover the Student Union's activities as well as the University's – Tweets should encompass that.

#### **University Challenge**

- The University would like the Students' Union to run the 'University Challenge', and the Union's Communications Team (Scott McGinn) is currently working on how to promote it. The University has equipment for University Challenge, and it may be done on a college by college – school by school basis.

#### **Global Corporate Challenge**

##### **Noted:**

- DS's student team came second out of all participating teams – and received a certificate at a presentation event.

#### **Living in the UK talks**

##### **Noted:**

- DS conducted these talks to international students, which went well.

#### **Widening Participation**

##### **Noted:**

- DS recently met with colleagues from the University' Schools & Colleges liaison team and discussed the prospect of sabbatical officers doing mentoring for one hour a month in secondary schools. The Union will trial this and review how it goes.

#### **Student Issues**

##### **Noted:**

- DS has been supporting an international student with fee issues, with the assistance of Director of Student Affairs Judith Carey. DS will update the Executive on this matter on Friday 11 October 2013.

DS

#### 5. **Chief Executive verbal update**

##### **Rotary Club**

##### **Noted:**

- JoB and BA are due to attend the Rotary Club Event due to take place on 17 November 2013.

#### 6. **Sports teams competing in competitions (not BUCS)**

##### **Noted:**

- Due to time constraints, this agenda item will be carried forward to the 11 October 2013 Executive Committee meeting.

#### 7. **LincTV (to discuss whether a society, group, student led project or other)**

##### **Noted:**



- Due to time constraints, this agenda item will be carried forward to the 11 October 2013 Executive Committee meeting.

8. **Any Other Business**

**Noted:**

- There was no other business to discuss.

9. **Date of Next Meeting**

**Noted:**

- The next meeting will take place on Friday 11 October 2013 at 2.00 pm in the Students' Union Board Room.

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(Chair)

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Date

Confirmed