



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

Minutes of the meeting of the Executive Committee  
Held on Friday 13<sup>th</sup> September 2013 at 2.00 pm  
In Group Room 8, third floor, GCW Library

**Present:**

Dan Sam, President (Chair)  
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) (joined the meeting at 2.35 pm)  
Amanda Marshall, Executive Assistant (AM)

**Action**

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| <p><b>1.1 Apologies for Absence</b><br/>There were no apologies for absence to receive.</p> <p><b>1.2 Declarations of Interest</b><br/><b>Noted:</b></p> <ul style="list-style-type: none"><li>• There were no declarations of interest to receive.</li></ul> <p><b>2. Minutes of the previous meeting</b></p> <ul style="list-style-type: none"><li>• The minutes of the previous meeting held on 9 September 2013 were agreed as an accurate record.</li></ul> <p><b>3. Matters Arising</b><br/><b>Employability</b><br/><b>Noted:</b></p> <ul style="list-style-type: none"><li>• IA gave his apologies for not circulating final proposal on employability to the Executive. It was noted that the proposal had initially been sent to JB and AMer by IA.</li></ul> <p><b>Representation Charter</b><br/><b>Noted:</b></p> <ul style="list-style-type: none"><li>• IA advised that this was not yet finished. He had been in discussions with Course Representation Worker Kirsty Barnes (KB) and Casework and Policy Intern Lindsay Westgarth (LW). IA has a representation meeting due to take place on Monday 16 September 2013. DS emphasised that this Charter needs to be completed as soon as possible.</li></ul> <p><b>Student Buddy Scheme</b><br/><b>Noted:</b></p> <ul style="list-style-type: none"><li>• DS made contact with the ICT Department regarding permission for BA to be granted access for the Student Buddy Inbox. Operational support staff member Joshua Leafe (JL) has now set up a 'lincolnsu.com' email account, which is currently being tested. BA's preference is to keep the 'old' mailbox</li></ul> |  |
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active temporarily. DS suggested that BA take this on from now on.

**Charities Commission**

**Noted:**

- BA's information on the Charities Commission website is now all up to date.

**Nettleham Rugby Club**

**Noted:**

- Hire of facilities was supposed to be at cost price – with costs of £80 and £90 being quoted. Students have been quoted different prices of £50 and £60, so there appears to be discrepancies on the costs charged.
- JoB will look into this and report back to the Executive Committee.

**Sports Development Officer**

**Noted:**

- The Vice Chancellor is on leave at the moment, so this matter has not yet been brought to her attention. JoB is due to attend a meeting with Sports Centre colleagues next week – so will raise the matter there.

**President verbal update**

**Noted:**

- DS is to meet with University Secretary/Clerk to the Board of Governors Paul Walsh regularly – AM to arrange meetings. JB has also emailed Paul Walsh requesting a meeting to discuss robes for the President of the Students' Union (for graduation ceremonies).

**Sports Clubs & Societies – music**

**Noted:**

- It has been confirmed to the Engine Shed that they will not be providing music.

**NSS Analysis**

**Noted:**

- IA to check with AMer regarding this action, as IA's understanding was that this was not his action.

**Law Society Constitution**

**Noted:**

- JB advised that this would be referred to as a governance project (to review the bye laws), and he would be referring this to the Board to request a volunteer to lead a bye law review.

**4. Sabbatical Officer Verbal Updates**

**Vice President Academic Affairs**

**Senior Representative Training**

**Noted:**

- IA is currently finalising plans for the senior representative training.

**Student/Staff Conference – 27 November 2013**

**Noted:**

- As the Vice Chancellor will be unavailable on the Conference date, IA has asked if she would be willing to film an introductory video to introduce the Conference instead.
- Plans for the Conference are progressing well, and IA is hopeful of having speakers for the workshops (Lewis Coakley, Union Development person from NUS).

**Employability Working Group**

**Noted:**

- The first meeting has taken place, and IA has a number of actions from the

JoB

meeting.

### **Senior Rep' training**

#### **Noted:**

- IA is due to deliver training on this and is currently finalising the Representation Charter. IA is in discussion with Scott Davidson (Deputy Vice Chancellor) regarding the promotion of the Charter.
- IA advised that one of his KPI's is for students to know who their course representative is. DS advised IA that 'shout outs' in lectures are needed.

### **Priorities**

#### **Noted:**

- IA's top three priorities are currently:
  - Senior Rep' training, Elections and Course Rep' training

### **Vice President Activities**

#### **Campus CCTV lighting**

##### **Noted:**

- JoB met recently with Sam Williams (SW), the University's Space Planning & Strategy Manager regarding CCTV provision on campus. SW has been completing a review of the lighting over the past few years. JoB and SW plan to walk around campus at night-time, as it may be a case of lack of awareness, rather than lack of provision of CCTV facilities.

#### **Varsity**

##### **Noted:**

- Derby University has declined the offer to run a final, scaled down version of Varsity this year. The emphasis therefore will very much be on the Varsity event due to take place with Hull University.
- The Executive is happy with this outcome.

#### **Gemini Project**

##### **Noted:**

- JoB was pleased to report that his NHS presentation went well, and will make up the time owed.

#### **I Love Tour**

##### **Noted:**

- JoB has a meeting scheduled with I Love Tour next week.

#### **Rugby/Football League Governing Body**

##### **Noted:**

- JoB is shortly due to meet with the Rugby/Football League Governing Body.

### **Vice President Welfare & Community**

#### **Noted:**

- BA has now heard from the Vice President of the LGBT group, and is due to meet with them shortly to move forward with groups this year.

#### **MAPS**

##### **Noted:**

- BA has met with the University's Chaplain Subash Chellaiah regarding MAPS and whether they are social or representative. It is likely that it will not form a society, due to the cost and the commitment required to lead the group. Therefore, it is unlikely that MAPS will form as a society.
- JoB is running a networking event, which may generate some interest in groups.

- A number of the current MAPS members teach, as well as having student status, therefore they don't receive communication via the typical student methods.
- BA is to plan how best to reach them, and also plans to meet with all groups to plan.

**Action:**

- BA to update contact information for groups, on the 'I' drive.

**Community**

**Noted:**

- BA has a WERA (West End Residents' Association) meeting this evening, and is now the Secretary for this group. A community meeting is due to take place on 14 September, where Ward Councillors will be present. BA has met with Heather Grover (Community Cohesion Officer) and also PC Luke Casey (Park Ward Community Beat Manager) and Gillian Fleet (Community Safety Officer).

**Mental Health Conference**

**Noted:**

- BA is due to attend a mental health conference in October 2013.

**Incoming student**

**Noted:**

- A parent of an incoming student has made contact with BA as their son is demonstrating Asperger's traits. BA has agreed to be available on move in day to be a contact person from the Students' Union on the day.

**Ceilidh**

**Noted:**

- This celebration event is taking place on 21 September 2013, and a poster has been produced.

**Action:**

- All to Tweet on this event.

**Student Buddy Scheme**

**Noted:**

- BA is currently compiling all the relevant information.
- BA is endeavouring to contact Julie Goode, the University's Counselling Services Team Leader, but she has been off sick for some time

**Meet the Street Initiative**

**Noted:**

- This is happening as soon as possible. There is an Indian Students Facebook group, which BA is a part of. They are happy to talk and have an open discussion with the Students' Union.

**Student Surveys**

**Noted:**

- BA is due to meet with the University's Director of Student Affairs Judith Carey (JC) and Learning & Teaching Co-ordinator Andy Hagyard on Monday 16 September 2013.

**President**

**GOATing meeting**

**Noted:**

- A GOATing planning meeting has taken place. AMer will be uploading a spreadsheet on to the 'I' drive. Sabbatical Officers are to fill in the missing sections, which can then be colour coded. All Sabbatical Officers are to

**BA**

**Exec'**

populate their calendars.

**Director of Estates & Commercial Facilities**

**Noted:**

- DS had his first catch up meeting with the University's Director of Estates & Commercial Facilities John Plumridge, where they discussed the University's master plan for the campus. Discussions also revolved around Article 4 and how this works. There will be a consultation period, and if Article 4 goes ahead then it is likely that landlords would be compensated.

**Student Union Advice Service**

**Noted:**

- DS and JB met with JC about the Union's proposed Advice Service, which was productive and had a positive outcome

**University's Board of Governors meeting**

**Noted:**

- DS is due to attend this meeting on Thursday 19 September 2013.
- DS has advised JC that the Student Charter is too long, and JC will be arranging for a pocket sized 'Z' card to be produced, highlighting what is important for students. It has been planned that personal tutors will hand this out.

**International Welcome Week presentation**

**Noted:**

- DS is preparing a presentation for International Welcome Week.

**Finance Wallplanners**

**Agreed:**

- DS to arrange for Finance Wall planners to be moved out of the SU at AMer's request, and stored elsewhere, as space is at a premium.

DS

5.

**Chief Executive's verbal update**

**Lincolnshire Co-op – NUS Extra card discount**

**Noted:**

- Following the recent publication by NUS of the student discount available at the Coop, JB has now received an email from Lincolnshire Co-op advising him that they are not participating in the discount scheme. JB is to complain via email to NUS (Peter Robinson). HJB will also mention the recent questionnaire which the NUS circulated to Student Unions asking teams to complete – as the questionnaire did not give the option for participants to identify which Union they were from (therefore no data could be supplied to Unions participating in the questionnaire).

**Police**

**Noted:**

- Police drop-ins due to take place in the Students' Union have now been secured. Previously they took place in Student Services, but were not frequented enough.

**Students' Union Office move**

**Noted:**

- JB and IJ will be viewing the upstairs offices on Monday 16 September 2013, and the move back in date has been set for Wednesday 18 September 2013.

**Cash Machine**

**Noted:**

- A fee to use cash machine is due to be installed in the Students' Union on

Wednesday 18 September 2103. If it is not used sufficiently enough it will be removed. The way it works is that the banks pay company (cash machine provider) 'Your Cash' to issue cash. The first 1000 transactions have zero change, then the subsequent transactions generate a 10 pence income per transaction for the Students' Union. The machine has been funded out of the funds from the £15k authorised by the Union's Board of Trustees. A £10k capacity safe was also purchased – and it was noted that this could be used to lock away secure documents.

**6. Snowflake Ball Discussed:**

- Historically the Snowflake Ball has provided a celebration evening at the half way point of the academic year. Given that the Engine Shed's area of expertise covers running events such as these, it requires a lot of time, effort and resource for the Students' Union to run such an event – however the strategy dictates that the Union should provide more events for students.
- Last year's Graduation Ball was attended by third year students only, and running an 'end of year ball' would be attractive to students from all years – with the potential to make more money.

**Action:**

- JoB to research what Lincoln venue HOME can offer in terms of a Christmas party, with a commercial interest, and update the Executive in three weeks time (4 October 2013).

JoB

**7. Multi-Faith Events Update Noted:**

- JoB and BA met with the University Chaplain Subash Chellaiah recently. Inter-Faith Week is due to take place the first week in November 2013 – where a multi-cultural showcase is planned.
- JoB to contact societies and groups, to see if they would like to participate, and can take the lead on organising events during the week.
- The SU will have a base of events, likely to take place in the Engine Shed/Platform areas.

JoB

**Discussed:**

- The presence of alcohol was discussed, and it was noted that some students may not attend a venue where alcohol was on the premises, if it was covered up. New Life Church's Conferencing facilities were suggested.

**Noted:**

- BA to speak to Jamil and then progress further.

BA

**8. Staff Engagement Award Agreed:**

- The Executive's nominations in priority order were decided as:  
1. HR/Payroll, 2. Careers, 3. Finance.

<p>9.</p>	<p><b>Lincoln College President</b>  <b>Noted:</b></p> <ul style="list-style-type: none"> <li>It had come to AM's attention whilst at Lincoln College, that their Student Union President had been selected, not elected.</li> </ul> <p><b>Discussed:</b></p> <ul style="list-style-type: none"> <li>The Executive discussed that they ought to raise this, on behalf of the student movement in Lincoln.</li> </ul> <p><b>Discussed and Agreed:</b></p> <ul style="list-style-type: none"> <li>DS and BA at the pre-arranged meeting with Bishop Grosseteste College on Monday 16 September 2013, to obtain consensus and then contact NUS regarding this matter if needs be.</li> </ul>	<p>DS/BA</p>
<p>10.</p>	<p><b>Take That Photo</b>  <b>Noted:</b></p> <ul style="list-style-type: none"> <li>JoB brought this to the Executive as this company can provide 'instant' photographs at a cost of £10, and the company will take cash and cards as payment methods. The Union would receive 20% income from each photograph taken. The organisation has its own booking system (including the ability to book on line also). The existing photographic company used takes quite some time to produce photographs for students, and many have moved out of their accommodation before the photographs are sent out.</li> </ul> <p><b>Agreed:</b></p> <ul style="list-style-type: none"> <li>The Executive agreed in principle to use Take That Photo, subject to JoB confirming the timeframe and numbers at an Executive Committee meeting.</li> </ul>	<p>JoB</p>
<p>11.</p>	<p><b>Activities Sponsorship Applications/Guidelines</b>  <b>Agreed:</b></p> <ul style="list-style-type: none"> <li>The Executive agreed to implement the three documents previously received, ie subject to small amendments</li> <li>IJ to circulate the documents to the Executive once the amendments have been made, for their approval – prior to implementation.</li> </ul>	<p>IJ</p>
<p>12.</p>	<p><b>Sabbatical Officer – additional employment</b>  <b>Discussed and Agreed:</b></p> <ul style="list-style-type: none"> <li>The Executive agreed that JoB should not engage in additional paid employment, as a photographer on club nights, as this poses a conflict of interest to JoB's role and employment.</li> <li>The Executive agreed that it would allow IA to continue to volunteer with the loose arrangement that he currently has in place, for Love Do – providing that he does not post on social media when he is 'at work' in this position, and he is to use his personal profile only.</li> </ul>	
<p>13.</p>	<p><b>Any Other Business</b></p>	

**Postgraduate representatives**

**Noted:**

- IA advised that for the School of Law he was arranging for there to be a postgraduate representative, and a deputy postgraduate representative. IA asked the Executive if these representatives could have a seat on Student Council.

**Agreed:**

- IA and DS to discuss this matter outside the meeting.

**Ghost Walk**

**Noted:**

- IA has been successful in contacting the Lincoln Ghost Walk organiser. The cost is £5 per person, and the organiser requires a guaranteed payment of £50 (for ten students) in order to agree to carry out the Walk. The timing of the walks (in order to be considerate to local residents) will be changed to 7.15 pm – and this will be altered on the Union's publicity.
- Walks will be arranged for the Thursday and Saturday of Fresher's Week (a Walk is not possible on the Friday due to annual leave).

**Agreed:**

- The Executive agreed to meet the Walk Organiser's terms, ie if the threshold of 10 per walk was not met – the Students' Union would pay for the shortfall.
- IA to bring an update to the next Executive Committee meeting.

IA

**14. Date of next meeting**

**Noted:**

- The next meeting will take place on Friday 20 September 2013, at 2.00 pm in the Students' Union Board Room.
- JB sent apologies to this meeting.

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(Chair)

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Date