



UL STUDENTS' UNION
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University of Lincoln Students' Union Executive Committee

Minutes of the meeting of the Executive Committee
Held on Monday 9 July 2012 at 1.30 pm
In the Students' Union Board Room

Present:

Jennine Fox, President (Chair)
Wesley Wells, Vice President Academic Affairs
Dan Sam, Vice President Activities
Loryn Good, College Representative – College of Arts
Hugh Lound, Officer for Students

Also in attendance

Rebecca Rock, SU Acting General Manager
Ian Johnston, SU Acting General Manager
Amanda Marshall, Officer
Ross Ironfield, SU Marketing & Communications Manager (for agenda item 9 only)

1. Apologies for Absence

- Apologies for absence were received from Francesca Anderson, Officer for Students, Andrew Twagira, Vice President Welfare & Diversity, Tom Candy, College of Science Rep' and Gooleswari Seeburn, Officer for Students, Lindsay Westgarth,

Welcome and Introductions

Noted:

- The Chair welcomed everyone to the first Executive Committee meeting of the year, and referred everyone to the Executive Committee protocol and procedure document which had been previously circulated.
- The Chair encouraged members to bring feedback from 'GOATing' sessions to Executive Committee meetings, in addition to project ideas

2 Minutes of the Previous Meeting

Noted:

- The minutes of the meeting held on 14 June 2012 were approved as an accurate record.

3. Matters Arising

NUS Cards

Noted:

- The Union will be offering a graduate NUS card this year
- A printer has now been ordered to enable the Union to print its own NUS cards

**4. Top 6 Feedback
Board of Governors**

Noted:

- The University is forecast to make a larger surplus than anticipated
- A new 'crest' logo for the University will gradually be phased in, whilst the Minerva logo will be gradually phased out; and the University plans to communicate this to staff and students next week. Additionally Sports Clubs and Societies will be communicated with as this change will impact the teams' branded equipment.

Executive Board

Noted:

- No meeting attended recently, therefore no update to receive

Academic Board

Noted:

- The last meeting was not attended, so no update to receive

Teaching & Learning Committee

Noted:

- A conference will be held in June 2013 to coincide with the end of the funding for the Student as Producer project, which is part of a multi-national conference taking place in the UK, Australia and America.
- The University of Lincoln aims to be an industry leader for Student as Producer
- The last Committee meeting was brought to an early close by a bomb scare
- The aim is to utilise the University's Conferencing department to organise this

Student Experience Committee and Academic Affairs Committee

Noted:

- No updates to receive

Noted:

- Meeting officer Amanda Marshall to book pre-meetings for all top 6 University meetings with lead officer and lead staff member and ensure that templates are provided to capture key information

5. Student Feedback from GOATing

Noted:

- An International Students Group ('ISG') meeting was attended recently by VP Academic Affairs and VP Activities – the Chinese Society is doing a lot of work at present with orientation in Lincoln

Agreed:

- ISG to be encouraged to come and talk to the SU
- Acting General Manager Rebecca Rock to email ISG's administrator to ensure the SU is included in future communications/invitations

Noted:

- Sports Officer Jade Snedeker has scheduled in five GOATing sessions per week

Discussed:

- The importance of a physical presence and regular diaried sessions for GOATing. Officers need to discuss how they as a team would like to approach this, with funding to support it coming from the projects budget

Agreed:

- Officers to forward their ideas on GOATing to the Chair so they can be brought to a future Executive Committee meeting for a collective decision

6. Campuses

Hull

Noted:

- The University's Hull campus is closing, and only second and third year students remain
- These students will be housed in accommodation on the University of Hull's campus
- Lincoln SU is currently in talks with Hull SU to work out how they can support our students – and a visit by the Chair and Acting General Manager Rebecca Rock is planned for next week

Riseholme

Noted:

- There will only be 24 students living at Riseholme next year
- Bishop Burton will be managing the campus, and the University of Lincoln will letting it to them

Agreed:

- Acting General Manager Ian Johnston and President Jennine Fox to draft an email to those handling the transfer (Andrew Atherton and John Plumridge) about plans for usage of facilities

7. Comments Boxes

Noted:

- VP Academic Affairs raised the question of whether there is funding available to supply more SU comments boxes across campus

Discussed:

- Someone needs to be allocated to empty the feedback boxes on a regular basis
- The need to promote the location of the boxes and encourage students to use them

Agreed:

- SU Feedback Group to consider how to tie this down and implement it and bring back to a future Executive Committee meeting

8. Elections

- Deputy Chair
- Deputy President
- Trustees

Noted:

- There are vacancies for trustees for two full-time and two part-time officers
- A training day will take place in August on the role of being a trustee, for existing and incoming trustees

Agreed:

- Acting General Manager Rebecca Rock to circulate document showing responsibilities
- Interested individuals to prepare a paragraph on why they feel they would be good for the role (ie particular skills or qualities they have to offer) – to be read out at Exec' before it is put to a vote by the Committee

9. SU Application (App')

Noted:

- SU Marketing & Communications Manager Ross Ironfield briefed members of Executive Committee on the merits of the SU

implementing a mobile telephone application – the purpose of which would be to provide up to date information on officers, links to the SU website and news and events information (plus possibly maps)

Discussed:

- There are cost implications to consider, possible conflicts with existing sponsorship arrangements, and discussions need to take place with the University to ensure there is no duplication
- A month's trial with provider Oohla la was suggested, as this has been very successful in America and they are currently in discussion with various HE institutions
- Clarity on how it would operate is essential and it would rely on the information on the SU website being brought up to date and maintained

Agreed:

- SU Marketing & Communications Manager to discuss proposal with the University to ensure no cross-over or duplication, and come back to Exec' with a project proposal
- The priority is for the SU website to be brought up to date

10. Student Switch Off

Noted:

- The University has signed up to the NUS Student Switch Off national campaign, which essentially encourages students to save energy, and switch off lights and electrical item to conserve energy – and there are some incentives in return for doing this
- The University (specifically the Carbon Reduction Manager Cara Tabaku) has approached the Union asking for their support with this campaign, which the University has signed up to
- Student Council did form a student group recently dedicated to looking at environmentally friendly initiatives

Agreed:

- Cara Tabaku, Carbon Reduction Manager, to be invited to the next Executive Committee meeting on 19 July 2012 to provide clarity on exactly what support the University is seeking from the Students' Union

11. Communications Priorities

Agreed:

1. Graduation Ball
All Exec' members to promote this at every opportunity
2. Freshers' Week

Noted:

- Graduation Ball tickets sold so far: 500, with on target sales of 700

12. SU Calendar Review

Noted:

- The SU Calendar is used as a planning tool for the SU and officers are encouraged to familiarise themselves with it and refer to it on a regular basis to assist with planning and resources as a team
- Receptionist Maggie Pocklington will circulate access details to the Calendar shortly
- The Calendar will assume 'change control' status, whereby any date changes will be required to be approved at an Executive Committee meeting

13. Staff Update

Noted:

- It was noted that the end of year information provided was very 'statistics heavy', and all figures are up on last year (on participation)
- These statistics help the Union to set targets for next year, and show the contact the Union has had with students

14. Finance

Volunteer Logs

Noted:

- It was noted that more volunteer logs may be returned if there is an option to return them electronically

Agreed:

- This suggestion to be passed on to the Volunteering Department

Noted:

- The Management Accounts will be laid out differently next year

15. Any Other Business

Noted:

- Acting General Manager/Representation Manager Rebecca Rock advised the team that she had written to the ULSU Board of Trustees to give notice, and would be leaving the Union at the end of August 2012 – with her last working day being 30 August 2012.

Executive Committee Reports

Agreed:

- The team decided to adopt the current Executive Committee Report template, and noted that these were required at each 'month end' Executive Committee meeting

Freshers' Week activities

Noted:

- VP Activities suggested having an ice-cream van outside the SU – as this would be eye-catching and potentially attract students to the SU

Agreed:

- SU Acting General Manager Ian Johnson to check insurance and risk assessment

Noted:

- SU Reception plan to have two gazebos at the front of the SOAP Centre all week during Freshers' Week

Agreed:

- The distinction between 'sport', 'society', and 'group' should align with NUS. A conversation outside this meeting needs to take place to clarify the distinction between these groups of students/

16. Date of next meeting

Noted:

- The next meeting (mid month) of the Executive Committee will take place on Thursday 9 July 2012 at 4.00 pm in the SU Board Room

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(Chair)

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Date