



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

Minutes of the meeting of the Executive Committee
Held on Friday 20th 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)
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)
Alex (Investing Society)
Amanda Marshall, Executive Assistant (AM)

Action

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| <p>1.1 Apologies for Absence
Apologies were received from James Brooks and Ian Antwi</p> <p>1.2 Declarations of Interest
Noted:</p> <ul style="list-style-type: none">• There were no declarations of interest to receive. <p>2. Minutes of the previous meeting</p> <ul style="list-style-type: none">• The minutes of the previous meeting held on 13 September 2013 were agreed as an accurate record. <p>3. Matters Arising
Nettleham Rugby Club
Noted:</p> <ul style="list-style-type: none">• The Club is now offering the same prices. Home games have now been booked in, and JoB is to check how payment is being made. <p>Finance Wallplanners
Noted:</p> <ul style="list-style-type: none">• DS has now arranged for the Wall-planners to be moved from the SU Reception area. <p>Ceilidh – Saturday 21 September 2013
Noted:</p> <ul style="list-style-type: none">• There has been a lot of interest in the event, particularly from international students. <p>Activities Sponsorship Applications/Guidelines
Noted:</p> <ul style="list-style-type: none">• Amendments have now been made to the documents, and they have been finalised. <p>Representation Charter
Agreed:</p> <ul style="list-style-type: none">• This action has been carried forward, with IA to bring it to Exec' as soon as it | <p>Action</p> <p>JoB</p> |
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has been through the various University Committees

IA

4.

Sabbatical Officer verbal updates

Vice President Welfare & Community

Community Cohesion Meeting – County Hall

Noted:

- DS and BA attended a Community Cohesion meeting, where a huge range of influential representatives from the community were present. The focus was very much on community, and students were not discussed on this occasion.
- Forthcoming events were mapped out.

Bishop Grosseteste College meeting

Noted:

- BA and DS had a positive initial meeting with the sabbatical term at Bishop Grosseteste College, and plan in future to have a wider meeting involving part-time officers.

Community First Funding Bid

Noted:

- BA recently met with Heather Grover, and has completed the first part of the bid.
- BA has now been added to the Community First Funding Panel

International Students

Noted:

- BA has met with lots of international students and has been promoting the Ceilidh event, due to take place on Saturday 21 September 2013.

PhD Student meeting

Noted:

- BA joined an international PhD student in a meeting with the students' Head of School regarding funding for their final year. Casework & Policy Intern Lindsay Westgarth conducted research in advance of the meeting, but the outcome fell in favour of the school as they were correct.

New Life Church

Noted:

- New Life Church is keen to get involved with the Student Union's activities. It makes sense to run joint activities, and get more students involved. There are plans to use New Life's Global Café.
- New Life has emailed volunteering opportunities through to BA, and BA will follow this up.

West End Residents Association (WERA)

Noted:

- BA attended a WERA meeting on the afternoon of Wednesday 18 September 2013, which was followed by a Commons Advisory Panel meeting.
- DS emphasised the need to talk about everything that the Students' Union has been doing, particularly the visual activities – ie the litter picks, and the upcoming Brayford dredge.

Student Buddy Scheme

Noted:

- All of the eight student buddies who attended the training, have now passed.
- As Julie Goode, from the University's Counselling Service is still off sick, BA has received a telephone message from Julie's colleague offering to take on

the mentoring in Julie's stead.

Housing Booklet

Noted:

- The copy of the housing booklet is due to be finalised today, and Graphic Designer Amy Leigh Sellers will be completing the booklet on Monday 23 September 2013.

Brayford Radio

Noted:

- The Students' Union has a slot on Brayford Radio on Monday evenings between 6.00 pm and 7.00 pm.

President

University Board of Governors meeting

Noted:

- DS gave a presentation to the Board, on the Students' Union, which was well received.
- The Chair of the Board of Governor's Haydn Biddle is due to visit the Students' Union, on a date yet to be confirmed, in February 2014.
- Governor Diana Gilhespy will also be visiting the Union periodically
- The Vice Chancellor has introduced 'Governor as Producer', and each Governor has been assigned to an area of the University – each being issued with a set of KPI's; so that they contribute regular outputs.

Careers Service Meeting

Noted:

- DS recently met with Mark Stow, the University's Head of Careers & Employability regarding careers and widening participation. The VC has tasked the Careers Service with putting together a widening participation database which captures trends along the student journey – and she wishes them to get in contact with schools.
- The next meeting will be to determine how to join everything up (ie community, Kids on Kampus).
- DS to update the Executive after the next meeting has taken place.

Holbeach

Noted:

- DS met with Val Braybrooks, the Dean of Holbeach & the National Centre for Food Manufacturing, to discuss the best way of engaging Holbeach based students
- Enrolment talks are the best time to engage students, and the next one is due to take place some time in November 2013. The Union may spend the day there, and promotional materials are currently being worked on in readiness.

Lincoln City Council

Noted:

- There may be structural changes taking place soon at Lincoln City Council, as the Chief Executive is due to leave shortly

University's Honours Committee

Noted:

- DS has been given a seat on this University Committee. AMer suggested that DS consider putting forward recent graduates (ie tapping into and strengthening the alumni network).

Vice President Activities

Sports Centre Meeting

Noted:

- JoB attended a recent meeting with the Sports Centre team, and there is now a better draft strategy to work to which includes KPI's.
- IJ and JoB are due to attend a further meeting on the Thursday after Fresher's Week (3 October 2013).

Sports Clubs & Societies

Noted:

- Following notification of a deficit on their accounts, some sports clubs and societies have approached JoB and the Union's Finance Controller Dean Howard, to set up a payment plan. JoB advised they had been very positive about this, and some were looking at fundraising and sponsorship opportunities.

Finance Training for Sports Clubs & Societies

- Intensive finance training for sports clubs and societies is due to take place soon, and there will be a constant review on financial activities over the coming year.

Sports & Societies Officer – training

Noted:

- JoB carried out training for the sports and societies officers on Wednesday 18 September 2013, which went well. They are both keen to start and be involved in the Union

5. Casino Night/Gambling – Investing Society

Noted:

- Alex, from the Investing Society would like to run a Casino Night, but would first like to obtain the approval of the Executive. The event is in the planning stages at the moment). Alex suggested charging £10 entry for the evening – where each attendee would receive a certain amount of chips.
- IJ advised that the Students' Union currently only has a gaming licence, and IJ advised that he would need to speak to Lincoln City Council regarding licencing arrangements for the evening.
- It is not permitted to give out money as a prize/s

Agreed:

- The Executive agreed to the evening in principal.
- IJ to contact Lincoln City Council to explore licencing arrangements for the evening and liaise with Alex from the Investing Society regarding the outcome.

IJ

6. Law Society Sponsorship with Revolution

Noted:

- The Law Society has sought out sponsorship with local bar/nightclub Revolution.
- The sponsorship to the Society entails offering a 10% cashback deal providing £300 has been spent by the Society over the year.
- The Executive was concerned that this was promoting drinking, and felt instead that Revolution could dictate numbers, but not actual spend
- JB and AMer due to attend a meeting with Revolution later today.

7. Hlovetour – for the SU tour provider

Noted:

	<ul style="list-style-type: none"> • JoB met recently with this tour provider, who are part of the Thomson travel agency. • JoB's opinion was that the business model was flawless and health and the health and safety document was comprehensive • The Executive were aware that students unofficially use this tour provider • The Executive tasked JoB to obtain two further quotations, to ensure that due process has been followed and the best option obtained for students. 	JoB
8.	<p>Zone Conference 30/31 October 2013</p> <p>Noted:</p> <ul style="list-style-type: none"> • JoB and DS would really like to attend this, but it was noted that the first meeting of the Student Experience Committee is due to take place on 31 October 2013. <p>Agreed:</p> <ul style="list-style-type: none"> • Job and BA will attend the Zone Conference. 	
9.	<p>Postgraduate Support Scheme Funding Bid</p> <p>Noted:</p> <ul style="list-style-type: none"> • In IA's absence at rep' training, DS introduced this agenda item on his behalf. The Support Scheme is a Scheme funding by the HEA (Higher Education Authority). It is a research project, undertaken by the University and essentially the Students' Union just support it. The lead staff member on the project is a member of staff from the University's CERD Department. • The Scheme is to fund scholarships for students, and the funding pot is in the sum of £350,000. • IA learned of the Scheme from a contact at NUS (Adam Wright). • The Students' Union would have expected CERD to speak to them about this, as it affects students directly. <p>Action:</p> <ul style="list-style-type: none"> • IA to write to the University confirming that the Students' Union supports this Scheme. 	IA
10.	<p>Any Other Business</p> <p>Alton Towers Trip</p> <p>Noted:</p> <ul style="list-style-type: none"> • Five coaches have been reserved for this trip, and ten SU people are required to act as coach monitors/responsible people for the day • IJ suggested using SU Helpers <p>Action:</p> <ul style="list-style-type: none"> • JoB to contact SU Helpers to see if they are available to help on this day <p>Noted:</p> <ul style="list-style-type: none"> • IJ advised that volunteers would need to be briefed on their coach duties for the day. <p>UCAS Fayre, 7 October 2013: Manchester</p> <p>Noted:</p> <ul style="list-style-type: none"> • BA has been contacted by the School of Media's PA requesting that he join the Head of School and the students representatives at an upcoming UCAS Fayre to promote Audio Production • AMer advised that BA check to see if school representatives were attending, 	JoB

to ensure that elected reps are involved and utilised in the process

BA

SU Helpers – rewards

Noted:

- IJ advised that he did not have any rewards to give to the SU Helpers this year.

Agreed:

- The SU Helpers would be given Dominoes Pizza as a reward, after their training session on Saturday 21 September 2013.

Link TV – student led project

Noted:

- AMer advised that some work is needed to be carried out with the students involved in this project, to ensure that it is actually a proper student led project. It was noted that the group were doing really well and AMer wanted to ensure that they get benefits out of the project.

Confirmed



14. Date of next meeting

Noted:

- The next meeting will take place on Friday 27 September at 2.00 pm

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(Chair)

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Date

Confirmed