



ULSTUDENTS' UNION
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**University of Lincoln Students' Union
Executive Committee**

Minutes of a meeting of the Executive Committee
Held at 10.30am on Wednesday 29th Sept. 2011
In the Students' Union Board Room

Present [shown in bold]:

Jennine Fox – VP Academic Affairs

Ary Sharif – President

Kayleigh Taylor – VP Welfare & Diversity

Andreas Zacharia – VP Activities

Gemma Cobby – Non Portfolio Officer

Kelly Nicholls – Non Portfolio Officer

Maryam Saghir – Liberation Officer

Sam Whewall – Community Action Officer

In attendance:

Mark Crowhurst – General Manager

Maggie Pocklington – Support Administrator [Officer]

Note: - the meeting was not quorate so any decisions are for guidance only

1. Apologies for Absence

AS, KT MS

2. Minutes of Previous Meeting

The minutes of the previous meeting 14th Sept 2011 were accepted as an accurate record.

3. Matters Arising

Actions outstanding:

Website:-

Action: AS to review with Ross how Bullet/website content is produced and provided [KT available to assist if required]

Exec/Sabb regular reporting:-

Action: All Sabbs to each review how they report e.g. monthly, considering SUEI report recommendations and agree the way forward at their weekly meeting .

Link way forward with reports with Exec Protocol, meeting guidelines [including how these are adhered to] and the Top 6 briefing report templates [all available on idrive for reference].

Protocol to be updated once way forward agreed, including information to go to web site.

Reports from Exec are used by Rebecca Rock to collate the information for Student Council Reports. Note RR does not write the reports. Note 1st SU Council is on 17th Oct.

To be reviewed at next meeting.

4. **Top 6 Feedback**
None

5. **Student Feedback from GOATING**
Discussion regarding current temporary accommodation cabins in Festival and Delph Gardens on Brayford Campus. It is understood that immediate focus is on relocating students with disabilities.
Noted: GC concerns regarding lack of cooking facilities and timing of exit from these premises due to temperatures in winter months.

Action: - MP to mail last accommodation brief after student meeting to Student Officers
Action: - KT to keep all staff and officers briefed from Steering Group.

6. **Campuses**
JF reported Riseholme are considering a student council being set up, possibly on a monthly basis.
JF also raised with Riseholme students she met that they should consider running in by election.

7. **Democracy Updates**
StARs – reps to be identified over next few weeks for accommodation

Senior reps – JF reported training held last week and although not all attended training went very well, this was supported by GC.

Elections – MC reported that notification posters are out and emails due to be sent next week. Final test to be run to enable students to log in to vote using only one log in.

8. **Finance**
No concerns or queries raised.

9. **Exec reports**
None

10. **Team Brief**
No queries. MC reported key points were that Grad Ball sold just under 1100 tickets; Fresher Fayres [both commercial and S+S] had over 12k plus visitors.

MC advised that new Democracy Worker due to start on 10th October 2011 will report to Rebecca Rock and will take the support role for Trustees, SU Council and SU Executive meetings.

11. **Project Updates**
Grad Ball:
Tickets sold 1081 slightly below last year however in light of other attendances at Graduation events it is a good result and only complimentary comments have been received on the ball. Congratulations to AZ and IJ for all their efforts to achieve this.

WEB Site:
MC reported final tweaks to be done including the welsh on news feeds.
General feedback is good so far and S+S groups are able to access accounts online – link is provided at their financial training.

Freshers:
Overall the week went very well and having staff on stand helped officers to circulate.
Action: MP to arrange a review meeting in approx 2 weeks time with Sabbaticals, staff representative from each department and invite student officers.
PEP Rally
Date confirmed as 5th Oct. 5pm – 8pm with an ‘Olympic Theme’. AZ is progressing organisation and posters, reception TV and S +S email are done to promote the event.
Action :AZ to brief reception to promote Rally.

12. **Campaigns**
NUS activity starting around latest HE white paper but no information regarding possible November demo.
13. **SU Calendar review and update:**
Action: MP to update regarding joint Xmas Party on 7th Dec.
14. **Communications Priorities –**
Agreed: as PEP Rally and By Election.
15. **Any other business**

Open Days – Brayford campus

MC advised that SU has been formally asked to support the Open Days with a stand in Atrium and opening SU Reception Soap.

Proposal is that only SU Reception Soap is opened with minimum of two staff [1 staff and 1 student staff]. Also Jess has been able to relocate her base for Open Days to be in Job Shop.

Next dates are Sat 1st + 29th Oct and 12th + 26th Nov.

Agreed: the proposal was agreed and Sabbaticals will offer support however none are available for this Saturday due to short notice.

Action: MC advise University of our intentions.

Promotion of Sabbatical Officers: Officers intend to focus promotion next year on their representational responsibilities and discussed some ideas under review. In particular the 'cardboard cut out' idea.

Action: Sabbs to meet with Ross [meet booked week after Freshers]

Meeting is to discuss ideas for promotion of sabbatical officers and agree what & how to progress.

Ideas mentioned so far are:-

- cut outs
- 'photo frames'
- TV presentation reception
- TV outward facing from SU Reception/Soap centre area

Locations to be considered:-

- SU Reception
- Board in Atrium
- other campuses in particular Riseholme
- other key Brayford buildings.

International Student Forum

AS reported that after discussions with International Office and RR + MC, he proposes an initial International Student Forum is held by SU in conjunction with International Office.

Note: Proposal agreed and to be taken forward by AS

Action: AS to establish if an international Student may sit on Student Experience Committee

SUEI – next steps

Discussion held re above and it was agreed that following meetings should be held to consider implications of progressing SUEI to next level alongside other commitments and identify options of when this should be undertaken. [2-3 year process]:-

Action: MC to ask RR to issue report on SUEI proposals

Action: MC to meet with staff

Action: Sabbs to meet together.

Next meeting Tues 25th Oct. 10.30am

I certify that the above minutes are a true and accurate summary of the meeting held on 29th September 2011, and have been approved by the Executive Committee. These minutes will now be publicly available.

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Jennine Fox (in absence of a Chair)

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Date

AGREED