



UL STUDENTS' 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 14th Sept. 2011
In the Students' Union Board Room

Present [shown in bold]:

Jennine Fox – VP Academic Affairs

Ary Sharif – President [Chair]

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

Note – Student Officers invited only [attendance expected upon return to University]:-

In attendance:

Mark Crowhurst – General Manager

Maggie Pocklington – Support Administrator [Officer]

1. Apologies for Absence

AS

[NB not required for Student Officers]

Action: MP to remind student officers of next meeting date and they are required to attend or send apologies

2. Minutes of Previous Meeting

The minutes of the previous meeting 6th 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 with an SU how they report, SUEI report and then discuss at a Monday 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**
None
6. **Campuses**
AS advised that the MAB Project is now terminated due to technical building issues. AS confirmed that the name change to Minerva Building is still to go ahead.
7. **Democracy Updates**

StARs – reps to be identified over next few weeks for accommodation

Senior reps – training due on 22nd Sept

Elections - steering committee held and dates set and in annual calendar
8. **Finance**
N/A
9. **Exec reports**
N/A
10. **Team Brief**
N/A
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.

ULSU Strategy
 Implementation plans discussed at Trustees on 25th Aug. and agreed in principle.
Noted: MC has requested departments to provide 'Smart' objectives for department plans by 16th Sept. for consolidation and then reporting back at next Trustees meet on 11th Oct.

Freshers:
 Coffee morning 12th Sept reviewed all key activities and discussed sabb involvement and 2 key questions agreed.

Action: JF circulate two key questions to SU Team, requesting 'have your say' cards to be used for comments. [RR establishing we have sufficient of these cards.

Noted: KT reported that key message for SU Team during Freshers are to be 'GET INVOLVED' and sabbs focus will be on Fresher Fayres/Community Gala with presence at Riseholme and enrolment.

Action: MC to ensure we have a staff rota for Tuesday Fresher Fayre to support student staff on SU stand.

PEP Rally
 Date confirmed as 5th Oct. 5pm – 8pm with an 'Olympic Theme'. AZ is progressing plans and, will identify when and where support & help is required and contact team for help.
12. **Campaigns**
None

13. **SU Calendar review and update:**
Action: MP to advise SU Team that calendar is under change control and put copy into Board Room [Done].

14. **Communications Priorities –**
Agreed: as PEP Rally, new Website and By Election.

15. **Any other business**

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 Studne4t Experience Committee

Accommodation Issue – press enquiries

Action: MC to draft a note for issue to press/go onto web site after KT agreed content on behalf of allSabbs.

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 when the decision needs to be made by and advise team

Action: MC to meet with staff

Action: Sabbs to meet together.

Next meeting Thurs 29th Sept. 10.30am

I certify that the above minutes are a true and accurate summary of the meeting held on 14th September 2011, and have been approved by the Executive Committee. These minutes will now be publicly available.

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Kayleigh Taylor PPAry Sharif (Chair)

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Date