

**MINUTES OF UNION EXECUTIVE COMMITTEE MEETING**  
**Held at 2pm on Tuesday 7 June 2016**

Present: President (Chair), Vice-President Activities (VPA), Vice-President Education (VPE), Vice-President Scarborough (VPSc), Vice-President Sport (VPS)  
Attending: Chief Executive (CEO), Membership Services Director (MSD), Marketing & Communications (MCM), Administration Co-ordinator (AC, minutes)

1. **Apologies**  
Received from Vice-President Welfare & Community (VPWC)
2. **Minutes of previous meeting**  
Approved as a correct record
3. **Matters arising** - See attached
4. **Sabbatical Engagement** - Not discussed
- 5 – 10 **Zone reports – circulated and taken as read** (see attached)
5. **Governance Zone**
  - President is writing the accessibility report, VPA to send the contents table used in the student experience report to President. **Action: VPA**
6. **Sports Zone**
  - Next year the AU Exec will receive more support from the Sports Development team. MSD to follow up mentor style sessions with the Sports & Societies Co-ordinator (SSC). **Action: MSD**
  - Next year clubs will have access to more funding from the University as part of the Talented Athlete Programme (TAP).
8. **Activities Zone**
  - VPA is holding an employability event on 9 June, Sabbs to promote this event to students and volunteers. **Action: Sabbs**
11. **Chief Executive & SMT**
  - CSD updated UEC on progress with the summer CAPEX works proposals.
  - MCM has met with C4DI to develop a WelcomeFest app. Marketing are working on material for WelcomeFest.
  - MSD is looking at data sharing between HUU and the University, to see if HUU have any information that could help the University. Some members of SVOT are visiting Lincoln to learn more about how SUMS can be used to upload forms and trip packs for students.
  - This week HR are receiving additional support from Laura, who is gaining work experience. Laura is working on the employee engagement survey feedback from recent staff sessions.
12. **Any Other Business**
  - a) **Student Experience Report**
    - VPA to add a contents table to the student experience report and compile a list of recommendations to take to the University. **Action: VPA**
    - MSD, VPS and VPA to look at creating an action plan to present to the University Senior Management Group. **Action: MSD, VPS, VPA**

b) **Honorary Life Membership**

- Honorary life memberships were approved for Giles Davidson, Laura Huntenburg and Angela Suriyakumaran. AC to issue lifetime membership numbers. **Action: AC**

c) **Sabb Leaving Party**

- The Sabb leaving party will be on 1 July at 3pm, University staff will be invited to attend from 4pm.
- VPE to advise AC of venue, timings and catering requirements. **Action: VPE**
- Sabbs to invite University staff to attend. **Action: Sabbs**

d) **Membership Services Support Staff**

- MSD to list Advice Centre roles and circulate document to Sabbs to be included in handover packs. **Action: MSD**

13. **Reserved Business** – none reported

14. **Next Formal Meeting** - Tuesday 21 June 2016

## UEC REPORT - WEEK ENDING 3 June 2016

This report should be completed each Friday and emailed to Sally/Emily together with any papers for the meeting

NAME: Chubike 'Chuby' Okide	
I'd like to thank	*Everyone working at HUU for the time and dedication that was putting on an incredible End of Year Ball.
Things I'm proud of	*Hosting the End of Year Ball.
General updates	Will be having a meeting with the University Registrar along with the VP Activities to talk about Meeting room 5.
Update on my objectives	* The last Sabb sofa took place on May 5 <sup>th</sup> and it was used for creating awareness for the EU referendum. * ONGOING-#ActionForAccess has wrapped up its 2 <sup>nd</sup> phase with an accessibility drop-in session that took place on May 6 <sup>th</sup> , feedback from it will be going into phase 3 which is the compilation of data and writing a report.
I need support with	Nothing at the moment except I am working on my accessibility report.

## ENGAGEMENT BREAKDOWN

Week ending	Total hours worked this week (max 40 hrs pw)	Hrs spent engaging with members (ie time spent face to face with students)	Type of engagement (description)	Engagement hrs as % of total hrs worked
03/06/2016	38 hrs	0hrs		0%

### UEC REPORT – WEEK ENDING 3 June 2016

<b>NAME:</b> Matt Evans	
<b>I'd like to thank...</b>	<p><b>Tania Struetzel (Governance &amp; Democracy Co-ordinator)</b> – for a great day visiting MDXSU (Middlesex SU).</p> <p><b>Rest of the Sabb Team</b> – for their contributions and support through some of their last Board meeting.</p> <p>All of the HUU Staff Team who contributed to End of Year Ball – it was a great event and was a huge team effort. Thank you and well done.</p>
<b>Things I'm proud of...</b>	<p>Visiting Middlesex SU and looking at their governance and democracy stuff – really interesting and some interesting ideas to bring back to HUU.</p> <p>Chairing the Board of Trustees for the first time (and surviving – I think).</p>
<b>General updates...</b>	<p>Work with the University on the HUU Funding work streams is ongoing, and is progressing well.</p> <p>Similarly, I am continuing my work with the University on the Shape Review and the Faculty Hubs proposed for 2016-17.</p> <p>I have started work on the next stages of the Governance Review ready for next academic year.</p>
<b>Update on my objectives...</b>	All completed. A lot of the work on the Academic Representative structures has been superseded by the shape review and the governance review work.
<b>I need support with...</b>	Writing my handover and ensuring a well-planned handover week for Matt T.

### ENGAGEMENT BREAKDOWN

Week ending	Total hours worked this week	Hrs spent engaging with members	Type of engagement (description)	Engagement hrs as %
27.05.16	0	0	Holiday	0
03.06.16	40	3	Bank holiday Monday. Education Zone end of year meal.	7.5%

## UEC REPORT - WEEK ENDING 3 June 2016

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<b>NAME:</b> Kathleen Brook	
<b>I'd like to thank</b>	Vicky Dean (Sports & Societies Co-ordinator) for all of the work she puts in to keep societies running.  Angie Drinkall (Volunteering Co-ordinator) for all of her work with HUSSO and RAG.  Rachel Kirby (MCM) and Liz Pearce (MSD) – it's been a really tough week for me and I couldn't have managed it without you two, thank you!
<b>Things I'm proud of</b>	Getting the info about the employability sessions out to students.
<b>General updates</b>	Focusing on handover writing, planning the employability sessions and creating recommendations for the VPA Elect.
<b>Update on my objectives</b>	Done as much as possible, writing up KPI's and recommendations for next year.
<b>I need support with</b>	Advertising the employability session!

## ENGAGEMENT BREAKDOWN

Week ending	Total hours worked this week (max 40 hrs pw)	Hrs spent engaging with members (ie time spent face to face with students)	Type of engagement (description)	Engagement hrs as % of total hrs worked
03/06/2016	37.5	5	Meetings, chats, 1:1 with volunteers	13%

### UEC/SEC REPORT - WEEK ENDING 3 JUNE

This report should be completed each Friday and emailed to Sally/Emily together with any papers for the meeting

<b>NAME: Si Hernandez</b>	
<b>I'd like to thank</b>	<p>Jim Black (Estates), Beth Hampshire and Jess Dumelow (FoE Course Reps) – For their helping co-ordinating the FoE party.</p> <p>Kathryn – For her assistance and ideas in event planning.</p>
<b>Things I'm proud of</b>	Getting on top of the workload and being able to plan ahead.
<b>General updates</b>	<p>In regards to the transition, Grimsby have announced that it will be very unlikely that they will be having a cohort based on the Campus next academic year. This adds to concerns of overcoming the vibrancy issue.</p> <p>Attended Board of Trustees; whilst the agenda was packed, a lot of progress was made. The proposed designs for the commercial refits do seem promising; it is clear a lot of thought has gone into them.</p> <p>Helped to co-ordinate an end of year party for the Faculty of Education students in Scarborough, which was successful. Worked with the Estates staff and students volunteers to ensure staging and audio equipment was assembled and taken down afterwards.</p> <p>Met with Sant'Angelo Events and Joanne Parker (Marketing and Events Manager) to discuss further plans for GradFest and WelcomeFest. This seems very positive for event co-ordination next year.</p> <p>Discussed plans for "Achieve 2016" with Adele Duffield (Student Success Advisor) and Kathryn. The event is a week of academic conferences, workshops and social events.</p> <p>Met with Mike Lynskey, of Sant'Angelo Events. Discussed ideas and events for both WelcomeFest and beyond for next academic year. Shared ideas on community events.</p>
<b>Update on my objectives</b>	Objectives now completed.
<b>I need support with</b>	Budget plans for next year.

### ENGAGEMENT BREAKDOWN

Week ending	Total hours worked this week (max 40 hrs pw)	Hrs spent engaging with members (ie time spent face to face with students)	Type of engagement (description)	Engagement hrs as % of total hrs worked
03/06/16	28 (Monday; Bank Holiday, Tuesday; Annual Leave).	4	Faculty of Education party.	14.28%

### UEC/SEC REPORT - WEEK ENDING 27 MAY

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<b>NAME: Si Hernandez</b>	
<b>I'd like to thank</b>	<p>Karen Thornton – For flagging issues with event co-ordination.</p> <p>Jim Black (Estates) – For his knowledge of equipment and reliab to getting the job done.</p>
<b>Things I'm proud of</b>	Co-ordinating the handovers of the Scarborough Exec for group and individual sessions.
<b>General updates</b>	<p>Met with Mike Lynskey, of Sant'Angelo Events. Discussed ideas and events for both WelcomeFest and beyond for next academic year. Shared ideas on community events.</p> <p>Discussed the operations side of events with Karen Thornton (Campus Operations Manager), Tracy White (Accommodation and Estates Manger), and Joanne Parker (Marketing and Events Manager). A review of Calvino's events is now in place, with a proposal for a Manager to be on site when events take place.</p> <p>Met with Jackie and the solicitor to discuss the student complaint, outlining what communications and reactions to the transition the University has taken. A final report is to be written and sent to the University.</p> <p>Discussed plans for what HUU operations should look like next year, with Jackie. This may involve extended the duties for Kathryn as Scarborough Co-ordinator, as well as furthering links with Hull staff.</p> <p>Attended the Faculty of Education Scarborough Transition Group. The Dean has been asked to publish office hours on doors for staff next year. In addition, assignment feedback issues were raised.</p> <p>Trained by Calvino's and IT staff in how to set up audio equipment, Macs, and speakers for events. This highlighted the issue of necessity for training for Estates staff as well.</p> <p>Supervised Scarborough Exec handover sessions, including one to one Officer handovers, as well as group Exec handover to give overview of HUU in Scarborough.</p>
<b>Update on my objectives</b>	Objectives now completed.
<b>I need support with</b>	Making links with local interest groups for community link ups.

### ENGAGEMENT BREAKDOWN

Week ending	Total hours worked this week (max 40 hrs pw)	Hrs spent engaging with members (ie time spent face to face with students)	Type of engagement (description)	Engagement hrs as % of total hrs worked
27/05/16	40	4	One to ones with students.	10.00%

### UEC REPORT - WEEK ENDING 3/6/16

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<b>NAME: Ashleigh Davies</b>	
<b>I'd like to thank</b>	Emily (Admin Co-ord) for always being there to support us as Sabbs. Matt (VPE) for listening to me moan about my handover pack but supporting me to get through it. Andy (CSD) and Liz (MSD) for never being too busy to just have a quick chat about anything. All commercial team for planning the ball this week, I'm sure it will look great.
<b>Things I'm proud of</b>	Getting stuck in with my handover pack writing, it's not too bad actually!
<b>General updates</b>	Need to chat to Andy about check your drink strips, I'll be drafting him an email outlining the prices of this. It will be a UEC decision on how much we can spend on these out of the general campaigns budget as we have the money to do it.  Have been working on DBARN and all things waste and housing with Jen and members of the community.
<b>Update on my objectives</b>	Objectives complete.
<b>I need support with</b>	Feeling a bit run down, if I seem like I'm moody – I'm not!

### ENGAGEMENT BREAKDOWN

Week ending	Total hours worked this week (max 40 hrs pw)	Hrs spent engaging with members (ie time spent face to face with students)	Type of engagement (description)	Engagement hrs as % of total hrs worked
4/6/16	30 (day off)	5	One to one, emails etc	6%