

MINUTES OF UNION EXECUTIVE COMMITTEE MEETING
Held at 2pm on Tuesday 10 May 2016

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

1. **Apologies**
Received from Vice-President Sport (VPS)
2. **Minutes of previous meeting**
Approved as a correct record
3. **Matters arising**
President and CSD have created a Fairtrade policy action plan, President to circulate to UEC.
Action: President
4. **Sabbatical Engagement**
Not discussed
- 5 – 10 **Zone reports – circulated and taken as read** (see attached)
8. **Activities Zone**
 - VPA to send a weekly report for 6 May. **Action: VPA**
10. **Welfare & Community Zone**
 - VPWC thanked VPS for hosting the first Trophy Ceremony event on 5 May.
11. **Chief Executive & SMT**
 - SMT are getting staff feedback for how the first floor could look in the future.
 - Alcohol Impact has been delayed until next week.
 - NUS referendum debate will be held on 12 May, MCM invited the leaders of the yes and no campaigns to write a blog post. Blogs will be uploaded to hullstudent.com before the debate.
12. **Any Other Business**
 - b) **Fresher/AU Fairs**
 - Concerns were raised about the promotion of Xercise4Less at AU and Fresher fairs, after students and graduates reported problems when trying to end their contracts.
 - UEC agreed to add Xercise4Less to the BAM veto list. **Action: MCM**
 - c) **Maryam Namazie Event**
 - The Maryam Namazie event went well, VPA and MSD are meeting with the Deputy Director of Student Services to feedback on the night.
 - d) **EU Referendum**
 - Sabbs to promote EU referendum voter registration when possible. **Action: Sabbs**

e) **Office Space**

- Sabbs should be ready to move into the open plan office by 13 May. Where possible, Sabbs need to take their computer tower with them to their new desk. All telephones should be left as they are, numbers will be transferred during the move.
- MSD and the Facilities team are working on FAQs for staff ahead of the move.

13. **Reserved Business**
Reported separately

14. **Next Formal Meeting**
Tuesday 24 May 2016

UEC REPORT - WEEK ENDING 6 MAY 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	<p>*Jack Baldwin (Marketing & PR Co-ord) & Chelsea Baxter (Research & Campaigns Co-ord) for helping me out with my Accessibility drop-in session.</p> <p>*Jackie Berry (Chief Exec) & Liz Pearce (Membership Services Director) for helping me with some personal matters.</p> <p>*Matt Evans (VP Education), Jacob Zobkiw (Education Co-ord), Simon Hernandez (VP Scarborough) and Kathryn Robinson (Scarborough Co-ord) for putting on incredible award ceremonies.</p>
Things I'm proud of	Putting on a productive Accessibility drop in session.
General updates	*The BAME committee and I will be hosting a discussion on Thursday 12 th May to talk about the BME attainment gap and the issues BME students face in their studies.
Update on my objectives	<p>* The next Sabb sofa will take place 5th May and it will be used for creating awareness for the EU referendum.</p> <p>* #ActionForAccess has wrapped up its 2nd phase with an accessibility drop-in session that took place on 6th May, feedback from it will be going into phase 3 which is the compilation of data and writing a report.</p>
I need support with	Focusing on multiple things this week like EU referendum, BME attainment gap and HUU awards.

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
06/05/2016	38 hrs	3hr	*Physical Accessibility for disabled students	0%

UEC REPORT - WEEK ENDING 6 MAY 2016

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

NAME: Matt Evans	
I'd like to thank	<p>Jacob Zobkiw (Education Co-ordinator) for helping in the planning and delivering the amazing SLTA's night last week – it was great!</p> <p>Emily Normington (Admin Co-ordinator) for helping me keep on top of all of my calendar and email stuff.</p> <p>Chelsea Baxter (Research & Campaigns Co-ordinator) for helping me write my several speeches over the last couple of weeks.</p>
Things I'm proud of	The Student Led Teaching Awards. It went great. Jacob is amazing!
General updates	<p>The NUS referendum campaign is ticking along nicely.</p> <p>I have set up a task group with the University responsible for student experience during the transition due to shape and size. I will continue to update on that.</p>
Update on my objectives	A new structure for academic reps is being pulled together in line with some of the University changes – we have changed the code of practice for partnership with students as well as HUU standing orders that need to be changed.
I need support with	Pushing through to my Holiday 23 rd -27 th May. Keeping on top of work, while focusing on the NUS referendum as well as lots of late nights and early mornings (again).

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
29.04.16	40	4	AGM, zone, Senate away day	10
06.05.16	40	0	Away at a conference 2 days and then in meetings.	0

UEC REPORT - WEEK ENDING 6 MAY 2016

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

NAME: Kathleen Brook	
I'd like to thank	Liz Pearce (MSD) for her support during a very difficult week. Ashleigh Davies (VPWC) for listening to my ranting and raving and helping me to focus on what was important.
Things I'm proud of	Getting back on top and into the swing of things after the chaos of awards!
General updates	I've been working on action plans for the coming weeks. I've also booked in a meeting to review the events of this week. Getting on with HUU Experience. Plodding along with the handover pack, paperwork and general admin. As I was away Monday, Thursday and Friday afternoon I wasn't able to do much!
Update on my objectives	I'm currently drawing up plans for an employability day!
I need support with	Finalising the HUU Experience survey.

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
06/05/16	20	3	Student event, face to face meetings	15%



UEC/SEC REPORT - WEEK ENDING 6 MAY

NAME: Si Hernandez	
I'd like to thank	<p>Kathryn – For her brilliant event planning and execution.</p> <p>Jacob – For coming over to minute take at the Rep Forum, but also helped me put up staging.</p> <p>Giles – For everything. I know I mentioned this at the Awards, but he will be missed. Best of luck for the future.</p> <p>The Sabbs – For supporting me at the Awards. It was also brilliant to see all the other amazing events you've done (so far, still more I'm very much looking forward to seeing the rest). Very well done.</p>
Things I'm proud of	The Scarborough Awards 2016. What a night, it was amazing to have such a positive atmosphere, couldn't have gone any better. Really enjoyed doing it. I felt like this really brought people together.
General updates	<p>Hosted the Magical Family Fun Day. Went really well, with over fifty attendees, including students and their children. We prepared lunches and co-ordinated activities for the children. Was great to do something positive, very much enjoyed it.</p> <p>Engaged with students on what they'd like to see available for Waves and Calvino's. This will lead into a food focus group.</p> <p>Attended the last Rep Forum of the year, where the changing of lecture times from .15 to .00 was discussed.</p> <p>The Scarborough Awards. As mentioned above, final preparations included sorting out the stage, lighting, booking the photographer and band.</p> <p>Attended faculty board for FoE. Gave an update on the current mood and reaction to the SSEEs. Discussed contact time for next year, this is planned to be kept the same (with the recent improvement in mind) and may even improve further.</p> <p>Attended SEQC (meeting with department heads) and SCEX (meeting with department and services heads). Gave update on SSEE reactions.</p> <p>Met with Tracy White (Head of Accommodation and Estates), discussed the plan for HYMS students moving into Cayley Halls from August. Since they will be self-catered now, we can tailor our shop stock and events to suit this.</p> <p>Scarborough by-elections are now finished and we have all Exec positions filled, with Campaigns and Sports Officers being elected.</p>
Update on my objectives	Objectives now completed.
I need support with	Keeping up this positivity. This has been an amazing week, yet the Campus mood seems extremely fluid at the moment.

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
06/05/16	48	10	Family Fun Day, One to ones, Rep Forum, Awards.	20.83%

UEC/SEC REPORT - WEEK ENDING 29 APRIL

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

NAME: Si Hernandez	
I'd like to thank	<p>Karen Thornton – For her support with the SSEEs and catering review.</p> <p>Kathryn (Scarborough Co-ordinator) – For all her continued support helping to co-ordinate events.</p>
Things I'm proud of	The presentation Chuby gave at the AGM.
General updates	<p>With Kathryn, Matt and Tania, shortlisted HUU award for welfare and activity nominations, as well as the big three.</p> <p>Attended Senate Away Day, where we discussed suggestions for how the University can develop research and student retention.</p> <p>Furthered plans of what the end of year graduation party would be. The theme decided was festival, with the event to be called "GradFest". There will be bands in both Calvino's and Waves, with a hog roast dinner.</p> <p>Attended AGM, which had a low turnout.</p> <p>Discussed future catering options for Calvino's and Waves, with Karen Thornton and Debbie Kermath (Head Chef). The plan going forward is to collect student input onto what options they would like to see, with a food focus group to be arranged.</p> <p>Met with the band playing at the Scarborough Awards to discuss which equipment would be required on the evening.</p> <p>After the news of Giles Davidson moving from his current position, had introductory meeting with Linda Hockley to discuss which issues need foremost for the next academic year.</p> <p>Promoted the Scarborough by-elections, for Sports Officer and Campaigns Officer.</p> <p>Sold tickets and helped co-ordinate activities for the Family Fun Day.</p>
Update on my objectives	Objectives now completed.
I need support with	Co-ordinating the Scarborough Awards.

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
29/04/16	40	3	One to ones.	7.5%

UEC REPORT - WEEK ENDING 6 MAY 2016

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

NAME: Ashleigh Davies	
I'd like to thank	<p>Emily (Admin Assistant) - for helping me clean out my office ready for the big move.</p> <p>Matt & Gurmok (VPE/VPS) – never being too busy to answer questions.</p> <p>Liz Pearce (Director of Membership Services) – Literally being the best person I could speak to about anything.</p> <p>Jonathan Hall (Facilities) – helping work with the office moves.</p> <p>Tania Struetzel (Governance) – EU ref!</p>
Things I'm proud of	<p>Successful Faculty board for Health and Social Care.</p> <p>Waste management meeting was successful.</p>
General updates	<p>Office Space – Will be working with Liz to make sure this keeps moving. Confirmed date of 16th May (w/c) for the big move.</p> <p>Congrats to all those who have successfully ran awards ceremonies, especially Gurmok who has tried and succeeded with a new awards ceremony. It was a great night.</p> <p>Had a chat with a student who is keen to bring back nightline. She is a volunteer at Samaritans and we have introduced her to Anji and her team upstairs so she can speak about getting Samaritans more involved (much like we do with Let's Talk).</p> <p>EU Ref – Debate on Tuesday, excited! Thanks for all your support Tania.</p>
Update on my objectives	<p>Housing – Hull Stars Advisory Committee is on Wednesday, we have been working (Toni, Liz and I) about budgets and HullSTARS. I'm very keen not to start again with housing fairs – so we will be working towards moving this to HullSTARS.</p>
I need support with	

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
6/5/2016	40	20	Awards!	50%