

**MINUTES OF UNION EXECUTIVE COMMITTEE MEETING**  
**Held at 2pm on Tuesday 21<sup>st</sup> November 2017**

Present: Osaro Otobo, President (OO); Jennie Watts, Welfare & Community Officer (JW); Caitlin O'Neill, Sports Officer (CON); Salman Anwar, Education Officer (SA)

Attending: Chief Executive (CEO); Membership Services Director (MSD); Studio Manager (SM); Administration Co-ordinator (AC, minutes)

1. **Apologies**

Apologies from OO

2. **Minutes of previous meeting**

Approved as a correct record.

3. **Matters Arising**

See attached. –

4. **For Discussion & Decision**

a) **Vision Launch**

- MCM discussed the Vision Launch which will take place on Tuesday 5<sup>th</sup> December at both the staff meetings.
- MCM demonstrated the website to the group.
- CEO voiced that the launch will also be discussed at the next board meeting.

b) **Associate Memberships**

- An associate membership form for Stephen Ledge was approved by the officers.

5. **Chief Executive & SMT update -**

- MSD in discussions regarding complaints received and would like AC and ESC to dedicate time in officer diaries for complaints panels. **Action: AC and ESC**
- CEO highlighted the HR Manager is working on a Chief Executive Recruitment plan with Stuart Ferguson and OO.
- CEO attended informative meetings with Jeannette Strachan and the Vice Chancellor this week. CEO would like SA and OO to discuss with students any issues with faculty hubs. **Action: SA and OO**

6. **Marketing Update –**

- MCM highlighted the visit taking place in Liverpool on Thursday 23<sup>rd</sup> November and suggested the officers contact Liverpool officers before the visit to introduce themselves.
- MCM is keen on talking to sixth form students after Christmas who could be potential applicants at the University to gain feedback on what they value from a student's union.
- MCM discussed the refreshers offer from Ents which should prove very popular.

- MCM would like lollypop moments from all officers.

**Actions: All Officers**

## 7. **Weekly Reports & Accountability**

### a) **President –**

### b) **Welfare & Community Officer –**

- JW discussed the mental health campaign and consent campaign.
- CEO highlighted the NUS campaign taking place investigating sexual harassment at Universities.
- JW thanked Emily Normington and AC for help with diary management. JW also thanked the group on helping with issues and campaigns.

### c) **Sports Officer –**

- CON expressed the success of the AU ball. CON would like to thank everyone for supporting the event.
- CON is looking forward to the This Girl Can self-defence class which CON and JW are collaborating on.
- CON to continue working on club debt and getting to the root of the debt to ensure it does not continue.
- The group discussed the ongoing work with initiations and are hopeful that clubs are taking all the information and advice on board.

### d) **Education Officer –**

- SA would like to thank The Student Engagement Co-Ordinator and the International Student Officer for all the work that went into the International Student Day which also had a lot of engagement from the University.
- SA stated the feedback highlighted the needs for more social events.
- MSD would like to know which students are feeling the need for more events to make sure we are not missing anyone out.
- SA stated The International Students Officer is exploring the social aspects and stated that he will be at the International Students Welcome Day in January.

## 8. **Any Other Business**

- a) **Branding** – MCM stated that the branding will be unveiled at the staff meetings on Tuesday 5<sup>th</sup> December. MCM stated that the Marketing Team are looking at 3 ways in which the branding can go. All of the ideas will have quite a strong Hull element to the branding.

## 9. **Reserved Business**

None reported.

## 10. **Next Formal Meeting**

Tuesday 5<sup>th</sup> December 2017

## UEC REPORT - WEEK ENDING 17/11 Month 2017

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

<b>NAME:</b> Osaro Otobo	
<b>I'd like to thank</b>	<p>I'd like to say thanks to Gina for taking new photos of the officer team for marketing.</p> <p>I'd like to thank marketing for helping me come up with ways to make bigger impact with my objectives.</p>
<b>Officer Impact</b>	<p>Took part in a Democracy Workshop at Union Council with our part-time officers to find out values we think should underpin the democratic structure at HUU.</p> <p>I did my weekly faculty engagement this week and asked questions for anti-bullying week to find out if students know what support is out there for them.</p> <p>I did filming for HUU recruitment video where I discussed the HUU values and why HUU is such a unique place to work.</p> <p>I attended FARC and I went to the Allam medical building opening – I got to have lunch with The Queen!</p> <p>I helped with shaping the survey and the marketing for the focus groups we want to have for the race equality charter.</p> <p>Reviewed elections promotion with marketing and part time officers to make it more interesting &amp; engaging to students.</p> <p>I am currently working on Chief Executive Recruitment.</p>
<b>Update on my objectives</b>	<p>I have had a meeting with marketing and now have a plan to make my timetabling objective reach more students.</p> <p>I have a date set for my careers event – 21<sup>st</sup> February. Possible venues are MR1 and Johnny Mac. This week I provisionally booked Johnny Mac for that date.</p> <p>This week I had a meeting with a student who is interested in running a student-led campaign. I gave her relevant materials to help with her action plan and I've linked her in with Sam for more support.</p>
<b>Things I'm proud of/ I need support with</b>	<p>I'm proud that through going on a radio show ran by the BAME committee last week, I had a student come in to talk to me about running a campaign this week.</p> <p>I need support from my officer team to complete the team objective template for union council.</p>

### ENGAGEMENT BREAKDOWN

Week ending	Total hours worked this week <i>(max 40 hrs p/w)</i>	Hrs spent engaging with members <i>(i.e. time spent face to face with students)</i>	Type of engagement <i>(description)</i>	Engagement hrs as % of total hrs worked
17/11	43.5	8	Faculty weekly engagement  Union Council  BUCS Wednesday  Elections brainstorm  Governance Zone  Speaking to current students in Student Central about general issues/queries, signposting them to relevant services.	18%

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<b>NAME:</b> Jennie	
<b>I'd like to thank</b>	Emily and Alex for helping me shuffle stuff around in my calendar to let me have time for my research project. Liz and Sam for all their support with the liberation campaign groups SMT encouragement on holding Student Services to account on issues of consent and mental health!
<b>Officer Impact</b>	Starting research on my consent and mental health campaigns Attending the opening of the AMB and seeing the queen (had a real fan girl moment)
<b>Update on my objectives</b>	Been reviewing Zero Tolerance Policy in the run up to Union Council on the 4 <sup>th</sup> Dec and consulting with students on ideas etc – am looking forward to discussion on the 4 <sup>th</sup> Reviewing Welfare Wednesdays – Increasing the number of the in Semester 2 Have a list of 'hot topics' from now until Christmas to focus on.
<b>Things I'm proud of/ I need support with</b>	Holding the university to account on mental health and consent. – asking them some challenging questions.

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17/11/2017	32 (2 days were MSc Research project)	11	Face-to-face, 1-2-1's, Union Council, general student interaction	30%

## UEC REPORT - WEEK ENDING 17 November 2017

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<b>NAME:</b> Caitlin O'Neill	
<b>I'd like to thank</b>	My AU Exec for being amazing with everything they did to organise AU Ball while I was on leave. Jonathan and Fran for all their help with organising AU ball. Vicky because she's always amazing. Laura for helping me with the initiations discussion at AU Council.
<b>Officer Impact</b>	AU Ball on the 18 <sup>th</sup> of November. BUCS Wednesday. Working on budgets and recovery plans for clubs in debt.
<b>Update on my objectives</b>	This Girl Can: MMA self-defence class 2 <sup>nd</sup> of December. Club debt: Positive meeting with Ice Hockey and Tennis about club finances and debt. Looking at the root of the problem to find out how to support teams from falling into debt in the first place. The main expense is travel. Student engagement/personal development: Went round matches Wednesday afternoon with marketing and promoted games. Been getting really positive feedback regarding my visibility and approachability.
<b>Things I'm proud of/ I need support with</b>	I'm proud of all the work I've done/doing regarding club debt and that I'm looking into the root of the problem. I'm proud that I'm managing to get out more and more to engage with students. I'm proud of my AU Exec and how seriously they're taking their roles. I need support with promoting This Girl Can self-defence with Jennie.

### ENGAGEMENT BREAKDOWN

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17/11/17	48.5 hrs	15 hrs	Wednesday afternoon matches, meetings with students, talking to students on campus, faculty pop up, AU Exec meeting, Union Council.	31%



*Your Union*

### UEC REPORT - WEEK ENDING 17<sup>th</sup> November 2017

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<b>NAME: Salman Anwar</b>	
<b>I'd like to thank</b>	Benedict for the SLT&SAs launch, Sam's great work on the International Students event, and Tania for supporting me this week.
<b>Officer Impact</b>	- Online Course Rep Forum, went down well and got some great feedback -
<b>Update on my objectives</b>	- International Students event with great feedback from students - Open Forums start next week
<b>Things I'm proud of/ I need support with</b>	- International Students event going well and CRFs going well, getting good feedback from students around my engagement

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17/11/17	47	7	Union Council, Online CRF, Student engagement	14.9%