

MINUTES OF UNION EXECUTIVE COMMITTEE MEETING
Held at 2pm on Tuesday 24 May 2016

Present: President (Chair), Vice-President Activities (VPA), Vice-President Welfare & Community (VPWC), Vice-President Scarborough (VPSc), Vice-President Sport (VPS)
Attending: Chief Executive (CEO), Membership Services Director (MSD), Administration Co-ordinator (AC, minutes)

1. **Apologies**
Received from Vice-President Education (VPE) and Marketing & Communications Manager (MCM)
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)
8. **Activities Zone**
 - The results of the Student Experience survey have been used to write a report presenting the findings. VPA and VPS to bring the final report to the next UEC. **Action: VPA/VPS**
11. **Chief Executive & SMT**
 - Following the result of the NUS referendum, CEO and CSD are looking the timescales and options for disaffiliating. Details of the disaffiliation process will be presented at the Trustee Board meeting next week.
12. **Any Other Business**
 - a) **Handover Week Events**
 - VPA asked Sabbs to think of ideas for social events and presentation sessions taking place during handover week. Sabbs to bring any ideas they have for discussion at UEC next week. **Action: Sabbs**
 - b) **HUU BBQ**
 - VPS would like to hold a HUU BBQ on 1 June for students to attend as a break to exams. UEC agreed that a BBQ was a good idea. VPS to arrange and promote the BBQ with help from Marketing and the Commercial team. **Action: VPS**
 - c) **Meeting Room 5 Update**
 - President, VPA and CEO will meet with University Registrar & Secretary to look at the use of meeting rooms.
 - d) **EU Referendum Stalls**
 - UEC agreed that no political parties would be invited to have a stall on campus to promote the EU referendum.
13. **Reserved Business** - None reported
14. **Next Formal Meeting** - Tuesday 7 June 2016

UEC REPORT - WEEK ENDING 20 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>*Si Hernandez (VP Scarborough) for helping me in co-hosting an amazing HUU awards ceremony.</p> <p>*Chloe Birr-Pixton (Student Activities Co-ordinator) for the work and dedication she put into organising the HUU awards.</p> <p>*BAME committee for the work they put into the attainment gap forum</p>
Things I'm proud of	Creating a very productive forum on the BME attainment gap alongside BAME.
General updates	*The BAME committee and I hosted 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 last Sabb sofa took place on May 5th and it was 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 May 6th, 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
20/05/2016	38 hrs	3hr	*BME attainment gap *NUS referendum	0%



UEC REPORT - WEEK ENDING 20 MAY

NAME: Gurmok Sanghera	
I'd like to thank	<p>Andy <u>Commercial Services Director</u> - Given me some great support this year and is always there when I need him, finally got my first interview. Haven't heard back from them though but will be applying for more jobs.</p> <p>Liz <u>Membership Services Director</u> - Keeping me positive and up beat</p>
Things I'm proud of	That we ran a successful NUS campaign that will hopefully end in a win! Potentially could be starting another new club.
General updates	<ul style="list-style-type: none"> • Away day on the 11th June planning this out at the moment for new presidents. • Writing recommendations for sport in alliance with the sport strategy. • I want to present the HUU experience report with Kathy to all key stakeholders. • Oversee the finishing of the new external speaker process. • To set up Hull disability sports Team before I leave. • Run an away day for new presidents to pass on my knowledge with help from the university. <p>Arrange a Sanc leaving BBQ for the students and I 😊</p>
Update on my objectives	<p>Completed facilities objective, and is now on phase 2 which will mean the next year VPS will continue the project with help from next year's President.</p> <p>AU funding is at the moment a difficult one I'm currently looking into various funding streams though a new kit supplier, creating a sponsorship plan for next year or seeing if money could come from selling sports passes at a reduced rate for our students. I've fundraised a lot of money to help the AU.</p> <p>Completed Sport empowerment, I've done various events with the University to make our sports teams more visible and show the good they do. Hoping this event will either be adopted by the University or continued in the future.</p>
I need support with	I feel like I'm currently getting side-lined quite often and it's getting to point where I'm not sure what I can actually do for anyone now, I understand my time is short but I still have a say!

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NAME: Kathleen Brook	
I'd like to thank	<p>Everyone in the offices throughout the hectic week (we did it!) Sam, Joe and Corey from facilities for making the office switchover happen.</p> <p>Kate Jude (HR) for the employee engagement session, it was great to get to sit and chat with everyone.</p> <p>Rachel Zobkiw (Marketing & Communications Manager) for being an amazing mentor.</p> <p>Angie Drinkall (Vol Co-ord) for supporting both me and the volunteers through the animal sanctuary event.</p> <p>Chelsea Baxter (Research & Campaigns Co-ord) for her support with HUU Experience.</p>
Things I'm proud of	Getting half way through the handover!
General updates	<p>I'm currently looking at the various heritage schemes across Hull to see how we can get students involved and provide student opportunities, as well as reviewing my objectives.</p> <p>The HUU Experience report is complete, it was a huge piece of work but it has been completed and will be presented at the board, with the aims of presenting it to SMT for future lobbying.</p> <p>I'm meeting with Anji Gardiner on Thursday to discuss the HUSAH event and the outcomes of this event.</p>
Update on my objectives	<p>I'm meeting with Norman Day on Tuesday to finally organise the volunteer careers training, to completely fulfil my rewards objective. The itinerary has been set we just need to arrange dates and times.</p> <p>I'm also reviewing my objectives over the coming weeks, to pick up anything I may have missed.</p>
I need support with	Feedback on the HUU Experience report, and generally keeping positive.

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
20/05/16	30 (Away Thursday/ Friday)	5	Volunteer meetings	17%

UEC/SEC REPORT - WEEK ENDING 13 MAY

NAME: Si Hernandez	
I'd like to thank	Karen Thornton and Catherine Mason – For more being so dynamic with student needs. They really do have all bases covered.
Things I'm proud of	Organising events on the Campus; securing funding from the University and arranging external input.
General updates	<p>Met with Karen Thornton, Amanda Withey (Head of IT), and students to discuss moving of the twenty four hour study space from Worsley. Students outlined what software would be required to be moved over.</p> <p>Held a food focus group with Karen and students to discuss food options in Waves and Calvino's. The plan is that pizzas and burgers will be available to order from Waves at all times, rather than just the lunch and evening meal periods.</p> <p>Attended the last Union Council and presented a motion to update the standing Orders of the Scarborough Officers.</p> <p>Engaged with students about the EU referendum, helping them to register to vote and explaining what the referendum is about.</p> <p>Met with Jackie and Tracy White (Head of Accommodation and Estates) to look at rooms for the residential. We then met with Linda Hockley to discuss the focus with HUU next year and what issues need addressing. From this, came the suggestion of employing an event co-ordinator for the Campus as an internship.</p> <p>Spoke with Simon Blake (NUS CEO) about the structure and dynamic of satellite campuses.</p> <p>Worked with students to propose (and approve) a reggae themed event for next week. This would include DJs, catering, and decorations. With this, I have spoken to Debbie Kermath (Head Chef) to arrange food options.</p> <p>Met with Kathryn, Catherine Mason, and Joanne Parker to discuss plans for GradFest. From this, I have organised bands and a photographer for the event.</p>
Update on my objectives	Objectives now completed.
I need support with	Managing the reactions from the staff petition.

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
13/05/16	48	7	Worsley meeting, food focus group, EU registration, planning for reggae event.	14.58%

UEC/SEC REPORT - WEEK ENDING 20 MAY

NAME: Si Hernandez	
I'd like to thank	<p>Karen Thornton – For continuously going beyond the call of duty. Especially, with her support at the “Reggae Night” in Calvino’s.</p> <p>Kathryn (Scarborough Co-ordinator) – For being a great personal support.</p>
Things I'm proud of	Gaining experience in event co-ordination.
General updates	<p>Co-presented the HUU Awards with Chuby (last Friday). Was a great evening, with some worthy winners and great entertainment.</p> <p>Attended Health and Safety Committee, where student well-being for exams and staff well-being over the voluntary leaver’s scheme was discussed. With services staff going off sick due to stress, this may impact student services.</p> <p>Had a Campus Management catch up. We discussed plans for the student experience and transition budget for next year.</p> <p>Currently writing a role description for an events internship. With agreed funding from Careers, the position will be for a students to help HUU and Calvino’s with events next academic year.</p> <p>Attended Buzz Board, where updates for plans for the remainder of the semester were discussed. It was also explained that the meetings need to be formalised, as there has been confusion over how departments and students can propose academic and social events.</p> <p>Scarborough Exec Committee meetings have finished. We discussed how handovers to the incoming Officers were take place, it was agreed both one-to-ones (for each position) and a group meeting (for team campaigns) would take place.</p> <p>Spoke with Hannah Cooper (Hull Employability Awards) about linking up volunteer achievements (including Course Reps, Sports Teams, and Societies) with the Awards in Scarborough.</p> <p>Co-ordinated a “Reggae Night” with a group of students. This entailed arranging catering and decorations for the event.</p>
Update on my objectives	Objectives now completed.
I need support with	Planning for HUU staff operations next academic year.

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20/05/16	47	8	The HUU Awards, one to ones, “Reggae Night”.	17.02%

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NAME: Ashleigh Davies	
I'd like to thank	<p>Emily (Admin Co-ordinator) - as always, support no matter what it is.</p> <p>Tania (Democracy & Governance Co-ordinator) - helping us run a successful referendum, and sticking to the rules!</p> <p>Matt, Gurmok and Kathy (VPE, VPS, VPA) - general support around the office and keeping sane.</p> <p>Liz and Andy (MSD and CSD) - keeping people up to date with general stuff, including alcohol impact.</p> <p>Facilities – Sam and Corey, Joe and Jonathan - thanks for all the help with the office moves this past week.</p>
Things I'm proud of	<p>HUU awards speech. It was really nice to give a speech to say how proud I am of the volunteers I've worked with this year. There really isn't enough time to express just how grateful I am to have worked with such incredible students – who do unbelievable things every day!</p> <p>Setting up HUU awards, it was lovely to just hang out with staff and help them out!</p> <p>The NUS referendum. It was really hard to be personally attacked on Facebook, yikyak and twitter, but I guess that's politics. Working with Gurmok, Matt and Chuby, alongside the volunteers who gave up their time up during exam period was really fun. We fought a good fight and were fair.</p>
General updates	<p>Voter Registration. This went, OK. Without the announcement of the NUS referendum, realistically we could have done more. However, this couldn't be helped, and we had to focus on the immediate future of our organisation. We still did our EU debate, and this was really successful. Hashtags were well used and people were engaged.</p> <p>HullSTARS Advisory Committee took place, and it was good to speak about the ways we work with the local landlords and how we can make sure they are getting the most out of HullSTARS and vice versa. This was my last HSAC of this year! ☺</p>
Update on my objectives	<p>DBARN cards are ready, they are looking good and will be sent out at the beginning of next week. These will be given out to all HullSTARS properties. They have a focus on moving out of properties and how to correctly dispose of rubbish, including confidential waste.</p>
I need support with	<p>I need support with how to deal with being personally attacked on social media, not sure how I can be supported in this, but it's not very nice.</p>

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20/5/16	50	25	NUS ref, EU ref, Awards	50%