

MINUTES OF UNION EXECUTIVE COMMITTEE MEETING
Held at 2.30pm on Tuesday 26 April 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 Manager (MCM), Administration Co-ordinator (AC)

1. **Apologies**
Received from Vice-President Welfare & Community (VPWC)
2. **Minutes of previous meeting**
Approved as a correct record
3. **Matters arising**
None to report.
4. **Sabbatical Engagement**
Not discussed
- 5 – 10 **Zone reports – circulated and taken as read** (see attached)
9. **Scarborough**
Sabbs offered to help VPSc and Scarborough Executive Committee with campaigns next year; VPSc to send Sabbs a list of campaigns and events.
Action: VPSc
11. **Chief Executive & SMT**
 - Marketing are working with staff and students to plan marketing material for WelcomeFest.
 - CEO is in talks with the University about how the building is used and is hoping to create a draft plan of the first floor.
 - Voting for the NUS referendum will be open for 2 days in May, with a hustings event on 12 May. Hullfire will need to be balanced, offering both sides of the argument. UEC agreed that the usual election rules will still apply. VPE to check with Democracy & Governance Co-ordinator whether Sabbs can campaign in work time during the referendum. **Action: VPE**
12. **Any Other Business**
 - a) **Scarborough Role Title Change**
 - VPSc asked UEC for feedback on a potential motion to change the Vice-President Scarborough role back to President Scarborough.
 - UEC were concerned that this change may seem like there is a divide between Hull and Scarborough. MCM suggested raising the profile of VPSc to create and improve relationships with community stakeholders. VPSc and MCM to meet and look at a campaign to improve the profile of VPSc and HUU in the next academic year.
Action: VPSc, MCM
 - b) **Fairtrade Policy**
 - President and Commercial Services Director to create an action plan for implementing the Fairtrade policy.
Action: President

c) **Standing Order Changes**

- The following motions will be taken to Union Council on 9 May.
- M. 1516 – Motion to change SO 8003 to allow for a more open debate at Union Council.
- M.1516 – Introduce a Co-Officer position full time to LGBT+
- M.1516 – Introduce the option of a BAME officer to the LGBT+ committee
- M.1516 – Motion to amend the Standing Orders of the Scarborough Executive Committee
- M.1516-12 – Motion to change the name of Hullfire TV to Torch TV
- M.1516 – Motion to change SO 2004 relating to the Societies Executive Committee to avoid conflict of interest
- M.1516 – Changes to standing orders regarding societies and the societies executive committee
- M.1516-19 – Motion to change SO 3008, 3009 and 3011 (Changes to the Roles of Faculty, School and Course Representatives)
- M.1516 – Motion to change standing order 8003 to make student representation more representative and inclusive by improving how students are represented

13. **Reserved Business**
Reported separately

14. **Next Formal Meeting**
Tuesday 10 May 2016

UEC REPORT - WEEK ENDING 22 APRIL 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	Everybody at HUU, In particular the marketing team and Louise Gilpin (Membership Services Assistant) this past week has been incredibly productive and I couldn't have done it without them.
Things I'm proud of	Activities Awards ticket Sales HUU Experience Report Organising the Awards Student Engagement last week
General updates	<p>I spent a lot of time engaging with students around the NUS and updating them on what the Sabb team was doing. It was great to see so much interest.</p> <p>Activities Awards are nearly upon us, we've sold 100 tickets, all that's left to do are the last bits and bobs and it's looking to be a promising night. The zone chairs are getting very engaged in the night and will be meeting next week to establish their roles on the night.</p> <p>At Middleton Hall and Associated Areas steering group I was tasked to find out exactly what movies students would like to see in the new cinema space; I'm currently discussing this with the relevant societies, however, if this is something that anyone would like to engage with students on, any feedback would be appreciated.</p> <p>Things are looking promising throughout the zone, a second animal sanctuary has been organised, the societies grant is being distributed and a number of students have spoken to me about getting more involved in HUU next year and the years following (in volunteer and sabbatical positions).</p> <p>I have started writing the handover for next year's VPA.</p>
Update on my objectives	A large amount of time last week was spent getting back on track due to my absence, as such I have not worked on my objectives.
I need support with	Activities Awards and other things happening on the 29 th means that I will be incredibly busy, any support would be really appreciated.

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
22/04/16	40+	20+	Chatting to students, Zone meetings 1:1 with volunteers	50%+

UEC/SEC REPORT - WEEK ENDING 21 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	Giles and Karen – For their organisation in the SSEE availability. Kathryn – For all her support finalising the Scarborough Awards Nominations.
Things I'm proud of	Helping to guide students and support them in claiming for items on the packages.
General updates	<p>Attended Campus Management Team catch up. The packages terms and conditions were finalised, and released on Campus Connect. It was agreed that students would be signposted to HUU regarding queries on the operations.</p> <p>Engaged with numerous students, to compile an FAQ regarding the SSEEs. There has been confusion in the Health Care department, as the packages are split into continuing and finalist, however these courses are structured as FDs (Foundation Degrees) and Top-Up years.</p> <p>Presented student feedback regarding the car parking component of the packages. Currently, it is suggested that the bottom on site car park provides free permit, but on a strictly first come, first serve basis.</p> <p>Met with Dan Green (charity fundraising organiser) to discuss a Mencap fundraising on site. The plan is to use the glass pitch to have a "capture the flag" game as a water fight, with a BBQ.</p> <p>Promoted by-elections for remaining Scarborough Exec positions. Gave guidance on queries regarding how to complete nominations.</p> <p>Held student forum for queries regarding the packages. From this, it was discussed the possibility of a third package for students that are neither continuing at Scarborough or finalists there (for example, foundation years in HUBS and postgrad retainers).</p>
Update on my objectives	Objectives now completed.
I need support with	Managing feedback from the SSEEs.

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
21/04/16	32 (Friday off in lieu.)	6	Shout outs, one to ones, student forum.	18.75%

UEC/SEC REPORT - WEEK ENDING 15 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>Jackie (CEO) – For a great mentor meeting, and support throughout the week. This has been a huge help.</p> <p>Kathryn (Scarborough Co-ord) – For her help in organising many upcoming events.</p> <p>Elaine – For her support for both HUU and students.</p>
Things I'm proud of	<p>Keeping up with regular duties, whilst inputting into the SSEE packages processes.</p> <p>Union Council, despite the controversial motion for Scarborough, many progressive motions were presented and passed.</p>
General updates	<p>Attended Union Council, where the motion to refund Scarborough students was discussed.</p> <p>Met with students and staff regarding the twenty-four study space in the Worsey building. Initial plans to close this with KDL now twenty-four hours, have now been postponed, to be reviewed.</p> <p>Help to finalise the terms and condition of the packages with the Scarborough Management and admin staff.</p> <p>Discussed the concerns surround making alcohol available for students on the catering card, as part of the packages. Discussions with the catering staff then took place, to confirm what would become available.</p> <p>Began planning what staff co-ordination should look like in Scarborough for the next academic year.</p> <p>Helped co-ordinate a band night in Calvino's, with a number of local bands playing.</p> <p>Attended event meetings regarding "We Are Scarborough", which will now take place during the welcome back period, with a date of 2nd October planned. Also, discussed ideas for the graduation party to be held in Calvino's.</p>
Update on my objectives	Spoke of the need more increased diversity for minority ethnic students to be included in the "We Are Scarborough" event.
I need support with	Managing potential further press releases about transition.

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
15/04/16	53	9	Union Council, meeting about the study space, one to ones.	16.98%

UEC REPORT - WEEK ENDING 15 & 22 APRIL 2016

NAME: Ashleigh Davies	
I'd like to thank	Toni & Sam (HullSTARS) for their help with the housing social. Jonathan (Facilities) – Helping me with our open plan plans! All of University Council for making me feel so welcome at their council dinner. TANIA (Democracy & Governance Co-ord) – ALL THE SUPPORT FOR NATIONAL CONFERENCE. YOU WERE INCREDIBLE. Emily (admin co-ord) – helping keep me on top of my emails, keeping me in the loop whilst I was away.
Things I'm proud of	Housing social! It was absolutely incredible and we paired up people who needed help finding rooms/people to be in their room. Securing 4/6 of the speakers for the EU referendum debate, alongside the VC to come along. University Council – very proud of working and chatting to members of council. Getting through National Conference. The result isn't what we wanted, but we are where we are. Lot to think about as a union now!
General updates	Office Space – we have now confirmed who will be going in which office (SVOT) and will have the people who sort out electrical/internet going around making sure all the offices are equipped. Union Council – WOW UNISEX TOILETS ARE A PERMANENT THING! Absolutely incredible council from a welfare perspective – proud to have put the motions in place. Council – Council working dinner was brilliant. It was lovely to see Mr Jim Dick and Mr Richard Heseltine honoured for their time on council. I had a great time getting to know everyone more on a casual level. Varsity – Rainbow laces were an absolute hit. So many people wore them and they were a huge conversation starter. So many people wanted to sign the board and were more than happy to promote their teams as inclusive to LGBT+ students. National Conference – Interesting week. Interesting to see how everyone voted – I can't believe it's all over. We elected some good people – some not so good, but we will see how the year pans. I'll be circulating a report before the end of tomorrow.
Update on my objectives	Housing social – as above. Norman is out of office for a few days, so cannot properly work on our employability sessions.
I need support with	Completing my to do list whilst still attending university meetings.

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
	40 60 (Conference)	10	Housing social, Union Council, General Emails	4%