

MINUTES OF UNION EXECUTIVE COMMITTEE MEETING
Held at 2pm on Monday 11th June 2018

Present: Osaro Otobo, President (OO); Jennie Watts, Welfare & Community Officer (JW); Salman Anwar, Education Officer (SA)

Attending: Emma Platt, Studio Manager (SM); Emily Normington, Executive Support Co-ordinator (ESC, minutes)

1. **Apologies**

Received from Liz Pearce, Membership Services Director.

2. **Minutes of previous meeting**

Approved as a correct record.

3. **Matters Arising**

SA advised that 720 students utilised the free buses during exams, saving students approximately £1,400 in bus fares.

4. **For Discussion & Decision**

a) **Officer Handover**

- OO has started the handover documents for Sport and Activities; OO to circulate completed documents to JW and SA this week for their input. **Action: OO**
- SA and JW continuing work on their handover documents. Officer team agreed to save key documents on the T drive.
- ESC to circulate the induction plan for handover week and the University Committee list to the Officers for information and update. **Action: ESC**
- The officers agreed to hold a leaving drinks event in Sanc on 28th June.

5. **Chief Executive & SMT update**

None reported.

6. **Marketing Update**

- SM advised that sub brand colours have been agreed, ready for implementation.
- Signage is being updated throughout the building as part of the rebrand.
- Marketing are currently working on WelcomeFest materials and mobile application, ahead of A-Level results day on 16th August.

7. **Weekly Reports & Accountability**

a) **President**

- OO participated in an interview as part of a review of City of Culture, OO provided feedback on student participation in events and how student events could be better supported.
- OO is seeking support from the University Marketing team regarding speeches for the graduation ceremonies in July.

b) **Welfare & Community Officer**

- JW has been working on the mental health booklets.
- Huddersfield Students' Union visited; JW said they were keen to discover more about welfare campaigns that have taken place this year.

c) **Education Officer**

- Report taken as read.

8. **Any Other Business**

None reported.

9. **Reserved Business**

None reported.

10. **Next Formal Meeting**

Tuesday 26th June 2018



Your Union

UEC REPORT - WEEK ENDING 07/06 2018

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

NAME: Osaro Otobo	
I'd like to thank	Thanks to everyone involved in organising the Staff Away Day. Thanks to everyone involved in organising the Huddersfield visit.
Officer Impact	Had an interview for city of culture and talked about the student experience and how to get students more involved in cultural events.
Update on my objectives	Following consultation with AU club members about the AU club membership structure, I had a meeting with the UoH SD to discuss next steps. Following up on all the Your Ideas allocated to me.
Things I'm proud of/ I need support with	I need support with my graduation speech.

ENGAGEMENT BREAKDOWN

Week ending	Total hours worked this week (max 40 hrs p/w)	Hrs spent engaging with members (i.e. time spent face to face with students)	Type of engagement (description)	Engagement hrs as % of total hrs worked
07/06	32	2	Student-led Campaign meeting AU Club colours meeting Speaking to current students in Student Central about general issues/queries, signposting them to relevant services.	7%



UEC REPORT – WEEK 1 ENDING 1st June 2018
WEEK 2 ENDING 8th June 2018

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NAME: Salman Anwar	
I'd like to thank	Liz for help with Your Ideas.
Officer Impact	<ul style="list-style-type: none"> - Continued to catch up with emails - Finishing handover for Isobel - Meeting with Huddersfield VP Education - Sitting on a Student Complaints Panel
Update on my objectives	<ul style="list-style-type: none"> - Completed
Things I'm proud of/ I need support with	<ul style="list-style-type: none"> - That the end is in sight!

ENGAGEMENT BREAKDOWN

Week ending	Total hours worked this week (max 40 hrs p/w)	Hrs spent engaging with members (i.e. time spent face to face with students)	Type of engagement (description)	Engagement hrs as % of total hrs worked
01/06/18	32	1	Talking to students about issues they have,	3.1%
08/06/18	32	1		3.1%