

MINUTES OF UNION EXECUTIVE COMMITTEE MEETING  
Held at 2pm on Tuesday 7<sup>th</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); Marketing and Communications Manager (MCM); Administration Co-ordinator (AC, minutes)

4. **Apologies**

2. **Minutes of previous meeting**

Approved as a correct record.

3. **Matters Arising**

See attached.

4. **For Discussion & Decision**

a) **Campaign Funding Forms**

- **International Students Day** – This is a campaign is in the hope to improve engagement with International Students with HUU, and improve engagement with International Officer. SA discussing ideas with Stefan, a nice way to meet other students. **A total cost of £115 was approved by all officers**

5. **Chief Executive & SMT update**

- CEO stated the staff benefit day received a positive reaction with staff signing up to the health benefits and cycle to work scheme.
- The Commercial Services Director informed the CEO that all takings are steady.
- CEO and OO visited London to gain inspiration and ideas for the future work on the Union Building. CEO has a meeting planned to discuss timescales.
- MCM and the Officers have a visit planned to Liverpool to see their University spaces.
- The CEO would also like a visit to Leeds University.
- Feedback on the 2017 inductions would be appreciated from all officers for the 2018 inductions. **Action: All Officers**

6. **Marketing Update**

- Lincoln marketing team are to visit HUU on Wednesday 8<sup>th</sup> November.
- MCM stressed to the officers to bring an elected member of their zones to a brain storming session to help with **planning the creative for elections next year**.
- MCM is hoping to launch the Vision at the Christmas staff meeting.
- MCM stated preparation is taking place for Welcome Reunion.

7. **Weekly Reports & Accountability**

- a) **President** – OO had her first governance zone meeting. A clarifying email regarding zone chairs to be sent out by MSD. **Action: MSD**
- b) **Welfare & Community Officer** – JW attended a conference with Women's officer, from that they are now creating a consent campaign.
- c) **Sports Officer** – CON held an AU Exec meeting and is very happy with the progress the team has made. Another club debt meeting is to be organised. **Action: CON**
- d) **Education Officer** –
  - SA had his first governance zone meeting, this was productive in discussing ideas and feedback gained from students.
  - SA and Benedict Greenwood visited York which was informative.
  - Course Rep Forums have gone really well.
  - MCM enquired with SA how to better promote academic coverage, this is an issue to discuss with SA, Benedict Greenwood and marketing to advertise more on social media. CEO would like to represent academic engagement more. CEO suggested a picture of officers in the faculties, to ensure students know that they are being represented.**Action: SA, BG, marketing**

8. Any Other Business

- a) **Zone Marketing** - SA brought forward that the education zone would like marketing such as lanyards for course reps and hoodies for certain reps to become more visible around campus. JW stated that the separate zones under welfare have their own marketing so this may be something to discuss between SA and BG. **Action SA and BG**
- b) **Cork Board** – JW would like more cork board spaces for various groups to advertise and also the officers to advertise. JW will meet with Sam Salvage to discuss ideas. **Action JW and SS**
- c) **Happy Café** – JW discussed the potential to have a mental health space with support material, this would be somewhere to relax with the potential of Jonny Mac as a permanent space. CEO suggested to gain clarity and write down exactly what the desired outcome would be and who they would like to benefit from it. **Action JW**.
- d) **Hate Crime Reporting Centre** - OO met with Anji Gardener to discuss hate crime centres, they are in agreement that they would like it to be part of a campus wide approach. OO will give notes to MCM. **Action: OO**
- e) **New Societies** - The Sports and Societies Co-Ordinator would like the officers to help discuss new groups with students. CON has created a 'how to start a sports group' pack, a similar pack for societies would be beneficial. MCM suggested that new groups could be directed to marketing to advertise their new societies. **Action: All Officers**

9. Reserved Business – See Attached.

10. Next Formal Meeting

Tuesday 21<sup>st</sup> November 2017

## UEC REPORT - WEEK ENDING 03/11 Month 2017

*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	I'd like to say thanks to Alex & Emily for organising my London visit with Jackie.
Officer Impact	<p>£4.5 million investment in Student Central!</p> <p>Had my first Governance Zone meeting of the year.</p> <p>Attended a SEERs level 4 panel.</p> <p>Chaired AGDC.</p>
Update on my objectives	<p>The Advice centre have agreed to do the hate crime reporting centre awareness training, just waiting on confirmation from Graham Paddock that Humberside police can come in to do the training. I also have a meeting with Anji (Director of student services) and a member of her team to discuss how both the union and the university can work together on this.</p> <p>For my objective related to Timetabling, I have asked marketing to help me make more of an impact and make more students aware of what I'm doing.</p> <p>I have a date set for my careers event – 21<sup>st</sup> February.</p>
Things I'm proud of/ I need support with	I need support in planning how to make a bigger impact with my timetabling objective.

### 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
06/10	40	4	<p>Zone meeting</p> <p>BUCS Wednesday</p> <p>Speaking to current students in Student Central about general issues/queries, signposting them to relevant services.</p>	10%

## UEC REPORT - WEEK ENDING xx Month 2017

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NAME: Jennie	
I'd like to thank	Sam for her continued support and help with the liberations campaigns! Officer Team for supporting me over the past few days especially because I've been ill
Officer Impact	Attended a conference in London with Women's officer and we are both very inspired to campaign against sexual harassment and violence on campus
Update on my objectives	DBARN – holiday leaflets are being sent to print
Things I'm proud of/ I need support with	Attending and contributing at the conference – as a result of this campaign I am planning on starting a 'high impact' campaign against sexual violence on campus and would love officer support and union drive so we can work with the uni to give this the biggest impact possible.

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27/10/17	28 (2 days off due to illness)	15	Face-to-face at conference Emails, meetings, drop-ins	55%

## UEC REPORT - WEEK ENDING 3<sup>rd</sup> November 2017

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<b>NAME:</b> Salman Anwar	
<b>I'd like to thank</b>	Benedict for HYMS course rep training.
<b>Officer Impact</b>	<ul style="list-style-type: none"> <li>- First Education Meeting</li> <li>- Alan 1-2-1 Catch Up</li> <li>- SEERs panels</li> </ul>
<b>Update on my objectives</b>	<ul style="list-style-type: none"> <li>- Weekly engagement in calendar and with marketing</li> <li>- Finalising details for Open Forums</li> </ul>
<b>Things I'm proud of/ I need support with</b>	<ul style="list-style-type: none"> <li>- Work reps are doing!</li> </ul>

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03/11/17	49	6	campus student engagement, HYMS course rep training	12.2%