

MINUTES OF UNION EXECUTIVE COMMITTEE MEETING

Held at 2pm on Tuesday 5th December 2017

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

Attending: Membership Services Director (MSD); Marketing and Communications Manager (MCM); Administration Co-ordinator (AC, minutes)

1. **Apologies**

Caitlin O'Neill, Sports Officer (CON); Chief Executive (CEO).

2. **Minutes of previous meeting**

Approved as a correct record.

3. **Matters Arising**

Agenda 5 - SA stated SSF feedback from students regarding faculty hubs, the students seem happy. SA to discuss findings with Vice Chancellor. MCM voiced that more than 500 students will be surveyed and feedback regarding hubs will be available in April 2018. OO tasked SA to lead discussion with VC.

Agenda 6 - MCM would like all officers to send lollypop moments. MCM highlighted the transport provided to get students to the Lawns for January exams is a good example to be highlighted on the website. **Action:** All Officers

4. **For Discussion & Decision**

a) **Campaign Funding Forms**

- **Human Rights Week** – A claim form has been submitted to help promote a greater awareness of rights and show the strong ethical stand point of the union towards respecting all. **All officers attending approved a total cost of £84.67. CON approved the form on 6th December**
- **Vegan Form Extension** – Samantha Page would like it noting that the Environment & Ethics officer has asked for an additional amount of money for the vegan fair on top of the already approved budget of £37 for flyers due to the last minute dropping out of stall holders. To salvage the event EEO bought vegan sweets and pre-sealed food items to hand out at the fair to enhance the quality of the overall fair experience for students – she did not expect to have to do this when she submitted her original claim form. **All officers approved a total cost of £25.72. CON also approved this form on 6th December.**

b) **Associate Membership Forms** – All attending officers approved the associate membership forms. CON also approved said forms on the 6th December.

5. **Chief Executive & SMT update –**

- MSD stated the staff meeting revealing the vision launch had a lot of positivity and vibrancy.
- The Student Voice Manager interviews are taking place on Thursday 7th December.
- Discussions with staff will take place regarding the building redevelopment.

6. **Marketing Update –**

- A forum regarding the building changes will ask students what they would like from the redevelopment.
- MCM voiced some interesting feedback to the vision options from the staff meetings, management had a clear route and staff opinions were split between all 3 options.
- Student staff gave some helpful feedback to marketing for engaging students to get more of a buzz around campus regarding elections.
- MCM suggested it would be useful for a member of marketing to attend the weekly student ops meetings.

7. **Weekly Reports & Accountability**

a) **President –**

- OO discussed a meeting with marketing regarding time tabling.
- OO highlighted a meeting with the careers team regarding an event next semester, some of the liberation teams also attended to give input towards the event.

b) **Welfare & Community Officer –**

- JW was very proud regarding talks with the University council regarding the Mental Health Campaign which was well received. JW stated student wellbeing do a worthy job but there is more funding needed to support students. JW will create a formal report for March 2018.

c) **Sports Officer -**

d) **Education Officer –**

- SA stated that he is proud of the work on mitigating circumstances. MCM would like SA to send some information regarding mitigating circumstances to highlight to students.
Action: SA
- SA voiced the student book limit will be increased from 20 to 25 days from semester 2.

8. **Any Other Business**

- a) OO discussed preparations for meeting the VC.
- b) OO would like all officers to organise a welcome event for post graduate students at the end of January **Action:** All Officers

9. **Reserved Business**

10. **Next Formal Meeting**

Tuesday 9th January 2018