



UNION EXECUTIVE COMMITTEE MINUTES

Tuesday 2nd October 2018 2pm

Present: Osaro Otobo, President of The Students' Union (PRES); Andrew Costigan, President of Welfare & Community (PWC), Nicholas Wright, President of Sports (PS), Isobel Hall, President of Education (PE), Thomas McNamara, President of Activities (PA)

Attending: Jane Stafford, Chief Executive (CEO), Emma Platt, Studio Manager (SM)

1. **Apologies**
 - Liz Pearce, Membership Services Director (MSD).
2. **Minutes of previous meeting**
 - Taken as read
3. **Matters arising**
 - PS and PA discussed the pot of money allocated from commercial is to be used for a stall on which sports and societies can work on to earn money for their groups.
4. **For Discussion & Decision**
 - a)
 - **President Team and Commercial Input**
 - PA feels the team have little input into the commercial operations.
 - PA expressed other Union Presidents have more involvement.
 - PA suggested this could be a way to fulfil your ideas by reviewing pricing and what events are to take place.
 - PRES voiced if any president would like to be more involved they would be welcome to.
 - PA will discuss with Commercial Services Director whether to be invited to commercial meetings. **ACTION: PA**
 - PE, PRES and PWC voiced little time to have a valid input.
 - b) **Volunteer of the Month**
 - The team discussed the application form for volunteer of the month.
 - PRES expressed combining sports, societies, course reps and volunteers on to one versatile form.
 - PE voiced a difficulty recognising a course rep win against a sport win.
 - AC explained the procedure last year of a general form and separating out the responses into separate categories.
 - SM voiced there being a plan for the website where everything is going to be such as Celebrating You.
 - AC will circulate some examples from last year. **ACTION: AC**
 - Presidents will confer with marketing on previous wins.

- PE suggested a deadline date for feedback as the 9th October. **ACTION: PRESIDENT TEAM.**

c) Black History Month (Plus Campaign Form)

- Black History Months effects all students, this is to educate all students and celebrate Black History.
- PRES discussed some of the activities to take place during Black History Month.
- President team would like four extra t-shirts. **ACTION: AC**
- This campaign form is for 100 badges, two t-shirts, and flags to decorate the union. **All Presidents approved a budget of: £94.82.**

d) Your Ideas Policy Feedback

- PRES voiced the threshold of votes and the timescale of replies is in need of review.
- PS approves of the up and down voting suggestion within a 30 day threshold.
- President Team agreed a 30 vote threshold.
- PE suggested to review the policy after the first Your Ideas Day on the 30th October UEC Agenda. **ACTION: AC**
- A timescale of a reply is agreed at 4 weeks.

e) Student President Standing Orders

- PRES discussed Student President Standing Orders and would like to follow more what is in the standing orders and also make amendments if need be.
- PRES has noted in their standing orders some actions that are not being fulfilled and would like to chair UEC and have 1-2-1 catch-ups with each President.
- PS suggests to submit a motion to the first union council to look through the president standing orders and update them, for instance sport zone states to have 8 members.
- CEO expressed this is a great idea and discussed the governance review that is taking place.
- Pres summarised that we should follow what is written in the standing orders and to wait for CEO Governance review.

5. Chief Executive & SMT update

- CEO expressed the noticed boards around the University require updating. SM voiced this is on the marketing team's radar.
- CEO discussed governance review.

6. Marketing Updates

- MCM working on Welcomefest review reports.
- Marketing team now catching up on requests for work put in before Welcomefest.
- SM voiced any business cards requests to send them an email.
- SM voiced stair repairs to happen next week.
- SM asked the presidents to decide what areas they would like assistance with for social media training. **ACTION: President team**


7. Team Objectives

8. Weekly Reports & Accountability – circulated and taken as read (see attached)

a) President of Students' Union

- Pres would like help promoting the Black History Month

b) President of Welfare & Community

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- PWC is proud that Mesmac now has a permanent place on the ground floor of Student Central.

c) President of Sports

- PS taken as read

d) President of Education

- PE taken as read

e) President of Activities

- PA taken as read

9. Any Other Business

10. Reserved Business

- See attached

**11. Next Formal Meeting
Tuesday 16th October 2018**

UEC REPORT - WEEK ENDING 28/09/18 Month 2018

This report should be completed by each Thursday by 3pm and emailed to Alex together with any papers for the meeting

NAME: Osaro Otobo	
I'd like to thank	Everyone at HUU for helping us have a great WelcomeFest.
Officer Impact	WelcomeFest Arrivals Saturday. WelcomeFest Welcome Party. Attended all fairs during the day when I can to show support. PG speed friending. Trip to York. FACE Hub discussion. Induction shoutouts By-election promotion. ACS meet & greet. President pop-up University council.
Update on objectives	I've been talking to various people to get a programme together for BHM. I am working with the wider city as well as HUU & the university. I've been in contact with societies and sports teams. I am also supporting the creation of some BHM videos for the BBC platform #NoFilter ran by Kofi Smiles. Governance Review workshop on Friday to discuss plans moving forward. Also, as a part of the Governance Review I am now looking at the way the student president works and the standing orders that we have that dictate what our responsibilities are.
Things I'm proud of/ I need support with	I need help with promoting BHM events please.

LASTing Impact

	What?	Outcome?	Objectives	Rating	Comments
Listen	President pop-up Where: Breakout area	Interest in by-elections and BHM. I hope spoke about sports & societies.	Team <input checked="" type="checkbox"/> Personal <input checked="" type="checkbox"/> Topical <input checked="" type="checkbox"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/>	
Ask	Meetings with societies and sport clubs. Where: Student Central and Wilberforce	Support for BHM. By-election promo	Team <input checked="" type="checkbox"/> Personal <input checked="" type="checkbox"/> Topical <input type="checkbox"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/>	

Show	Social media posts about objective wins i.e. room booking Where: online	Positive reactions and a suggestion on a possible area to look into.	Team <input type="checkbox"/> Personal <input checked="" type="checkbox"/> Topical <input type="checkbox"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/>	
Tell	Shoutouts. Where: Allam LT	Students know a little bit more about HUU.	Team <input type="checkbox"/> Personal <input checked="" type="checkbox"/> Topical <input checked="" type="checkbox"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/>	

Engagement Breakdown

Week ending	Total hours worked this week <i>(max 40 hrs p/w)</i>	Hrs spent engaging with members <i>(i.e. time spent face to face with students)</i>	Engagement hrs as % of total hrs worked
23/09	57	12	21
28/09	40.5	3	7.5

UEC REPORT - WEEK ENDING 05 October 2018

This report should be completed by each Thursday by 3pm and emailed to Alex together with any papers for the meeting

NAME: Andy Costigan	
I'd like to thank	<p>Angie Drinkall directly supporting with the welfare and opportunities fair, getting the stalls organised and constantly being there all day</p> <p>Jack, Sophie, Alex, Emma for their support marketing W&O fair</p> <p>Rachel Kirby for constant support as my mentor guiding me through some difficult personal and professional situations</p> <p>Liz Pearce for emotional support</p> <p>Alex Tute for consistently being there for me and helping me organising my life</p> <p>Sue Sargeson and Nicky Robinson for being SO helpful block booking stalls for MesMac</p> <p>Sam and Nigel for helping to set up the under the stairs office for Mesmac to use</p> <p>Rest of the president team for being around to rely on</p>
Officer Impact	<p>I gave 7 lecture shout outs during WelcomeFEST – including 2 for HYMS (one on general HUU and one that was welfare specific).</p> <p>I attended undergrad speed friending and spoke to a number of students over 2 hours.</p> <p>I did a radio interview for BBC nofilter and a phone interview with NME – both about WelcomeFEST in place of “freshers”. Also appeared in the background of ITV calendar in Scoops eating ice cream which was delicious.</p> <p>At every fair (apart from Sunday commercial fair) I spoke to as many stalls as possible and aided the WelcomeFEST staff do their duties when necessary.</p> <p>I attended the first committee meeting for LINKS and their meet and greet.</p> <p>I attended the first committee meeting for LGBT+ and will be attending their meet and greet session on Friday 28th.</p> <p>I attended the disabled students meet and greet and will be going to their meeting on Saturday to discuss amending their standing orders.</p>
Update on my objectives	<p>Lighting will be installed on Salmon Grove/ Ferens for week after next at the earliest but the new lanterns have been confirmed.</p> <p>University marketing have agreed to amend segments of the website for greater accessibility of student support. I will be chasing this up for a wider marketing campaign of services.</p> <p>Mental health strategy is being drafted, although a timeline has not been confirmed. Support from director of student services has been given for delivering face to face instructions of the strategy to student facing staff. Further conversations to happen about how the strategy is effectively communicated to students.</p>
Things I'm proud of/ I need support with	<p>Proud: Mesmac now have a permanent place on the ground floor in line with the feedback students gave in February making them (hopefully) much more accessible.</p>

Support: Making a success of SHAG week and managing my volunteers.

LASTing Impact

	What?	Outcome?	Objectives	Rating	Comments
Listen	<p>Zone chairs asking for feedback on managing their respective groups.</p> <p>Health and Wellbeing team highlighting some small issues with visibility on the university website.</p> <p>Where: Union building</p>	<p>Specific guidance on situations given, to be follow up/ reinforced with 1-to-1 leadership and management training.</p> <p>Direct comments to be taken to the university marketing and comms team.</p>	<p>Team <input type="checkbox"/></p> <p>Personal <input checked="" type="checkbox"/></p> <p>Topical <input checked="" type="checkbox"/></p>	<p>○</p> <p>●</p> <p>○</p>	<p>Feedback from individuals will shape suggestions for the next Welfare and Community.</p>
Ask	<p>(FUTURE PLANS)</p> <p>Discussions had about performing a straw poll for if students would like longer opening hours for the health and wellbeing service/ advice centre and if so what days.</p> <p>Where: Campus</p>	<p>Agreement from student services directorate, future planning for collaboration and enacting of the poll.</p>	<p>Team <input checked="" type="checkbox"/></p> <p>Personal <input checked="" type="checkbox"/></p> <p>Topical <input checked="" type="checkbox"/></p>	<p>○</p> <p>○</p> <p>○</p>	<p>Not happened yet, planned for the coming month but the conversation regarding it came from director of student services.</p>
Show	<p>Where:</p>		<p>Team <input type="checkbox"/></p> <p>Personal <input type="checkbox"/></p> <p>Topical <input type="checkbox"/></p>	<p>○</p> <p>○</p> <p>○</p>	
Tell	<p>Student complaining about the conditions of house.</p> <p>In HUU lecture shout outs – I told students about the services available including the commercial venues, student kitchen and advice centre.</p>	<p>Introduced student to the existence of the advice centre.</p> <p>Students informed – whether the information is remembered/ utilised is yet to be seen.</p>	<p>Team <input type="checkbox"/></p> <p>Personal <input checked="" type="checkbox"/></p> <p>Topical <input checked="" type="checkbox"/></p>	<p>○</p> <p>○</p> <p>●</p>	<p>University certificate/ nursing students in particular had questions about the advice centre and potentially what benefits they may be entitled to.</p> <p>Several individuals came to me after doing these shout outs to thank me for my time – a mixture of both students and staff.</p>




	Where: Union/campus				
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UEC REPORT - WEEK ENDING 28 September 2018

This report should be completed by each Thursday by 3pm and emailed to Alex together with any papers for the meeting

NAME: Nicholas Wright	
I'd like to thank	Vicky – For doing so much work for the sports fair Vicky/Chloe – For President's and Treasurer's training Vicky/Liz/Osaro – For helping with RL meeting Tom/Osaro – for walking slowly around York with me Isobel – Putting in the extra hours with me to get our Mature Students campaign up and running really quickly
Officer Impact	Sports Fair Induction lecture shout outs AU Taster Sessions GIAG trip to York Mature Student coffee mornings
Update on my objectives	Still working with clubs on finances Pushing AU Exec recruitment Putting together Au Exec training
Things I'm proud of/ I need support with	Finding a UEC report form we are all happy with Remembering everything I've done to put in the UEC report

LASTing Impact

	What?	Outcome?	Objectives	Rating	Comments
Listen	Where:		Team <input type="checkbox"/> Personal <input type="checkbox"/> Topical <input type="checkbox"/>	○ ○ ○	
Ask	Where:		Team <input type="checkbox"/> Personal <input type="checkbox"/> Topical <input type="checkbox"/>	○ ○ ○	
Show	Where:		Team <input type="checkbox"/> Personal <input type="checkbox"/> Topical <input type="checkbox"/>	○ ○ ○	



Tell			Team <input type="checkbox"/>	<input type="radio"/>	
	Where:		Personal <input type="checkbox"/>	<input type="radio"/>	
			Topical <input type="checkbox"/>	<input type="radio"/>	

Team Objectives Update

Engagement Breakdown

Week ending	Total hours worked this week <i>(max 40 hrs p/w)</i>	Hrs spent engaging with members <i>(i.e. time spent face to face with students)</i>	Type of engagement <i>(description)</i>	Engagement hrs as % of total hrs worked
19/9	41	10	Arrivals Saturday Sports Fair Other Fairs Club meetings	24%
26/9	51	4	MS coffee morning Club meetings	8%

These hours do not include students coming into the office unscheduled, replying to facebook messages, responding to and helping students when out around campus or answering questions from students when not at work (ie on a Wednesday night in Asylum)

UEC REPORT - WEEK ENDING xx Month 2018

This report should be completed by each Thursday by 3pm and emailed to Alex together with any papers for the meeting

<p>POSITION: President of Education</p> <p>NAME: Isobel Hall</p>	
<p>Notable Events/Meetings/Progress</p>	<p><u>WC: 24th September</u></p> <p>Campaign created, approved budget, marketed campaign and #MoreforMature events happening (with Nick Wright)</p> <p>Sent TEDxHullUni proposal (with Annie Lewis) to Registrar</p> <p>Proposed Nursing campaign approved by 118 student nurses via social media</p> <p>Chocolate and Chat engagement event = 104 sheets of feedback, role descriptions given out, Course Rep flyers given out and business cards given out. Thank you to Mary for writing up the feedback and student-staff for helping out</p> <p>Agreed with VC to a Union/University Postgraduate Working Group to include students and be co-chaired by myself</p> <p>Lobbied the University on timetabling issues and got an official statement released by the University in response</p> <p>TEF meeting to discuss my new role as the TEF Student Representative</p> <p>First initial meeting and training with Faculty Reps</p>
<p>Feedback Gathered From Students</p>	<p>Initial complaint raised from nursing students – this is now the beginning of a campaign (118 votes on poll)</p> <p>104 pieces of written feedback received from Chocolate and Chat engagement event as well as discussions during events</p> <p>6 surveys collected from Mature student events as well as discussions during events</p> <p>14 Facebook messenger conversations</p> <p>Timetabling feedback – resulted in official statement from University</p> <p>Faculty Rep lunch meeting – verbal discussion and feedback on training and the year ahead</p>
<p>Objectives Update:</p>	<p><u>Printing:</u> Agreed action for PVC Academic Affairs and I to put forth joint proposal to UEC</p> <p><u>Academic Reps:</u> Planning training for Faculty Reps</p> <p><u>Postgraduates:</u> Reviewed PG Forum report with Library</p>



	Agreed with University to co-chair Postgraduate Working Group
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UEC REPORT - WEEK ENDING 27th September 2018

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

NAME: Tom McNamara	
I'd like to thank	<p>Andy King – Again for his support and advice as my Senior Management Mentor and for offering up ideas around giving societies and clubs opportunities to raise funds.</p> <p>Vicky Dean – For taking the lead on running Presidents' training and doing a lot to organise the Societies Fairs.</p> <p>Kevin Pearson – For advising me on society and standing committee finances.</p> <p>Sue Sargeson & Nicola Robinson – For their help booking out rooms for meetings I am planning out and helping deal with society bookings.</p> <p>Sam Salvidge – For helping with the logistics of running the societies fairs as well as being really helpful when sorting out storage issues for drama society.</p> <p>All HUU staff – For the long hours they have put in over WelcomeFest to ensure its success.</p>
Officer Impact	<ul style="list-style-type: none"> • Welcomed new students arriving at the Lawns on Arrivals Day. • Worked with HUU staff to run both days of our Societies Fair. • Held the Societies and Student Media drop-in session to talk to students about how they can get involved. • Tried to be very visible throughout the week, especially at the Societies Fair. • Ran the JAM Radio EGM to elect a new Station Manager(s). • Starting to plan for our Societies Executive Committee (SEC) EGM to elect the rest of the positions as well as setting the date for the first Societies Council of the year. • Regular meetings with SEC and RAG have now been set up.
Update on my objectives	<ul style="list-style-type: none"> • Not a lot of progress due to spending time focused on student engagement throughout WelcomeFest. • Planning to communicate all completed/planned work on my objectives to Society Presidents at Societies Council as well as continuing to put effort in, to be active on social media.
Things I'm proud of/ I need support with	<ul style="list-style-type: none"> • Good turnout to both days of the Societies Fair. • Attempting to be more active on Social Media to show students what I am up to.

LASTing Impact

	What?	Outcome?	Objectives	Rating	Comments
Listen	<p>1. Arranged a meeting between Facilities and the Drama Society to discuss issues with storage space.</p> <p>2. Talked to students at the Societies Fairs, Sports Fair and Presidents' Training.</p> <p>3. Talked with WARPS and HUU reception around their concerns with room bookings</p> <p>Where:</p>	<p>1. Established communication between Drama Soc and the Facilities Manager.</p> <p>2. An action plan was set out to remove unused kit and reorganise the space, w/c 15th October.</p> <p>1. Finally met society members in person that I have been in touch with over summer.</p> <p>1. I am going to have a proactive approach when it comes to room bookings.</p> <p>2. Requested access to the room bookings calendar.</p>	<p>Team <input type="checkbox"/></p> <p>Personal <input type="checkbox"/></p> <p>Topical <input checked="" type="checkbox"/></p>	<p>○</p> <p>○</p> <p>●</p>	
Ask	<p>1. I asked for feedback around the new location of the fairs to get an idea if it would be good to do again in future.</p> <p>Where:</p>	<p>1. Mixed response.</p> <p>2. Would have been manageable if we hadn't had to have stalls outside.</p>	<p>Team <input type="checkbox"/></p> <p>Personal <input type="checkbox"/></p> <p>Topical <input checked="" type="checkbox"/></p>	<p>○</p> <p>●</p> <p>○</p>	
Show	<p>1. I've been more active on my work Facebook account as well as starting to use the HUU Societies & Volunteering Page in order to communicate to students what I have been up to</p> <p>Where:</p>	<p>1. A lot more engagement from students liking my posts and reaching out through Facebook.</p>	<p>Team <input type="checkbox"/></p> <p>Personal <input type="checkbox"/></p> <p>Topical <input checked="" type="checkbox"/></p>	<p>○</p> <p>○</p> <p>●</p>	
Tell	<p>1. Talked to students on Arrivals Saturday about HUU and WelcomeFest.</p> <p>2. Gave several lecture shout outs throughout the week about HUU.</p> <p>3. Interviewed on BBC Radio Humberside about the success of WelcomeFest and the</p>		<p>Team <input type="checkbox"/></p> <p>Personal <input type="checkbox"/></p> <p>Topical <input checked="" type="checkbox"/></p>	<p>○</p> <p>○</p> <p>●</p>	



	changing culture among students. Where:				
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Team Objectives Update
<ul style="list-style-type: none">• Not a lot of progress due to spending time focused on student engagement throughout WelcomeFest.

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
30/09	28	8		28.6%
23/09	51	22.5		44%