

**MINUTES OF UNION EXECUTIVE COMMITTEE MEETING**  
**Held at 2pm on Tuesday 29 August 2017**

Present: President (Pres), Education Officer (EO, Chair), Welfare & Community Officer (WCO), Sports Officer (SO)  
Attending: Chief Executive (CEO), Marketing & Communications Manager (CM), Membership Services Director (MSD), Democracy & Governance Co-ordinator (DGC, Minutes)  
Apologies: Activities Officer (AO)

1. **Apologies**

Apologies received from Activities Officer (AO).

2. **Minutes of previous meeting**

Approved as a correct record.

3. **Matters arising**

4a) University committee list has been forwarded to Administration Co-ordinator.

4d) All Student Officers have reviewed RYU results. DGC has circulated Course Rep survey data.

8) Pres confirmed that the first newsletter should go out w/c 18<sup>th</sup> September.

**Action:** Pres and MCM to arrange meeting with Marketing team to discuss look and content of the newsletter.

4. **For Discussion & Decision**

a. VC interview questions

- Pres outlined the plan for the meeting with the VC that afternoon: Introduction of the Officer Team, structure and vision of HUU, NSS 2017 results linked to team objectives, Governance changes so far and plans for this year.
- Pres will be interviewing VC. MCM asked Officers for suggestions for questions which should be a mix of serious and fun questions. MCM commented that today's meeting will provide some ideas for these questions. Student Officers suggested to ask about: structures at the University of Greenwich and how VC is going to approach the difference; extra-curricular activities VC was involved in and how it enhanced her employability skills; how VC feels about being the first female VC of UoH; City of Culture events VC plans to attend; White Ribbon status; interaction with students; plans for enhancing student experience; building links with local community; how has student life changed since VC was a student; favourite thing about Hull; why VC in Hull; how to explain the role of VC to students.

**Action:** Officers to email MCM with list of questions by 29<sup>th</sup> August.

b. WelcomeFest – officer attendance

- Officers have agreed who will be attending which events. Need to agree who attends events that have nobody assigned yet.
- MCM noted that VC will be attending the Fair on 21<sup>st</sup> September.

**Action:** Officers to finalise schedule by 8<sup>th</sup> September.

c. TUC Event

- A member from Trade Union Congress (a non-political campaigning organisation) has contacted Pres to host an informal/interactive event in November to invite a young Trade Unionist who survived the 2011 Norway terrorist attack. The aim is to link their experience to current developments in the UK.
- Pres has contacted other Students' Unions who have also been contacted by TUC. Sheffield SU will be hosting the event as they have a policy to support trade unions.

- Event organiser happy to adapt the event to make it more suitable to a Hull audience.
- Pres invited comments on whether HUU should host this event. All Officers in agreement to host the event and have it open to students and staff only.
- MCM suggested to work with Ents to host this event.  
**Action:** Pres to schedule meeting with Ents and Marketing to progress the event.

d. Sleepy Corner

- WCO outlined the context of the nap room which had been suggested via the Your Idea scheme in the last academic year. It had previously been suggested to put the nap room in the corner in the Haven.
- MCM suggested using curtains to close off the area and make bunting for the area.
- EO queried opening times. WCO noted that it should not be used as a sleeping space and would coincide with building opening/closing times. MCM suggested the name "rest stop" and to use this space for messages around a healthy study/work-life balance.
- EO queried how it would be ensured that students would not take naps for several hours. MCM suggested to focus on messaging about/around the space.
- CEO suggested that WCO could get Advice Centre involved with this project. MCM suggested January exams as a deadline for the project.  
**Action:** WCO to schedule meeting with Advice Centre and Marketing to progress the project.

5. **Chief Executive & SMT update**

- Works on the ground floor are progressing as planned.
- Year End accounts are currently being reconciled by Auditors, coming to December Board.
- HR Manager working on employee handbook for student staff.

6. **Marketing Updates**

- Officer objectives meetings taking place this week – Marketing will bring year calendar along to plan everyone's campaigns.
- 2,400 downloads of WelcomeFest app (up compared to last year), 270 wristband sales at the moment. MCM asked Officers for support in advertising both as well as relaying any feedback from students. **Action:** Officers
- No individual tickets on sale at the moment.
- Officers agreed that the £35 wristband was a great offer to students.
- Marketing Co-ordinators suggested HUU should create and manage Facebook groups for halls. Officers in agreement. **Action:** MCM

7. **Weekly Reports & Accountability**

Reports were taken as read.

MSD suggested that Officers had achieved things worth mentioning in the Marketing update section.

MCM suggested to rename this section to "Officer Impact". **Action:** ESC

CEO suggested Officers engage with students who are currently on campus and in the building.

**Action:** Officers to block out time in their diary for weekly student engagement.

8. **Any Other Business**

WCO highlighted different opening times of Advice Centre and Memberships Services area. CEO suggested to assess the situation after a few weeks and then respond accordingly.

10. **Next Formal Meeting** – Tuesday 12 September 2017, 2pm.