



UNION EXECUTIVE COMMITTEE MINUTES

Tuesday 16th 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: Liz Pearce, Membership Services Director (MSD), Emma Platt, Studio Manager (SM), Laura Walker (Minutes, AC).

1. **Apologies**

Jane Stafford Chief Executive (CE)

Rachel Kirby, Marketing and Communications Manager (MCM)

2. **Minutes of previous meeting**

Confirmed all read

3. **Matters arising**

4. **For Discussion & Decision**

a) **Governance review**

- PRES would like the Presidents to contact their areas to question what they understand regards the Governance Review. **ACTION: President Team.**
- PS suggested creating a Union Council feedback form. **ACTION: Student Voice Manager.**
- PE voiced that PT officers are unaware of HUU processes. PRES explained after Union Council training if the PT officers are still unsure, training options can be looked into.
- PRES to have weekly meetings with SVM and Jack Baldwin. PRES to update President teams at weekly team meetings and Formal UEC.
- PRES confirmed a consultation period, drop in sessions for PT and students.
- PRES explained outcome of consultation and proposals from Union Council will be on the 12th November.
- PRES stated if any PT officers are keen on democratic changes and can help with the campaign let PRES know.
- PS voiced concern about scrutiny PRES said Huddersfield have an accountability panel which could be useful at HUU.
- PRES to have a meeting with SVM & MSD regarding scrutiny. **ACTION: PRES, SVM & MSD.**
- MSD voiced wanting to listen to students feedback and suggested a work shop.
- PS suggested weekly feedback reports on social media. PRES through social media and list ways they can get involved or if they want to suggest ways to let us know.

b) **Associate Membership**

- The President Team approved the associate membership form.

5. Chief Executive & SMT update

- MSD confirmed period 2 finance are out, all positive and in budget.
- Commercial Service Director is doing a lot of work on H&S (Incident in the night club).
- SEEF feedback, one of the things they want us to look at is communications.
- PS explained dance sport £55 fee.
- GDPR training will be introduced to staff members.
- MSD highlighted a consultation about vision and values and is working with students this week on campus.

6. Marketing Updates

- MCM to present facts and stats from Welcome Fest at the board.
- SM presented time scales at board.
- SM explained a new system to be able to view how many times the newsletters are opened.

Team objections

- PRES Team voiced their joint objectives will now be themes.
- Trimester 1 will focus on the Governance Review. Trimester 2 will focus on transparency of fees.
- PRES happy to recognise that PWC fulfilling the mental health objective.

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

- PE suggested more clarity on what the President Team have done to work towards objectives.
- PRES suggested a meeting to review the form regarding objectives.
- MSD suggested to add objectives and headings **ACTION: President Team, AC.**

a) President of Students' Union

- PRES discussed Black History Month and highlighted Friday 19th October is wear it red day.
- PRES noted a meeting with Beverley Palmer regarding The Race Equality Charter.
- PE questioned the number of suggestions from Your Ideas Day and suggested to the committee for the event to be reviewed. **ACTION: SVM.**

b) President of Welfare & Community

- PWC explained mental health survey feedback. Marketing team and PWC met with University marketing team regarding a support tab on the website, follow on meeting to be confirmed.
- PWC confirmed a meeting with welfare zone has taken place. PWC noted a meeting with VC regarding mental health strategy. PWC to circulate AU sexual abuse document. **ACTION : PWC.**
- PWC discussed a suicide minimisation product for universities. There will be opportunity to give feedback at the end of the month.
- PWC stated the lighting on Salmon grove has been delayed by the council.

c) President of Sports

- PE expressed concern regards PS working hours.
- MSD expressed support and help is available.
- PS suggested making a list of tasks that will help relieve work load. **ACTION: PS**
- PS said a number of AU clubs have missed their budget deadlines.



d) President of Education

- PE gave a verbal update.
- PE explained TEDX talks are coming to Hull University in February 2019.
- The feedback from Chocolate and Chat sessions was that they were well received.
- PE stated learning and teaching committee has a regular meeting each week,

e) President of Activities

- PA taken as read

8. Any Other Business

- PE questioned if the trustee role pairing has a role description. PRES voiced this is a valid question and will write a specification after asking the student trustees what they would like from the pairings. **ACTION: PRES**
- PRES asked for PE to send names of the faculty reps each president is paired with for AC to arrange meeting. **ACTION: PE, AC.**
- PE concerned about the low number of election votes, MSD confirmed SVM is writing a report to go to ADGC. MSD believes the low votes could be due to data problems.
- PE raised concerns about struggles with academic rep recruitment. MSD asked what can be done to help. PE confirmed that feedback has been given to SVM and Benedict Greenwood. MSD complimented the marketing and social media campaign stating there was a lot more visibility than in previous years.

9. Reserved Business- None


**10. Next Formal Meeting
Tuesday 30th October 2018**

UEC REPORT - WEEK ENDING 11/10/18 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	Liz, Nicole, Jane, Jack and the student president team for their support with the governance review.
Officer Impact	Black History Month promotion Remuneration Committee PVC interview panel Black Attainment gap meeting Open Day presentations Governance zone meeting Your Ideas day FARC BAME officer meeting.
Update on objectives	<p>At the last UEC my request form for additional things to support BHM was approved. I've been in contact with societies and sports teams about the Wear Red Day. I am still in contact with people to organise events and performances. I met with Eric the new BAME officer in order to discuss what he would like BHM to look like. I had a meeting with Steph to talk through what I have planned through the month.</p> <p>We have a timeline for the governance review and responsibilities have been assigned to the relevant people. Currently we are informing our zones about the review. I am planning a workshop with Nicole for Union Council.</p> <p>I have organised a date for Ideas for Change workshop to support my campaigns objective.</p> <p>I had a meeting with Bev Palmer from EDI to discuss the black attainment gap and race equality charter. I have contacted Jonathan, President at Huddersfield Students' Union, about the black attainment gap to organise a call to discuss what they do at his union.</p> <p>At my governance zone meeting Danny Ingram (Councillor of Scrutiny for Governance Zone) had some ideas about how we can improve comms at HUU.</p>
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	BAME officer meeting about black history month. Where: student	He is meeting with some societies to discuss working with them on BHM and he will email me an update on how it goes. Also, he will be coming in	Team <input type="checkbox"/> Personal <input type="checkbox"/> Topical <input checked="" type="checkbox"/>	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>	

	president office	to support the promotion of #WRD18.			
Ask	For Your Ideas Day I asked students to give us suggestions on how to improve their experience here at Hull. Where: Student Central	For the period I was there I spoke to a few students but none of them had any ideas to give.	Team <input type="checkbox"/> Personal <input checked="" type="checkbox"/> Topical <input type="checkbox"/>	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	
Show	Social media posts about what I am up to. Where: online	Positive reactions and comments	Team <input type="checkbox"/> Personal <input checked="" type="checkbox"/> Topical <input type="checkbox"/>	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>	
Tell	Open day presentations. Where: Middleton Hall	Potential students know about student life at Hull.	Team <input type="checkbox"/> Personal <input checked="" type="checkbox"/> Topical <input checked="" type="checkbox"/>	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>	I've been told by UoH marcoms director that there was positive feedback about my talk.

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)	Engagement hrs as % of total hrs worked
05/10	40.5	4	10%
12/10	41	2.5	6%

UEC REPORT - WEEK ENDING 19 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>Marketing first and foremost for their constant support with all my ideas.</p> <p>Liz, Rachel and Jane for their support in responding to the concerns of students.</p> <p>President team for helping to promote world mental health day on social media.</p> <p>The volunteers of MesMac/City Healthcare partnership for helping me run SHAG week successfully even though I had the flu in the middle of the week.</p> <p>Sam, from medsoc, who came to hand out safe sex packs alongside mesmac on the Friday of SHAG week.</p> <p>Sam and Nige for constantly supporting me and letting mesmac use their office.</p> <p>Health and wellbeing team and the wellbeing champions for planning and executing world mental health day plans and supporting me personally in my objectives.</p> <p>Jeni day for supporting me to write a letter back to a member of the community.</p> <p>Rebecca, Dehvina, Michelle and Olivia from mental health awareness society for helping me collect feedback this week.</p>
Officer Impact	<p>SHAG week – handing out safe sex packs and encouraging STI testing. Over 1500 safe sex packs given out. Unsure of how many STI tests exactly but heard from MesMac that being on the ground floor every Wednesday afternoon has given them their best start to any year they've ever had so far.</p> <p>Worked the open day on Saturday – attended the welcome talk in the afternoon and answered a parent's query regarding mental health provisions.</p> <p>Met with head of university marketing to discuss the profile of student support on the university website.</p> <p>Met with Part time officers to go through what their year looks like and went through their responsibilities and their budget. Held the first ever Welfare Zone of this academic year with an incredibly positive atmosphere.</p> <p>Attended the "Your Ideas" stall for 2 hours working with the SVOT team to encourage submission of ideas to the website.</p>
Update on my objectives	<p>To be attending conference regarding student mental health with student services directorate in Dec.</p> <p>Positive meeting with university marketing to include "support" tab on the university website.</p> <p>Meeting arranged with the VC in a few weeks to discuss what the mental health strategy will look like overall in terms of communicating to students.</p> <p><u>BAME officer and Women's officer elected (representation objective)</u></p> <p>Lighting on Salmon Grove/Ferens Avenue delayed.</p>
Things I'm proud of/ I need support with	<p>Convincing marketing to adopt a "support" tab. Building a successful relationship with health and wellbeing/directorate. Running a relatively successful SHAG week, having a full welfare zone with some really committed members!</p>

LASTing Impact

	What?	Outcome?	Objectives	Rating	Comments
Listen	<p>Met with AU members regarding sexual assault on campus and what is being done to combat it</p> <p>Where: Student central</p>	<p>Listened to concerns from members. Gave some information about what help is already available which was not known to them, agreed with health and wellbeing to create 'welfare training' for sports teams and societies with emphasis of informing what services are available to help</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>	<p>Creation of PowerPoint ASAP and delivery in hand with the health and wellbeing team. To be recorded and made available on HUU website so that a single consistent source can be signposted to for people unable to make the meeting/event.</p> <p>Possible incentives to encourage men's teams to be in attendance.</p> <ul style="list-style-type: none"> - Tickets to AU ball - Tickets to Trophy Pres
Ask	<p>Asked students to fill out feedback surveys for World Mental Health day regarding their experience with the health and wellbeing services at the university.</p> <p>Where: Gazebos by library/Wilberforce</p>	<p>24 paper responses. Number of responses on the iPads not currently known.</p> <p>Over 1200 A-Z wellbeing / Mind booklets distributed. (600 given to students on campus, 300 to MHAS and 300 to HYMS)</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>Paper copies to be copied over into the Survey Monkey website so that all feedback can be analysed from one central source.</p> <p>Really grateful for all assistance from Health and Wellbeing / Champions / Mental health awareness volunteers</p>
Show	<p>Physically showed a high number of students where buildings and lectures were.</p> <p>Where: Mostly buildings named after Allam not going to lie</p>	<p>Got a lot of steps in this week and I'm very proud of myself. Got some of them to download the WelcomeFEST app for the map.</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>	<p>I know we were joking about 'Which Allam is my Allam' but we really need to consider it again I mean damn there were a lot of students that didn't realise that Esk/Nidd/Darwent/Warfe collectively make up the business school. Future comms possibly for the university.</p>
Tell	<p>Told students during SHAG week the location of Mesmac and the times they're available in the union and the services they provide.</p> <p>Where: Ground floor student central</p>	<p>Very successful week for a low key campaign.</p> <p>The cards ordered were useful but I struggled to distribute them effectively.</p>	<p>Team <input type="checkbox"/></p> <p>Personal <input checked="" type="checkbox"/></p> <p>Topical <input type="checkbox"/></p>	<p>○</p> <p>●</p> <p>○</p>	<p>I wouldn't have a date on the SHAG literature so that it can be used again easily.</p> <p>Additionally I would have asked some more student volunteers in advance for their help so that the flyers can be distributed more effectively.</p> <p>I had to recycle 800-1000 after the 5th because they didn't apply after.</p>

Team Objectives Update

I have been telling PTOs that we are planning to change union council for their benefit. I will be reiterating this when we begin to ask for feedback.

Mental health: Meeting with Marketing / Health and Wellbeing

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
05/10	35 (ill Wednesday afternoon)	24	SHAG week / Flyering and giving out safe sex packs and encouraging testing	68.6%
12/10	47 (7 toil from open day)	22.5	Individual project meetings/ PTO 1-2-1 Meeting concerned students with university staff Your Ideas collecting World mental health day (Health and Wellbeing) Gazebo Hang time (Reslife) Open day tours!	47.9%

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 being her standard level of awesomeness Liz – all her help with AU Exec interviews Paula – getting me the complete set of club transactions from last year, amazing work. Sophie – for taking an amazing 70 th anniversary photo The AU – for turning up in amazing numbers for said photo Andy – for dealing with a sensitive situation with genuine care, consideration and determination to make a difference.
Officer Impact	First AU Council of the year Updated FARC on my work tackling club debt, financial stability and the need to restructure AU funding. Open Day – showed two sets of alumni around, one from five years ago, one from the 1980s, a moving and pleasurable experience. First BUCS Wednesday, first Game of the Week, really positive reaction.
Update on my objectives	Continuing to work with clubs to complete the last outstanding budgets AU Exec recruitment complete Cost of sport review announced at AU Council
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 Not working 10/11 hour days AU Exec will need support for their first Union Council as I unfortunately can't be there

LASTing Impact

	What?	Outcome?	Objectives	Rating	Comments
Listen	Listen to feedback and questions from clubs on a range of issues Where: AU Council		Team <input type="checkbox"/> Personal <input checked="" type="checkbox"/> Topical <input checked="" type="checkbox"/>	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>	Lots of questions during and after AU Council, some good feedback forms as well.
Ask	Gave AU Council the heads up on things they will be consulted on in the near future. Asked for feedback on kit storage situation Where: AU Council		Team <input checked="" type="checkbox"/> Personal <input checked="" type="checkbox"/> Topical <input checked="" type="checkbox"/>	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>	By announcing now, I can then deliver information over the next few weeks that will hopefully lead to a productive workshop at the next AU Council

Show	BUCS Wednesday on Instagram and Twitter Where:		Team <input type="checkbox"/> Personal <input checked="" type="checkbox"/> Topical <input checked="" type="checkbox"/>	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>	Amazing response on the day and at Tower on the night.
Tell	Informed clubs on Governance review, drivers situation, kit situation, Where: AU Council		Team <input checked="" type="checkbox"/> Personal <input checked="" type="checkbox"/> Topical <input checked="" type="checkbox"/>	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>	Trying to assure people we are working hard to find solutions to their problems

Team Objectives Update
Announced Governance Review at AU Council

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
27/9 -3/10	49	3	Mature student events AU Exec interviews	6%
4/10-10/10	57.5	16.5	AU Council BUCS Wednesdays AU Exec interviews Club Meetings	28.7%

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 11th October 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 – For supporting me as my senior management mentor and for including me in upcoming Commercial Team meetings.</p> <p>Vicky Dean – For her continued hard work supporting me and Nick with Societies and Sports respectively. Also for taking minutes at Societies Council.</p> <p>Fran Lane – For giving JAM Radio 2 Bongo's Bingo tickets as part of a prize giveaway.</p> <p>Kevin Pearson – For his support and guidance with regards to Activity Zone budgets.</p> <p>Rob Ackers, Luke Blair & James Hibberd – For helping out with the Society drop in sessions this week; advertising for the SEC EGM.</p> <p>Alex Tute – For helping answer the 20+ Q's I've thrown at her these past two weeks while juggling two jobs.</p>
Officer Impact	<ul style="list-style-type: none"> • Helped the Station Managers for JAM Radio interview for their new committee. • Met with staff from the Library along with RAG to start planning for a Firework viewing from the top floor of the library on 5th Nov. • Continued my involvement with the Global Café project being led by the University around creating social events for International students. • Coordinating with several Society Presidents to begin planning their 24hr Charity event next month which is expected to be bigger than ever. • Supported Music Society around an invoices issue they are having with Middleton Hall. • I have now released information on the Societies Grant, application process and criteria to Society Presidents, with the first grant panel to take place in early November.
Update on my objectives	<ul style="list-style-type: none"> • Somewhat finalised my objectives going into the first Union Council. • I have decided to bench my objective around advertising in the presence of more pressing issues. • Following the last UEC, I am now sitting in on Commercial Team meetings and intend to focus an objective around integrating more students into the decisions made. Including considering what different events could be run and overall considering what we can do to boost attendance. • I have also made the decision to commit time to looking into room bookings as it is a recurring issue for societies at the moment.
Things I'm proud of/ I need support with	<ul style="list-style-type: none"> • Happy to have been allowed an input on the commercial team as we haven't typically had a President on the team before. It's a great platform for introducing student ideas. • Currently I have a good number of people interested in running for the Societies Executive Committee at the EGM

on the 12th, with most positions being contested.

LASTing Impact

	What?	Outcome?	Objectives	Rating	Comments
Listen	<p>1. Music Society came to me with an issue around unpaid invoices from 2016</p> <p>2. Listened to RAG's plans for RAG week at the start of November along with our Community Volunteering coordinator.</p> <p>Where:</p>	<p>1. I have followed this up with the relevant member of staff and am awaiting a response.</p> <p>2. RAG already have a decent plan for the week so far with a Challenges Fair and Firework already being planned alongside a range of other events.</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. Continued to seek feedback around my 2 Union Council motions. 1. For the Revamp of the SEC and 2. To reduce the number of members from 15 to 10 for society ratification.</p> <p>Where:</p>	<p>1. So far, I have only received positive feedback with regards to the motions and have had several society presidents and SEC members second the motions.</p>	<p>Team <input type="checkbox"/></p> <p>Personal <input checked="" type="checkbox"/></p> <p>Topical <input type="checkbox"/></p>	<p>○</p> <p>○</p> <p>●</p>	
Show	<p>1. Ran Societies Council</p> <p>Where:</p>	<p>1. Briefed Society Presidents about my objectives as well as other society specific information such as the SEC revamp and the Societies Grant.</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 a couple of students about enhancing their CVs through Volunteering and Society involvement.</p>	<p>1. These students contacted me after listening to one of my lecture shout outs during WelcomeFest about making their time at University count. I talked to them at length about just getting involved and sent them relevant links from our website about the community volunteering</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>	



<p>2. Talked to students during Society drop in sessions about the SEC & responsibilities of the roles up for election at the EGM.</p> <p>Where:</p>		<p>opportunities we have on offer.</p> <p>2. I now currently have every position contested apart from one, but should be able to fill that one anyway.</p>			
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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
12/10/18	40	8		20
05/10/18	34.5	8		23.2