



# UNION EXECUTIVE COMMITTEE MINUTES

TUESDAY 21<sup>ST</sup> AUGUST 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), Liz Pearce, Membership Services Director (MSD), Rachel Kirby, Marketing and Communications Manager (MCM).

1. **Apologies** – PE welcomed the group and announced apologies from CEO and PA.
2. **Minutes of previous meeting** – Taken as read.
3. **Matters arising** – See matters arising from Tuesday 7<sup>th</sup> August.
4. **For Discussion & Decision**
  - a) **Volunteer/Team of the Month**
    - PRES summarised the concept of volunteer and teams of the month.
    - PRES would like to create a more formal routine and generate more publicity.
    - MSD highlighted HUU does not see all the great things that volunteers do, HUU rely on students voicing their wins.
    - PS clarified the money from ONeils can be used for team of the month.
    - The team agreed to have one form, but separate 'Team of the Month' and Volunteer award/s.
    - PRES presented a form which a previous officer created. PS liked the form and suggested it go on the website.
    - The group debated on the name of Student Wins and agreed to change to Celebrating You. **ACTION: AC to arrange meeting with marketing.**
    - MSD voiced there is £180 for volunteer of the month.
    - PS suggested to stock pile photos of teams and societies for celebratory media posts.
5. **Chief Executive & SMT update**
  - The HR Manager is working on the employee handbook.
  - Finance and Resource Manager working on end of financial year and GDPR work with the University.
  - CEO working on initial objectives.
  - MSD summarised the Crowdfunding platform update.
  - MSD beginning to work on student written submission and what student voice have produced, MSD will put some time in the diary to discuss with president team.

## 6. Marketing Updates

- MCM announced reaching target for early bird wristbands, 1500 on the waitlist for VIP and 500 app downloads.
- Marketing team are working on the website, they are in to phase two and would like the presidents to voice any changes or updates that they require. **ACTION: President Team.**
- Marketing to review the student pulse data and will coordinate media posts and activities to relate to student feedback, i.e. social events during winter to combat loneliness.
- MCM would like feedback for PRES images for the website. **ACTION: PRES**

## 7. Team Objectives

- **ACTION: AC to arrange a meeting regarding team objectives.**

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

### a) President of Students' Union

- Pres summarised a busy week. Radio 1 interview regarding clearing and a video with PE on social media
- Pres and the team visited other SUs which was really helpful.
- Black History Month handover with Student Engagement Coordinator.
- Pres has created a blog about work since referendum, good idea to have some communication out that HUU would like to hear feedback regularly regarding hubs.


### b) President of Welfare & Community

- PWC talked to other welfare officers regarding housing and gave some advice regarding advice centre marketing.
- Hull City Council will be replacing some of the lighting around the University area.
- PWC questioned students regarding post graduate experience.
- PWC discussed shaping the mental health strategy. The UEC committee gave feedback regarding actions moving forward.
- PWC expressed a request from British Psychotherapy Council.
- MSD suggested to promote work the President Team are doing to keep students updated such as the lighting project and the mental health project. MSD aware good work is going on based on student feedback but this work isn't marketed or promoted until completed.

### c) President of Sports

- PS thanked SEC for walking around the LBGT+ run route.
- PS had meetings with American football, badminton regarding plans for this year.
- PS discussed the cost of sport with other Student Unions.
- PS added a big objective - to review what money is spent on sport and present the findings by the end of the year.
- PS would like support with fortnightly report.
- PS has created a mature student Facebook community

### d) President of Education

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- PE voiced Post Grad Forum was successful with an attendance of 25 people.
  - PE in discussions with other Unions regarding what companies are used for printing.
  - The Course Rep workshop took place on Tuesday 21<sup>st</sup> August.
  - PE has set dates for chocolate and chat groups.

**e) President of Activities**

- PA report attached.
- PE read out some main points of PA's report, PA is working on advertising space and objectives.
- PA researching funding for a RAG grant.
- PA working with SEOs to discuss faculties being assigned.
- PA taking part in student engagement via Facebook. Sports coordinator and PA working on informing all of the current presidents to join the new society president group.

**9. Any Other Business**

**10. Reserved Business**

**11. Next Formal Meeting  
Tuesday 4<sup>th</sup> September 2018**

## UEC REPORT - WEEK ENDING 26/08/2018

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

<b>NAME: Andrew Costigan</b>	
<b>I'd like to thank</b>	<p><b>Sam Page</b> – for supporting me during the writing of the lighting campaign report.</p> <p><b>Liz Pearce</b> – for reading my emails to the council the assuring me that were indeed polite and professional and also helping me to send my report to the CFO.</p> <p><b>Nick Wright</b> – for picking us all up in the morning on the way to visit to other SU's at 7:00 am.</p> <p><b>Osaro, Tom and Isobel</b> – for being such lovely company on the trains to and from York SU.</p>
<b>Officer Impact</b>	I visited and spoke to other Welfare officers at different SU's to share their thoughts on how to improve union campaigns and lobby for improved university services that I will try to employ here.
<b>Update on my objectives</b>	Hull City Council have begun to look into replacing the lighting on Salmon Grove and Ferens avenue from being just current LED lights into lanterns similar to those on Newland Avenue.
<b>Things I'm proud of/ I need support with</b>	Proud: Motivating the council to alter current lighting conditions.

### LASTing Impact

	What?	Outcome?	Objectives	Rating	Comments
Listen	<p>Student wanted better lighting</p> <p>-</p> <p>Spoke to 7 students over the course of an hour and a half asking them about the post graduate experience for the presidential review</p>	<p>Report written to send to CFO.</p> <p>Council on board to improve lighting.</p> <p><b>Possible</b> joint funding to install new lighting on university side of SG.</p> <p>-</p> <p>Feedback to be typed up and shared in the PG project folder in preparation for the</p>	<p><b>Team</b> <input checked="" type="checkbox"/></p> <p><b>Personal</b> <input type="checkbox"/></p> <p><b>Topical</b> <input checked="" type="checkbox"/></p>	<p>○</p> <p>○</p> <p>●</p>	<p>Report will be sent to CFO to see if they will place more lights on the side of buildings on campus just off of SG and possibly fund the installation of footlights on the unlit side of SG.</p> <p>-</p> <p>Students gave interesting feedback specifically regarding levels of support academically and personally. Students had mixed experiences with some being largely positive and some</p>



	<b>Where: Salmon Grove / Around campus</b>	big write up.			being partially or largely negative.
<b>Ask</b>	I asked to be involved with the process of shaping the mental health strategy for the university.  <b>Where: Student central</b>	I was allowed to be involved with the process of writing the first mental health strategy the university has ever made to represent the student body.	<b>Team</b> <input checked="" type="checkbox"/> <b>Personal</b> <input checked="" type="checkbox"/> <b>Topical</b> <input type="checkbox"/>	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	Have not yet been directly involved but will be attending a meeting with one of the heads of Health and Wellbeing this week to discuss in more detail.
<b>Show</b>	<b>N/A</b>  <b>Where:</b>		<b>Team</b> <input type="checkbox"/> <b>Personal</b> <input type="checkbox"/> <b>Topical</b> <input type="checkbox"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/>	
<b>Tell</b>	<b>N/A</b>  <b>Where:</b>		<b>Team</b> <input type="checkbox"/> <b>Personal</b> <input type="checkbox"/> <b>Topical</b> <input type="checkbox"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/>	

## UEC REPORT - WEEK ENDING 17 AUG 2018

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

<b>NAME: Nick Wright</b>	
<b>I'd like to thank</b>	Sam – for walking the route of the LGBT colour run with me twice! Tom, Osaro, Liz, Vicky, Kevin – For helping me resolve an awkward situation.
<b>Officer Impact</b>	Had meetings with American Football and Badminton about their clubs ahead of the coming year with a specific focus on finances.  Had visits to Man Met SU, Salford SU met their officers and talked about the cost of sport at their uni's.  During the visit to York SU, sat in on a meeting discussing their upcoming inclusive sports week and gave my opinion when I could.
<b>Update on my objectives</b>	Continuing to help clubs with their budgets ahead of this year. Have decided to add a new big objective and scale back some of the others Have set up a Facebook group for Mature Students with the relevant SEOs
<b>Things I'm proud of/ I need support with</b>	

### LASTing Impact

	What?	Outcome?	Objectives	Rating	Comments
Listen	Met with AMF and BAD about coming year, clearing up confusion about budgets/finances and answering their questions  <b>Where:</b>		Team <input checked="" type="checkbox"/> Personal <input checked="" type="checkbox"/> Topical <input type="checkbox"/>	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>	
Ask	<b>Where:</b>		Team <input type="checkbox"/> Personal <input type="checkbox"/> Topical <input type="checkbox"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/>	
Show	Created a work Instagram account  <b>Where:</b>		Team <input type="checkbox"/> Personal <input checked="" type="checkbox"/> Topical <input type="checkbox"/>	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Haven't done anything with it yet.



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

## UEC Report – Week Ending XX Month 2018

**Name:** Isobel Hall (President of Education)

**Over the past 2 weeks I have been focused on the following goals:**

1. Postgraduate Forum
2. Start Printing Campaign/Research
3. Course Rep Planning

**What is the progress/Have you achieved these goals?**

The Postgraduate Forum was really successful with 25 people showing up to take part. We even attracted a couple of University staff members which was useful because they offered insightful comments and were able to hear first-hand student feedback in order to take their comments on board.

Following on from the feedback gathered at the forum, I am currently writing up the comments made at the forum and will subsequently pass on this report to the VC and the rest of the President Team to work on further. This will also feed into our team objectives of writing a report of the Postgraduate experience.

Thanks:

I want to extend thanks to Hull University Marketing team and Sophie for all their efforts in helping and supporting Lauren and I in promoting the forum.

Also, a special thank you to our Postgraduate Taught Officer, Lauren Williams for all her enthusiasm and work in making the forum a success.

Printing. This week I have also been doing research into printing. I have been contacting other Unions across the country in order to gather information on what other Universities offer their students in regards to amount of printing credits. I have received a large range of results and will be using this information in my proposal to the University for them to offer students an increased amount of printing credits.

Similarly, I have reached out to ICT to find out further information on the average student spend on printing and also a figure of the amount the University makes from student printing.

Thanks:

Course Rep Planning was another major manifesto objective and the past two weeks I have been working on ways to improve the Course Rep experience. This has involved meetings with Faculty Associate Deans, our Education Coordinators, writing up student feedback, as well as planning the first academic representation workshop for University staff. In conjunction, all this information will help me in shaping my future plans for Course Reps.

Thanks:

Chocolate & Chat. This was another manifesto promise and this week I have set all the dates for the year. Happening approximately on the last Tuesday of every month.

Thanks:



## UEC REPORT - WEEK ENDING 16th August 2018

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

<b>NAME: Tom McNamara</b>	
<b>I'd like to thank</b>	<p><b>Andy King</b> – For providing clarification around the booking of Jmac for performance based societies since the rebrand to Scoop. Again for his support as my Senior Management Mentor.</p> <p><b>Chloe Birr-Pixton</b> – For her work on the crowdfunding platform despite setbacks that have occurred this week.</p> <p><b>Vicky Dean</b> – For working to organise the societies fairs for next month and generally just answering any society-related questions I have.</p> <p><b>Angie Drinkall</b> – For proofreading my RAG grant proposal and making suggestions for improvement.</p> <p><b>Sam Page</b> – For offering me advice around the “Your Ideas” that I am working on.</p> <p><b>Kevin Pearson</b> – For providing clarification around how I can put a proposal forward for funding to support my projects and ideas.</p> <p><b>Emma Platt</b> – For re-designing the Wall Planner several times to accommodate changes.</p>
<b>Officer Impact</b>	<p>Over the last few weeks we've had 2 full days out of the office visiting Man Met, Salford and York SU to share best practise and gain new ideas, as well as having a full day training course on being a “Confident and Credible Officer”. This along with our other introductions and meetings hasn't left time for much student engagement.</p> <p>I have however continued to make great progress on planning and enacting my objectives which I will begin communicating more with students as we get closer to semester 1.</p>
<b>Update on my objectives</b>	<p>My policy objective around advertising space is beginning to wrap up nicely. Since the last report, I have met with staff from the University about advertising around their commercial outlets and have also emailed the Student Hub Manager for FHS around the possibility of any physical space for a stall/ meet and greet in the Allam Medical Building. Before WelcomeFest I want to set in stone a system of how I can work with University Staff and students throughout the year to advertise student opportunities (deadlines for ads etc.)</p> <p>I have also spoken to our Finance and Resource Manager since the last meeting to discuss how I can go about putting a proposal together to request funding to support my ideas such as the RAG grant.</p> <p>Not much progress has been made with my Activist objective around inclusivity but I have got plans to pick this up more as I move forward.</p> <p>Other projects that I am currently working on include a rethink of how the SEC (Societies executive committee) operates and how I can best work with the new committee to ensure that the best level of support can be provided to societies.</p> <p>Also, as I have been assigned to support the Faculty of Science and Engineering, I am interested in how I can best work with the SEOs from the faculty as well as societies based in the sciences and engineering to best represent students and provide them with more opportunities outside of their degree.</p>
<b>Things I'm proud of/ I need support with</b>	<p>I'm pretty happy that I have more or less wrapped up my first objective. No doubt it will need to be updated and maintained throughout the year but I think for the most part I can now focus on tackling my other objectives.</p> <p>Due to the opening of Scoop, Jmac was no longer going to be available to performance based societies due to it being used as scoop.</p> <p>After querying this, it was agreed that the dancefloor could in fact be used due to the lack of space suitable for rehearsals.</p> <p>As a team, I think we need to discuss how we can best work to accommodate International Students, in particular considering events.</p>

## LASTing Impact

	What?	Outcome?	Objectives	Rating	Comments
Listen	<p>Answered several messages on my work Facebook profile regarding room bookings for performance based societies.</p> <p><b>Where:</b></p>	<p>I confirmed that I would look into it and get back to the students with an update.</p>	<p><b>Team</b> <input type="checkbox"/></p> <p><b>Personal</b> <input type="checkbox"/></p> <p><b>Topical</b> <input checked="" type="checkbox"/></p>	<p>○</p> <p>○</p> <p>●</p>	
Ask	<p><b>Where:</b></p>		<p><b>Team</b> <input type="checkbox"/></p> <p><b>Personal</b> <input type="checkbox"/></p> <p><b>Topical</b> <input type="checkbox"/></p>	<p>○</p> <p>○</p> <p>○</p>	
Show	<p><b>Where:</b></p>		<p><b>Team</b> <input type="checkbox"/></p> <p><b>Personal</b> <input type="checkbox"/></p> <p><b>Topical</b> <input type="checkbox"/></p>	<p>○</p> <p>○</p> <p>○</p>	
Tell	<p>Posted in the Societies Presidents page explaining that progress is being made into making more space available to students for booking however I would need to get back to them once details have been confirmed.</p> <p>I clarified which spaces are still available in the Union building.</p> <p><b>Where:</b></p>	<p>Reassured students that concerns were being looked into with regards to room bookings.</p> <p>Clarification was made around the space still available in the Union, in particular MR6 which is currently being used as office space but will be available again in September.</p>	<p><b>Team</b> <input type="checkbox"/></p> <p><b>Personal</b> <input type="checkbox"/></p> <p><b>Topical</b> <input checked="" type="checkbox"/></p>	<p>○</p> <p>○</p> <p>●</p>	