



UNION EXECUTIVE COMMITTEE MINUTES

TUESDAY 4th SEPTEMBER 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** – PS welcomed the group and announced apologies from PE.
2. **Minutes of previous meeting** – Taken as read.
3. **Matters arising** – See matters arising from Tuesday 21st August.
4. **For Discussion & Decision**
 - a) **WelcomeFest Schedule**
 - MCM sent the team the WelcomeFest overview. All officers to attend York.
 - PRES and PE to attend Post grad Speed Friending. PWC and PA to attend Speed friending.
 - MSD summarised the WelcomeFest staffing requirements.
 - **ACTION: President Team to decide what events they would like to attend.**
5. **Chief Executive & SMT update**
 - CEO has been in post for one month.
 - CEO reading and understanding the memorandum and governance of the organisation.
 - CEO is working around the strategic plan.
 - CEO has begun creating a governance diagram, by the end of the week a trustee induction pack and trustee descriptions with all legal obligations.
 - CEO reviewing the code of conduct and conflict of interest.
 - Possible review of the MMA, CEO will be in talks regarding the trading arm with the board.
 - CEO analysing the code of practice.
 - University stakeholder meetings taking place in a similar way to previous CEO for the time being.
 - MSD interviewing this week and next few for Democracy Co-ordinator and Education Co-ordinator.
 - MSD and Student Opportunities Manager to attend a meeting regarding crowd funding.
6. **Marketing Updates**
 - MCM voiced signage going up

- Nearly at 1000 sales for wristbands and building more followers on social media.
- MCM to talk to PRES and Student Voice Manager regarding governance marketing.
- The committee discussed results of the student pulse survey. PS suggested it would be useful to question the extra-curricular activities that HUU provide in the last pulse survey.
- MSD voiced a few years previous some questions on the pulse report of Student experience at HUU, impact on employability skills, retention etc. MSD suggested it would be interesting to go back and take note.
- MCM expressed to let staff know if you are going to run a survey and to create it through sums so that it is central.
- MSD demonstrated results from the previous pulse survey report. MSD will share the data with the team. **ACTION: MSD to share pulse survey data.**

7. Team Objectives

- The team had a meeting regarding team objectives. PRES stated their objectives are value for money, mental health and loneliness.
- The team have ensured these are being covered under the own objectives.
- PRES and PE working on post grad students.
- Pres suggested creating a HUU issue page.
- First objective as a team to be tackled in December around loneliness.
ACTION: AC to arrange a meeting with marketing and president team.
- MSD would like student written submission work by Friday 14th September.
ACTION: President Team.

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

a) President of Students' Union

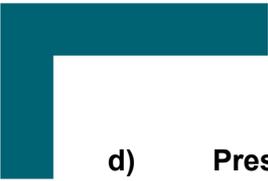
- Pres enjoyed the trip to Lincoln and connecting with Lincoln president.
- Pres happy with the room bookings, times are extending for certain rooms.

b) President of Welfare & Community

- PWC had a busy week.
- Working with Advice Centre Manager to review the formal response regarding the mental health submission by the previous Welfare and Community officer.
- PWC gave an update on lighting work.
- PWC expressed that the 10th September is national suicide awareness day. Wednesday 12th September there is a talk on male suicide in Middleton Hall.
- MCM expressed the social media plan for national suicide day makes sense to direct students where to go in they require any help or knowledge.

c) President of Sports

- PS finished kit contract with O'Neil's and has arranged for some stock for 70th anniversary.
- PS enjoyed the visit with Lincoln, discussed reaching international students and how to engage more.
- PS pushing students to sort budgets.
- PS working on recruiting AU Exec team.



d) President of Education

- Taken as read.

e) President of Activities

- PA on holiday last week and at conference week before.
- PA found the Lincoln visit useful. HUU have 25-30 societies without a committee, PA could potentially get a referendum to get them started again.
- PA voiced letting international students lead events.
- PA putting a motion to Union Council to review SEC.

9. Any Other Business

- PRES voiced national hate crime awareness week 13-20th October. PRES to launch video with the VC and would like to work with clubs and societies with help from PA and PS to gain support.

10. Reserved Business

- Please see attached

**11. Next Formal Meeting
Friday 21st September 2018**

UEC REPORT - WEEK ENDING 7 September 2018

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

NAME: Andrew Costigan	
I'd like to thank	<p>Gina Rayment - For constant support this past week in regards to advising with the advice centre and helping me go through the response to the mental health survey. Really appreciative!</p> <p>Rachel, Sophie, Jack, Alex and Emma - Who have offered an amazing amount of support with marketing and all of whom I appreciate a great deal.</p> <p>Isobel Hall, Nicole Steele and Benedict Greenwood - For keeping me company in the office when most people are on holiday.</p> <p>Alex Tute and Emily Normington - For adopting me when I was hot desking.</p>
Officer Impact	<p>Met with the health and wellbeing team to share Jennie's mental health report with them and received a formal response to it. Also met to discuss the status of the mental health strategy for the university and possible forward tactics for advertising at the university for mental health and wellbeing services.</p> <p>Spoke at the autistic spectrum conditions event to a crowd of new incoming students and their parents/carers.</p> <p>Meeting with assistant director of the estates team to discuss university input to the lighting project on Salmon Grove.</p> <p>Additional meeting with SEO to discuss the possibilities of providing sanitation packs across the university.</p>
Update on my objectives	<ul style="list-style-type: none"> - Response to Mental Health Survey - Developing plans for HUU on tour (working title) - Meeting to secure commitment from University on lighting
Things I'm proud of/ I need support with	<p>Building a relationship with health and wellbeing team to support them in delivering their services. Meeting with estates.</p> <p>I need support in developing a strategy for long term advertising for suicide prevention and getting HEYMind/ Samaritans on campus</p>

LASTing Impact

	What?	Outcome?	Objectives	Rating	Comments
Listen	Listen to the feedback from H+W team about mental health page on website Where: union	Mental health guidance on Union website changed,	Team  Personal  Topical 	  	<p>H+W team were appreciative of being included and a timely response being made.</p> <p>MAJOR thanks to marketing for taking the time to change that when you're focusing on WelcomeFEST.</p>

<p>Ask</p>	<p>Asked H+W team and marketing for guidance on suicide prevention day and the most appropriate action</p> <p>Where: Canham T</p>	<p>Suggestions that low-key advertising of services may be effective but also to gear towards staff in union/university particularly student facing staff</p>	<p>Team <input checked="" type="checkbox"/></p> <p>Personal <input checked="" type="checkbox"/></p> <p>Topical <input type="checkbox"/></p>	<p><input type="radio"/></p> <p><input checked="" type="radio"/></p> <p><input type="radio"/></p>	<p>Hoping to make this a long term campaign involving local charities as well as promoting the services provided by health and wellbeing.</p> <p>Possible sensitivity issues in the future - important to make information general and not case specific.</p>
<p>Show</p>	<p>Shared lighting report with some members of staff as well as response to mental health survey</p> <p>Where: emails</p>	<p>Positive feedback on lighting report. Inclusion in student written submission.</p> <p>Hoping to be able to publish response from Student services regarding mental health feedback to reach out to students with individual issues in the survey.</p>	<p>Team <input type="checkbox"/></p> <p>Personal <input checked="" type="checkbox"/></p> <p>Topical <input type="checkbox"/></p>	<p><input type="radio"/></p> <p><input checked="" type="radio"/></p> <p><input checked="" type="radio"/></p>	<p>Hoping to secure firm agreements and timescales from both council and the university on lighting.</p> <p>Hopefully able to publish survey but need to ask H+W questions about points raised in the response first.</p>
<p>Tell</p>	<p>Student got in contact about inviting black layer directorates foundation in to help BAME students</p> <p>Where: email</p>	<p>Student requested help promoting the event. I have offered to help expand this opportunity further into a wider campaign on the black attainment gap with President.</p>	<p>Team <input checked="" type="checkbox"/></p> <p>Personal <input type="checkbox"/></p> <p>Topical <input checked="" type="checkbox"/></p>	<p><input type="radio"/></p> <p><input checked="" type="radio"/></p> <p><input checked="" type="radio"/></p>	

UEC REPORT - WEEK ENDING 31 August 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	Andy King – for all his help with the O'Neills contract
Officer Impact	Finished sorting the kit contract for this year with O'Neills Visit to Lincoln SU, sat down with them and discussed how they fund sport and ideas on how to engage more effectively with international students
Update on my objectives	Progress made on AU Exec adverts, application forms and application process. Continuing to work with clubs on Budgets ahead of the start of the year
Things I'm proud of/ I need support with	Joining a local rugby club Going on annual leave and not spending all my time working

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

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

NAME:	
I'd like to thank	Gina and Kate for helping me deal with my first student complaint! Nicole for going through the Course Rep Budgets with me Liz for being an amazing mentor as always The whole of the Marketing Team for helping me plan my objectives Sophie for helping me get a chocolate fountain Sophie and Alex for helping me plan Chocolate and Chat and PG Week
Officer Impact	I took part in the clearing marketing campaign I ran my Academic Representation Workshop I have set up a meeting with ICT so we can work together to produce a paper on printing to the ULT I have investigated spaces for PG in the library at the Library SMT I have planned my big objectives for the year with marketing As a team we planned which HE issues we are going to tackle this year I have planned my Chocolate & Chat events AND HAVE A CHOCOLATE FOUNTAIN!!!! I have started planning events for PG week With SVOT we have decided on CR training dates I have posted on social media about reading lists being released as this was an prominent issue raised by Faculty Reps I have met with Annie and we have started our proposal for TED Talks I have finished writing my Postgraduate Forum Report
Update on my objectives	Arrange a meeting with ICT (Printing) Talks with SVOT/Academic Representation Workshop (Course Reps) PG Report/Communication (PG)
Things I'm proud of/ I need support with	GETTING A CHOCOLATE FOUNTAIN!!!!!!

LASTing Impact

	What?	Outcome?	Objectives	Rating	Comments
Listen	PGT Officer meeting regarding PG Week Where:		Team <input type="checkbox"/> Personal <input type="checkbox"/> Topical <input type="checkbox"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/>	



Ask	PGs on FB group about PG Week Where:		Team <input type="checkbox"/> Personal <input type="checkbox"/> Topical <input type="checkbox"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/>	
Show	Where:		Team <input type="checkbox"/> Personal <input type="checkbox"/> Topical <input type="checkbox"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/>	
Tell	Reading List SM post Where:		Team <input type="checkbox"/> Personal <input type="checkbox"/> Topical <input type="checkbox"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/>	