



UNION EXECUTIVE COMMITTEE MINUTES

Tuesday 4th December 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), Rachel Kirby, Marketing and Communications Manager (MCM); Laura Walker, Administration co-ordinator (AC)

1. **Apologies**
Liz Pearce, Membership Services Director (MSD)
2. **Minutes of previous meeting**
Taken as read
3. **Matters arising**
 - See matters arising from Tuesday 13th November.
 - All Presidents agreed to arrange the five Themes for a 30 min promotion.
ACTION: ALL PRESIDENTS
 - PRES requested leaflets to promote the Union Council. **ACTION: AC**

4. **For Discussion & Decision**

Team objectives,

- All presidents agreed the shared goal for Trimester 2 is to improve the score for the student pulse question. MCM will confirm. **ACTION: MCM**

a) Part Time Officer Budgets

- PWC expressed concerns regarding budgeting.
- PWC suggested confirming budgets. **ACTION: PWC/PA**
- PWC proposed to reform the budget and assign them £50 for publication and the remainder of the money to go into an outreach pot to be approved at UEC meetings.
- PRES expressed how the PTO should submit a budget and the Presidents can look at other ways to support them with spending and setting budgets.
- MCM confirmed PTO could bid for funding.
- PE highlighted concerns regarding PTO filling out a form to be approved at UEC and suggested giving £100 to each PTO.
- PRES suggested a meeting for all Presidents with the CEO and Kevin Pearson. **ACTION: AC**
- MCM explained the marketing team have funding for promoting what students do.

b) HUU living wage as an employer

- To be included at the next board meeting.

c) Associate memberships

- All approved but the form needs to be updated. **ACTION: MCM**

d) Health and Safety

- PRES expressed concerns about the frost and ice becoming a hazard outside HUU, CEO confirmed it is The University responsibility to grit the grounds.

e) Governance review

- PRES confirmed an updated was given at Monday weekly meeting.
- PRES clarified this is now a personal objective but asked if people could help and share events, PT officers included.
- PRES highlighted an email has been sent to all PTO's.
- PE Suggested all Presidents are included in all emails to PTO's.
- PS feels if an email sent to all officers the presidents should all be included but not in individual emails.

f) AU clubs

- Defer

5. Chief Executive & SMT update

- CEO announced the solicitor has sent information regarding the constitution for the trading arm.
- CEO confirmed the SMT meetings are now on a monthly basis.
- CEO clarified the SMT now have objectives.
- PRES confirmed the team would like to be kept up to date on objectives.
- CEO confirmed the need for a trustee at the board meeting in the role of a director.
- PRES expressed an interest in staying involved in the board meeting.
- CEO highlighted the terms regarding how much commercial will pay for marketing, branding etc. between the two organisations.
- CEO said the Appointment and Governance committee is to meet twice a year.
- CEO highlighted health and safety is to be included in all meetings.
- CEO stated the board agenda would change when the trading arm is set up.
- CEO voiced changes to the memorandum and articles.
- PRES suggested a half away day for the board.
- CEO confirmed all the approvals, which will be needed to move forward with memorandum and articles with the aim to complete in July 2019.

6. Marketing Updates

- MCM suggested the presidents take over the Instagram for a day.
- PE expressed an interest in Facebook live videos.
- MCM confirmed Welcomefest reunion is the last week in January with GIAG events, meet and greet, and VK electric theme.
- Feedback from Welcomefest, timetable leaflets will be given out, Christmas card to promote and three video round up.
- MCM announced the full programme for Elections start in the New Year.
- MCM asked all to confirm how many Christmas cards people would like by Friday the 7th Dec. **ACTION: All Presidents**

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

a) President of Students' Union

- Pres taken as read.
- PWC questioned the outcome of the representative objective; PRES confirmed students want to see us around the campus more.

- MCM expressed concerns regarding students feeling disconnected after elections and suggested more engagement with the presidents.
- PS asked for feedback about HE issues.
- PRES confirmed the students felt the feedback was a good method with flip chart; they do not like long surveys.
- MCM highlighted how emoji survey was a good source of feedback.
- PRES confirmed moving forward they should use flip charts and emoji feedback.

b) President of Welfare & Community

- PWC updated the committee regarding welfare training delivered on the 3rd December, the team gave feedback on how to make it more engaging.
- PWC confirmed mental health conference is on the 5th of December.

c) President of Sports

- PS announced The AU Ball was a great success with 230 people attending.
- PS expressed feeling proud of the AU exec for raising £420 for Movember.
- PA asked if help would be needed for the 70th anniversary.
- PS clarified what is achievable regarding the 70th anniversary and working on big events.
- PRES questioned which events and if help is needed.
- PS confirmed all ideas would be organised by end of January.

d) President of Education

- PE taken as read.
- PA questioned library SMT; PE meets with the librarian every two weeks to discuss student issues and queries.
- PRES asked if PE could help with coordinating hubs in a meeting. **ACTION: AC**
- PWC asked when the new printing credit for students would be ready; PE confirmed it would be in place by next semester in time for NSS.
- MCM questioned choc and chat feedback; PE clarified 116 surveys have been filled out and will send updates once read.

e) President of Activities

- PA taken as read.
- PE questioned the motions; PA confirmed they are a continued progress.
- PA discussed the need for an editor.
- PA clarified Jam radio being on in the union building.

8. Any Other Business

- CEO raised concerns regarding the poor attendance to the Annual General Meeting and suggested Union Council could help with engaging more students
- PRES suggested looking into a more suitable time to improve engagement for AGM. **ACTION: PRES**

9. Reserved Business

- As per separate document.

10. Next Formal Meeting

Friday the 14th December 2pm 2018

UEC FORTNIGHTLY REPORT 30/11 2018

NAME: Osaro Otobo	
I'd like to thank	Chloe & Alex for letting me go to the GIAO trip.
Student president notable events/meetings	Union council Appointments and Governance Development Committee VC meeting Student Hubs Group Finance, Audit & Risk Committee University Council HE issue student feedback
Update on my objectives	<p><u>Policy Objective - Governance review</u> Presented feedback at Union Council. Organised workshop on Democracy. Talking to students about topics for discussion at UC.</p> <p><u>Activist Objective - student-led campaigns and national & local HE issues</u> Collated interactive feedback from students around HE issues including Brexit and sustainability.</p> <p><u>Representative Objective - Improving HUU student comms</u> Took part in a workshop round this regarding elections.</p> <p><u>Trustee Objective - board and sub-board pre-meets, chair/president catch ups and mentor/mentee scheme.</u> Had catch ups with the chair and student trustees. Contributed to Trustee handbook.</p> <p><u>Faculty Objective</u> Had my first catch-up meeting with the FACE faculty rep and listened to what she wants to do for the year.</p>
Things I'm proud of/ I need support with	I need support with the governance review – sharing posts with zones and students in general.

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
16/11	61	10	Catch up meetings Interactive feedback Union council GIAO	16
23/11	46	3	Catch up meetings Interactive feedback	5
30/11	40.5	3	Catch up meetings Interactive feedback	7.5

UEC FORTNIGHTLY REPORT 22/11/2018

NAME: Andy Costigan	
I'd like to thank	Alex Uney, Jack Baldwin, Rachel Kirby from Marketing, Kate Jude, Liz Pearce, Jane Stafford, Alex Tute, Sue Sargeson, Nicky Robinson, Sam Salvidge, Kevin Pearson, Rachel Fee and Sarah Gregory.
Student president notable events/meetings	<p>SEOs – stress less for academic success/speed dating with uni services/Sanitary product drive</p> <p>Part Time officers – LGBT/LINKS</p> <p>HUU Awards review</p>
Update on my objectives	<p>Mental health:</p> <ul style="list-style-type: none"> - First strategy meeting scheduled for December 20th - Will be advocating student attendance and the presence of advice centre/health and wellbeing advisors - Need to chase university marketing regarding changes to the website that were proposed to them – will be spending 24th with head of marketing during open day and plan to use this opportunity to ask again in person <p>Welfare training</p> <ul style="list-style-type: none"> - Rooms booked for the 26th November and 4th December - Possible redelivery in new term - To be contacting Welfare officers for feedback on creating 'packs' as suggested by SEC Welfare officer <p>Raising the profile of advice centre/health and wellbeing</p> <ul style="list-style-type: none"> - Students seeing the advice centre for mental health issues has risen comparatively to last year by 120+ cases. - Need to follow up physical marketing campaign with marketing – to be done on the 24th - Consideration of creating business cards <u>specifically</u> for people dealing with issues who aren't aware of university services.
Things I'm proud of/ I need support with	

ENGAGEMENT BREAKDOWN

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	<i>p/w</i>			
23/11	31 (Friday toil as working Saturday)	7	1 to 1 meetings regarding campaigns and committee issues. Promotional stall for white ribbon	22.5%

UEC FORTNIGHTLY REPORT ****NOVEMBER**** 2018

NAME: Isobel Hall	
I'd like to thank	<p>Ashlie for great mediation services for the team</p> <p>Kate for organising mediation</p> <p>Andy King for listening and offering sound advice</p> <p>Fran for supporting me and helping to organise Course Rep Christmas</p> <p>Liz for her support</p> <p>Chloe for sending me the link to Alumni events</p> <p>My Zone for their enthusiasm</p> <p>Laura for being such a great support – we will miss her!</p> <p>Nick and Tom for their ongoing support</p>
Student president notable events/meetings	<p>Wednesday 14th:</p> <p>Library SMT Meeting</p> <p>Surveys Meeting Group – Spoke about how the NSS/HSS/PTES/PRES will be marketed and what incentives will be given</p> <p>Drop-In Session - PGT Student – planned campaign to lobby the University for space for PG Students</p> <p>Education Exec Meeting 1 hour and a half (minutes will be available online)</p> <p>PGR Officer 1:1 – Planning PG Forum/Facebook Group & Event/Objectives 1 hour</p> <p>Facebook – Posts/Creating events/Responding to messages 1hour 10 Facebook Messages</p> <p>Chemistry Issues – Various student complaints, Face-to-face/Emails – 20 minutes</p> <p>Meeting with FACE Staff Member regarding Rep recruitment</p> <p>Filling out UEC Form 15 minutes</p> <p>Thursday 15th:</p> <p>Timetabling Review Group (4hours)</p> <p>Facebook Events and 5 Facebook Messages (1 hour)</p> <p>President Team Meeting regarding Standing Orders</p> <p>Filling out UEC Form 5 minutes</p> <p>Wrote blog for Printing Proposal</p>



Friday 16th:

Meeting with Education Coordinators – discussing Online Training and Course Rep Christmas

Meeting with PGR Officer and PGT Student regarding campaign to increase PG specific space on campus. Survey ready to go out to student and printed paper copies to be distributed (1 hour)

Meeting with student to consider the role of Mature Students Officer position (1 1/2 hour)

Meeting with History Course Rep to discuss possible campaign of events opportunities for History students (1 hour)

Have started to create and Education Exec handbook

2x Facebook Post/5 Facebook Messages

Filling out UEC Form 15 minutes

Monday 19th :

Meeting with Glenn and Colette to discuss PG Working Group – date to be set before Christmas for first meeting

Debrief on Rep Recruitment – plans made for moving forwards and next year

PG Meeting – Surveys for campaign sorted. Met with Officers and Students

Student Hubs Meeting – Things have been moving rather slowly so I've invited along a staff member to talk at our next Course Rep Forum and I suggest workshops/focus groups which will be led by Osaro as we do not have any up-to-date feedback since the referendum. Also, suggested that staff could be consulted, and could write down what student enquiries they get. Furthermore, pointed out that the Hubs should have a marketing/comms plan that targets students during key times of the year to offer their services.

Course Rep Christmas Meeting – Designed graphic and email. Invites sent to reps!

Press Training

Facebook: Poll on Facebook for reps about Course Rep Forum Theme, Replying to comments, Facebook Post and 3 Facebook Messages. Shared post with printing blog

Tuesday 20th:

Catch up with Faculty Rep – discussing objectives and promoting survey

Catch-up with PGR Officer and Head of Graduate School

Meeting to discuss how PTOs will be supported by Union Staff

HUU Awards Meeting

President Meeting Catch-up to prep for Friday VC Meeting

Facebook: Created post and event for Reps, 3 Facebook Messages



	<p>Wednesday 21st :</p> <p>Review my budget and have not overspent! I am now spending said money!</p> <p>Meeting with Ian from timetabling to address student issues and prep for Course Rep Forum</p> <p>Planning for Christmas Chocolate and Chat</p> <p>Facebook: Created 2x Event for Education Exec, Created 3x Events for Academic Reps, 2x Facebook posts and responded to 14 Facebook messages</p> <p>Filling out UEC for past three days: half an hour</p> <p>Thursday 22nd:</p> <p>Meeting with Councillor of Scrutiny</p> <p>Course Rep Coffee Morning</p> <p>Disciplinary panel</p> <p>Mentor Meeting and Events meeting</p> <p>Creating agenda for Course Rep Forum</p> <p>Facebook: 4 Facebook Messages, 1 Facebook Post.</p>
<p>Update on my objectives</p>	<p>Printing</p> <p>Research completed = 19 universities Signatures collected = 1143 Proposal written = blog on hullunion.com Present to Glenn Glenn to take to ULT Waiting on an answer</p> <p>Partnership</p> <p>Called for SVOG group Creating new SVSG group Will create working group for code of practice Plan for rep recruitment</p> <p>Postgraduates</p> <p>Campaign around space started Discussions around representation started PG Working Group to start before Christmas</p>
<p>Things I'm proud of/ I need support with</p>	<p>Things I need support with:</p> <p>Getting money for the Education Zone Providing training for PTO's Writing Handbook for PTO's Providing training for Councillors of Scrutiny Recruiting Reps</p>

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
Wednesday 14 th	9 hours	4 hours	Campaign Planning/Objectives Planning/Education Exec Meeting/Facebook/Twitter	44%
Thursday 15 th	7 ½ hours	1 hour	Facebook	13%
Friday 16 th	9 hours	4 hours	Meeting Students/PTOs to plan campaigns Recruiting members to the Education Exec Facebook	44%
Monday 19 th	8 hours	2 hours	Facebook and PG Meeting	25%
Tuesday 20 th	8 hours	2 hours	Facebook and PG Meeting	25%
Wednesday 20 th	9 ½ hours	3 hours	Facebook	32%
Thursday 21 st	8 hours	2 ½ hours	Meeting with Councillor of Scrutiny Facebook Course Rep Coffee Morning	31%
Total:	50 hours	14 ½ hours	As above	29%

This does not include all my email communication with students and some of the wins we have had from the University!

It took me 1 hour and 15 minutes to complete this form.

UEC FORTNIGHTLY REPORT 29RD NOVEMBER 2018

NAME: Tom McNamara

I'd like to thank

Nick Wright & Isobel Hall – For the usual stuff: Nick for letting me park on his drive (more than I do my own) and both being free to talk and bounce ideas around.

Andy Costigan – For bringing cake in on his Birthday – lad!

Laura Walker – For making this new UEC form and probably for having to write the next one. Welcome Back! 😊

Marketing Team – For sharing events for me such as the Hullfire EGM and the 24hr Takeover of Wilberforce.

Alex Uney – For writing up the Press Release for the 24hr Takeover of Wilberforce.

Jane Stafford – For advising me on how to proceed when writing a motion to make an amendment to the Bye Laws

Andy King – For your help with sorting out the STEM Ball. It's really appreciated!

Liz Pearce – For directing me to Personal Development opportunities that are available to me in this job. Also for helping sort out Societies on the Open day on the 24th.

Vicky Dean – For being awesome!

Chloe Birr-Pixton – For helping iron out a few last minute issues with the 24hr Charity event.

Angie Drinkall – For providing me more opportunities to get involved with HUSSO and the Community Volunteering side of my role.

Rob Ackers & David Wait – For your help running Societies Council, Society admin and writing up Union Council motions.

Samraj Bhullar – For educating me on how MedSoc operates and offering some good feedback on my suggestion of adapting the Societies Rep into a HYMS Societies Rep.

Student president notable events/meetings

- Finance, Audit & Risk Committee
- Formal Informal Union Executive Committee (UEC) Meeting
- Union Council
- Activities Zone Meeting
- Societies Council
- Societies Executive Committee (SEC) Meeting
- Action Planning with my SEC Society Mentors
- Meeting w/ Andy King at the Doubletree by Hilton to negotiate the society event deal for the STEM Ball.
- 24hr Takeover of the Wilberforce Building charity event.
- Hullfire: EGM to elect a new Editor
- Another University Complaints Panel
- Student Voice App discussion
- The time we didn't go on the UEC Half Away Day
- Meeting regarding Society-use of Middleton Hall with Venue Manager, Tony Courts.

Update on my objectives

1) Society Representation and Support

- Introduced voting cards at Societies Council. Had Council members vote on whether they agreed with motions proposed.
- Society's representatives at Societies Council voted to revamp the Societies Council Rep into a Societies Rep specifically for HYMS (Hull York Medical School). This was proposed alongside either keeping the current Societies Rep position or dissolving it. A majority voted to revamp it to a HYMS rep. *Further consultation required.
- Suggested that if anyone was particularly invested in seeing the motions passed they can attend the next Union Council or express their support by seconding motions.
- In the future, we are going to be more proactive to circulate an agenda at least a week before Council so that Presidents can consult their members on topics up for discussion.
- Had a catch up with both Society Mentors to discuss plans going forward and how they can help me with running the SEC. Monthly Catch-Ups planned with Mentors.
- We are planning to have the Society Presidents' Handbook completed by Week 12 of Trimester 1.
- Met with the President of MedSoc to:
 - o Discuss issues faced by HYMS students within Societies;
 - o Get a better understanding of the scale of MedSoc;
 - o Get his opinion on having a HYMS Societies Representative. (He thought it was a good idea!)
 - o Meeting with the MedSoc committee on the 30th November.

2) Room/ Facility Bookings

- Societies have sent in room requests to reception for Trimester 2.
- I'm sitting down with Ian Aylett from Timetabling to plan in these bookings on December 3rd.
- Had a meeting with Tony Courts (Middleton Hall Venue Manager) to discuss discounted slots for the venue. Tony is eager to get students using the Venue and has offered to be as flexible as possible with pricing and offered Societies the venue for free on Wednesday afternoon during Refreshers.
- Tony emphasised that if societies sell tickets for the venue, as long as there is interest in the event to sell at least 150 seats then tickets sales would cover the cost of the venue.

3) Commercial

- Received feedback from one of the Station Managers of JAM Radio that we don't air the radio in the Union Building. He had been advised to write a Union Council motion on it but instead I talked with Andy King from which he has asked for a broadcasting schedule so they can air when live. The quality of broadcasting will be reviewed monthly to ensure everyone is happy with the music/content.
- I am trying to work out what the best way is to gain feedback on commercial. Rachel Kirby has provided me with past feedback but I am thinking of organising a working group to bounce ideas around as to how we can get more students using the building.

4) Finance

- I have reviewed Byelaws surrounding the Financial Procedures governing Societies.
- This is largely focused around the Societies Grant, bringing up to date with current procedure and also reducing the number of society members required to access the grant from 30 to 10 with appropriate measures being put in place in order to

	ensure value for money.
Things I'm proud of/ I need support with	

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
30/11/18	43	9	<ul style="list-style-type: none"> - Meeting w/ Physics Soc Committee - Meeting w/ MedSoc President - Meeting w/ SEC Society Mentors - Societies Council - Meeting w/ MedSoc Committee - Catch up w/ RAG Chair and Vice Chair 	20.9%
23/11/18	40	7	<ul style="list-style-type: none"> - Catch up w/ team after 24hr - Society Mentor 121 - Meeting w/ Societies involved w/ the STEM Winter Ball - Media Law Training - Hullfire EGM - SEC Fortnightly meeting - Activities Zone Fortnightly meeting 	17.5%
16/11/18	45	14	<ul style="list-style-type: none"> - RAG Catch Up - Student Trustee Catch Up - Union Council - Meeting w/ Airsoft - Meeting dealing with last minute issues around the 24hr event. - 24hr Charity Takeover of Wilberforce 	31.1