

MINUTES OF UNION EXECUTIVE COMMITTEE MEETING

Held at 2pm on Tuesday 24th October 2017

Present: Osaro Otobo, President (OO); Caitlin O'Neill, Sports Officer (CON); Salman Anwar, Education Officer (SA)

Attending: Chief Executive (CEO); Studio Manager (SM); Administration Co-ordinator (AC, minutes); Membership Services Director (MSD)

1. **Apologies**

Jennie Watts, Welfare & Community Officer was taken unwell before the meeting. JW preapproved all funding forms and associate memberships.

2. **Minutes of previous meeting**

Approved as a correct record.

3. **Matters Arising**

See attached.

4. **For Discussion & Decision**

a) **NUS Visit –**

- OO stated that Shakira, the president of the NUS is visiting on Friday 27th October.
- Shakira will discuss what changes have happened in the NUS since HUU left.
- Shakira will give a talk on the NUS in an open forum. SM suggests that there is a lot of comments on social media in anticipation of the open forum.
- All officers promoting the president of NUS attendance around campus and on social media.

b) **Cork Board in SU -**

- This agenda item was brought forward by JW which will be pushed forward to the next UEC.
- CEO asked if the toilets downstairs could be an opportunity to use some of the big spaces to advertise membership services. CEO asks SM if they can arrange some posters to use in the toilets and around the buildings. **Action: SM**

c) Your Ideas Scheme

- **c.1 Promote iHull app in University Induction etc not the Website** – MSD stated this may be some feedback for the University regarding their website and not necessarily an issue for HUU. SA is going to investigate this further. **Action: SA**
- **c.2 A re-think of the bus pass for UoH Students** – An idea to extending the bus pass, such as free bus passes for all students. MSD states some campuses have a lot of travelling to do. OO stated maybe not for all students, just ones that live far enough away to get the bus. OO stated there is already a student discount card to get 10% off EYMS. SA is having a meeting this week with the Mature Students Officer to discuss ideas about the bus passes. CEO stated that the University may encourage a free bus pass as parking on campus is extremely difficult. **Action SA**
- **c.3 Let us take coffee upstairs in the Library** – All officers state this issue needs clarifying, SA has a meeting with the librarian so the issue can be discussed then. **Action SA**

d) Campaign Funding

- **d.1 The Jam** – This campaign form had been approved prior to the UEC Meeting through email and conversation with AS. The campaign is designed to bring together students from across the university and a variety of departments in support of Black History Month to fellow students and colleagues. **A total cost of £380.50 was approved by all officers.**
- **d.2 Vegan Fair** – The Vegan Fair Campaign will promote vegan food and culture, allowing people/students the opportunity to try vegan food, educate and understand why people choose to be vegans. **A total cost of £37 was approved by all officers**
- **d.3 Movember** – A group of students including the student ambassador for Movember would like to create a buzz around campus to raise donations and raise awareness. **A total cost of £192.65 was approved by all officers.**

e) Your Ideas Workshop – OO would like the officers to help advertise the event which is being held on 25th October.

f) Associate Memberships – All memberships are approved.

5. **Chief Executive & SMT update** – During the monthly manager and staff meetings it was highlighted that all figures from finance are on track so far. The WelcomeFest video brought to life all of the hard work that everyone put into making the event successful. The Human Resources Manager updated staff on the soft benefits day taking place on 7th November. MSD stated that all the benefits should be put into one document for everyone to see them in one place. Also during the staff meetings, the Marketing and Communications Manager gave an update on the brand work and announced that the marketing team have taken the decision to reveal the new branding at the next staff meeting. The CEO will be working with the University to brain storm what is not working in the union building to gain ideas to discuss with architects regarding the future plans to update the building. The CEO stated the message is

that there was a lot of work over WelcomeFest, all HUU staff have pulled together and worked very hard.

6. **Marketing Update** – The Advice Centre Manager agreed to do another photoshoot of the officers. SM stated a company have been hired to update the area in the unisex toilets to change some of the colours. SM could negotiate a new sign to replace the existing one.

7. **Weekly Reports & Accountability**

- a) **President** – OO would like to highlight the meeting with the VC to discuss latest tasks. VC signed the pledge board which was tweeted and used in the newsletter. Black History Month events have gone well including the Jam Rock night on Friday which was very much appreciated.
- b) **Welfare & Community Officer** - Absent
- c) **Sports Officer** – CON is proud of all the work going into club debt. Sports clubs are taking it seriously and being cooperative. The vision is to help them to help themselves, creating club sustainability.
- d) **Education Officer** – SA is meeting with international student's officer, in Johnny mac to get feedback and for him to become known to students. SA stated that the VC mentioned she'd be interested in having a meet and greet with postgraduate taught and postgraduate research students. SA and OO will be having a meeting with the postgrad taught and postgrad research officer to discuss the details. SA stated hearing some feedback that students feel disconnected from HUU, SA is happy to talk about any issues that lecturers/students may have.

8. **Any Other Business**

- a) CON is working with marketing regarding varsity. Found a production company that is suitable. Approximately £3000 for the publicity which is more than what we would usually spend but CON would like to really to push this event. CON unable to wait to hear from Mercure, if the deal goes through then CON can gain some costs back from Mercure. MSD stated that meeting with Mercure went well, contact since has been a little sparse. The Finance Manager and CON discussed the budget, the conclusion was that the previous years had not been this much money but this year CON is looking to really advertise this well. The CEO suggested that this could be a video that you can use for a number of years and would like a diverse range of students to be involved. All attending the meeting approved the costs and will discuss with JW to gain approval.

9. **Reserved Business**

None reported.

10. **Next Formal Meeting**

Tuesday 7th November 2017

UEC REPORT - WEEK ENDING 20/10 Month 2017

This report should be completed each Friday and emailed to Emily together with any papers for the meeting

NAME: Osaro Otobo	
I'd like to thank	I'd like to say thanks to Tania for all the work put into organising the first union council and training session for part-time officers.
Officer Impact	<p>I organised the NUS visit that will be taking place on 27/10. It gives students a chance to ask any questions, face to face, to the NUS president.</p> <p>I met the VC along with the Officer Team to discuss issues she can help us out with. We discussed the work we have been getting up to and the VC signed our 'I stand against racial discrimination' pledge board. We also discussed issues and hot topics at the breakfast meeting with the VC and the senior leadership team of the university.</p> <p>I went to my first University Ethics Committee and gave a verbal report.</p> <p>Along with the Officer Team we had our first Union Council. I gave a presentation at the beginning of the session about HUU.</p> <p>I interviewed external trustees in order to have someone to replace one of our trustees that will be stepping down in December.</p> <p>Along with Sam, I helped a part-time officer get a university space for her Black History Month event.</p>
Update on my objectives	<p>The Advice centre have agreed to do the hate crime reporting centre awareness training, I am just waiting on the dates that they can do so I can let Graham Paddock know and then the Humberside police can come in.</p> <p>For my objective related to Timetabling, I have been going out to talk to students about how Wednesday lectures effect their experience.</p> <p>One of my other projects for the year was that I wanted to make sure that important events are well celebrated in the Union. We have had a wide range of events for Black History Month so far and it has been very successful.</p> <p>I've been preparing and promoting the Ideas for Change workshop which will be happening on 25/10. Hopefully we will get some student-led campaigns out of it.</p>
Things I'm proud of/ I need support with	I'm proud of the work I've done to create and promote my two upcoming events; Ideas for Change workshop and the Ask NUS at Hull event.

ENGAGEMENT BREAKDOWN

Week ending	Total hours	Hrs spent engaging with	Type of engagement	Engagement
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	worked this week <i>(max 40 hrs p/w)</i>	members <i>(i.e. time spent face to face with students)</i>	<i>(description)</i>	hrs as % of total hrs worked
06/10	37.5	5	Union council BUCS Wednesday Speaking to current students in Student Central about general issues/queries, signposting them to relevant services.	13%

UEC REPORT - WEEK ENDING 20 October 2017

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NAME: Caitlin O'Neill	
I'd like to thank	Vicky and Laura for helping with the club debt meeting. Andy for being really supportive. Liz, Andy and Jackie for advising me regarding clubs behaviour at socials.
Officer Impact	My AU Exec has been elected.
Update on my objectives	This Girl Can: Waiting for teams to communicate when they want to do their This Girl Can training session. Had a meeting with teams in over £1000 in debt, will be having monthly meetings with them. Went round friendly matches Wednesday afternoon with marketing and promoted results.
Things I'm proud of/ I need support with	I'm proud of all the work I've done/doing regarding club debt. I need support with making time in my calendar so I have time to stay on top of emails, do admin work and get out more t talk to students.

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
20/10/17	44.5 hrs	10 hrs	Wednesday afternoon matches, meetings with students, talking to students on campus, faculty pop up.	22%



Your Union

UEC REPORT - WEEK ENDING 20th October 2017

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NAME: Salman Anwar	
I'd like to thank	Benedict for course rep training. Tania for Union Council and sorting out an issue on Friday.
Officer Impact	<ul style="list-style-type: none"> - Union Council - Coming up with a Zone objective of communication - Meeting with VC - Attended Politics SEERs panel
Update on my objectives	<ul style="list-style-type: none"> - VC says We Are International signup nearly complete - Meeting with international students officer set up -
Things I'm proud of/ I need support with	<ul style="list-style-type: none"> - Giving a presentation to the board of trustees

ENGAGEMENT BREAKDOWN

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20/10/17	43	4	Union Council, Meeting Student Trustees for Board Pre-meet, campus student engagement	9.3%