

MINUTES OF UNION EXECUTIVE COMMITTEE MEETING

Held at 2pm on Tuesday 10th October 2017

Present: Osaro Otobo, President (OO); Jennie Watts, Welfare & Community Officer (JW); Caitlin O'Neill, Sports Officer (CON); Salman Anwar, Education Officer (SA)

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

1. **Apologies**

None received

2. **Minutes of previous meeting**

Approved as a correct record.

3. **Matters Arising**

See attached.

4. **For Discussion & Decision**

a) **Associate Membership**

- All officers in agreement that the associate membership for Gary Wareing is approved.

b) **Campaign Funding Forms**

- **b1. Black History Month Proposal** – This campaign is designed to educate students about Black History Month, standing up against racial discrimination and to allow students to showcase their talents. JW stated that the snug cinema night raised £100, people enjoyed it and suggested that more snug cinema nights would be welcomed. **All in favour to approve the Black History Month Proposal, for a spend of up to £252.78.**
- **b2. Moobs and Boobs Proposal** – A campaign form was brought forward to raise student awareness of how to check yourself properly for breast cancer. JW stated that they are attempting to re-establish the university 'boob' leader. A lot of the campaign materials will be provided through Cop a Feel. **All in favour to approve the proposal with a total spend of £107.84**

c) **Your Ideas Scheme**

- **c1. My Admin tile added to iHull** – A student has suggested that it would be easier if there was a tile to link the myadmin page to the app. **Action: SA**
- **c2. Societies meeting times advertised** – A student proposed that all societies should include in their description on the student union website when and where they meet. MSD stated there used to be a calendar on SUMS, but CEO questioned how user friendly that may be. SA stated that many societies meet at irregular times, if we can make sure everyone has up to date information on sums to include their Facebook, twitter, email etc. Also if groups do have regular meetings, to mention that in their descriptions

Action: CON

- **c3. More vegan food options throughout the University** – This is an idea to increase the variety of vegan food throughout the University campus, suggesting that the food at the moment is repetitive with not much choice. SM stated that there are 4 options on the Sanctuary menu. MSD highlighted that a Vegan Fair is taking place. MSD suggested that an officer should have a meeting with the Commercial Services Director and the University Director of Campus and Accommodation Services to ask if there is anything else that can be done. **Action: JW**

- **c4. Publish a list of booked and un-booked rooms** – A suggestion to have a list of rooms that are booked and not booked out by societies to be published by either the University or by the room bookings department. CEO suggests that an officer should take the lead and see how room bookings are working and if other people are having problems. MSD highlighted that if people could see when the meeting rooms are free at other times like weekends this may help promote the use of unpopular hours. OO put forward that the library system works well, you can see if the room is booked or not. **Action: SA**

d) No Platform Policy - initial thoughts

- MSD stated that this was briefly talked about at the last UEC and suggests that a meeting to discuss views and opinions should be set up before the next Union Council.
- CEO indicated that there may be no right or wrong answer however many student unions generally have a no platform policy to control uncomfortable discussions.

Action: AS

e) Volunteer of the Month

- MSD indicated that last year Volunteer of the Month was not as well-known as it could have been. A voucher and a mention in the newsletter is awarded to highlight the good work of the nominated volunteer.
- JW suggested that as well as external nominations, student wins can be put forward too.
- MSD suggested speaking to Democracy & Governance Co-ordinator for AS to acquire the sums nominations.
- SM would like a meeting with student officers to discuss a brief and social media advertising.

Action: AS, SM and all officers

f) Hate Crime Reporting Centre Update

- OO has received the information needed to create a hate crime reporting centre on campus. Training can take place for staff to complete the crime forms with the victim.
- OO believes the Advice Centre would be the best department to send on the awareness training.
- OO highlighted that once the hate crime reporting is set up the opening hours will be public on the Hull City Council website.

Action: OO

5. Chief Executive & SMT update

- CEO and SMT have been discussing the staff meeting agenda for later this month and would like one of the officers at each meeting to include the officer's agendas and outcomes.
- CEO and SMT to look at staff engagement in terms of the staff survey and the results of this.
- HR Manager is organising a staff benefits launch day at the beginning of November, to include health checks. MSD suggested a meeting with OO to discuss and work on the branding.

- CEO highlighted that everyone in the organisation should have had their performance reviews and suggested that staff could highlight what their objectives are to fellow colleagues.

6. Marketing Update

- SM was happy with WelcomeFest and can now work on other projects. Marketing Co-ordinators are engaging well on social media with students and the number of app downloads is increasing. Performance reviews have gone well indicating no problems and all feedback from the officers has been good.
- SM is working on the wall planner for semester 2, with 15th December as a deadline.

7. Weekly Reports & Accountability

a) President

- OO has been having meetings with the careers office regarding an event for next semester to promote equality in the work place and job opportunities in restricted areas.
- OO is very proud of the outcome of the crime reporting centre.
- OO is very proud of Black History Month, with all in agreement of a big thanks to the Student Engagement Co-ordinator for all of her hard work.
- OO took part in a podcast with the face of Hull 2017 and will publish the podcast with a link.

b) Welfare & Community Officer

- OO stated on behalf of JW that a highlight during Black History Month was a 'I Stand Against Racial Discrimination' Pledge Board.

c) Sports Officer

- CON is very proud of changing the sports passes to now having an access pass, meaning students now only need 1 pass for indoor or outdoor activities.
- This Girl Can launched on Sunday, the girls that attended were really enthusiastic.

d) Education Officer

- SA stated that the main event last week was his first ULTC which went well.
- SA will set up a meeting with the international student officer to discuss objectives.

8. Any Other Business

- a) JW mentioned that the Women's Officer had difficulty booking Canham Turner. A meeting would be a good idea with the University Director of Campus and Accommodation Services on the ability to access facilities on campus.

Action: OO

9. Reserved Business

Please see attached.

10. Next Formal Meeting

Tuesday 24th October 2017

UEC REPORT - WEEK ENDING 06/10 Month 2017

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

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| NAME: Osaro Otobo | |
| I'd like to thank | I'd like to thank Sam, Jennie and the marketing team for the great start we have had in celebrating the first week of Black History Month. |
| Officer Impact | <p>I've been promoting voting in the by-elections across campus and online.</p> <p>I've been promoting Black History Month. I have picked 4 inspirational BAME figures to celebrate each week – I've wrote a bit about each one. The 4 figures will be displayed on posters around the union, online and on special Black History Month badges we have made.</p> <p>For Black History Month, Jennie & I got students and staff to make a 'I Stand Against Racial Discrimination' pledge – colourful fingerprints are placed on the board as a sign of support for pledge.</p> <p>I did a BBC podcast on Black History Month which should be published in a few days.</p> <p>I will be doing the Open Day presentation talks for HUU on 07/10.</p> |
| Update on my objectives | <p>I had a meeting with Careers on 04/10, to organise the events we want to do together. I am working with Matt and Amy from Careers. They both have been tasked to research & invite employers and other organisations we want to support our equality job event which will take place in February/March.</p> <p>I've been given a list of events that careers are doing and I'm working with them to help promote it on social media.</p> <p>For my objective related to Timetabling, I am now blocking out time to lectures each week (on a Wednesday or on another day) to talk to students about how Wednesday lectures effect their experience.</p> <p>I've had a meeting with Graham Paddock, the Neighbourhood Nuisance Team Leader from the Hull City Council to discuss making our Union a Hate Crime Reporting Centre. I got a lot of information from him. If at UEC, we agree to be a Hate Crime Reporting Centre the next step is to let Graham Paddock know how many staff require awareness training from the Humberside police.</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 a wide range of events planned throughout the whole month of October for Black History Month. We have been working in partnership with different societies. We have promotional materials (posters & badges) ready to display around the union building and ready to hand out to students to highlight the significance of Black History Month.</p> <p>I had a meeting with Beverley Palmer to discuss organising focus groups to find</p> |

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| | out about the BME experience and get some information about how we can improve it here at Hull. We are working together on the Race Equality Charter. We are aiming to have the focus groups done during week 7. |
| Things I'm proud of/ I need support with | I'm proud of all the work that has been done to make Black History Month well celebrated within the Union this year. I'm also proud of doing a podcast for the BBC on Black History Month. |

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 |
|--------------------|--|---|--|--|
| 06/10 | 37.5 | 5.5 | Voting in by-election promo. Meeting with HUSAH AU council Meeting with Torch TV Editor Speaking to current students in Student Central about general issues/queries, signposting them to relevant services. | 15% |

UEC REPORT - WEEK ENDING xx Month 2017

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| NAME: Jennie | |
| I'd like to thank | Sam for her help with the students who want to run a 'Coppafeel' campaign – first student led campaign of the year!!! And her continued work on BHM SMT for helping and supporting all the officers over the past couple of weeks! |
| Officer Impact | 'I stand against racial discrimination' pledge has been incredibly successful and is still on going! Working to implement the 'rest stop' idea that came from Your Ideas with Advice Centre and Marketing Been to Disability Working Group to ensure our disabled students have a voice while we elect a Disabled Students Officer Been working on an 'Introduce yourself to your neighbour' post card to try and reduce the number of complaints from local residents |
| Update on my objectives | Encouraging students to run their own campaigns throughout the year 1 out of 2 already! Every single spot within the zone has at least one nomination in the election just waiting for results so I can organise a zone meeting for next week |
| Things I'm proud of/ I need support with | The intro cards for students to reduce the number of complaints The pledge against racial discrimination!! |

ENGAGEMENT BREAKDOWN

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|-------------|---|--|---|---|
| 6/10/17 | 44 | 10 | Meetings, pledge board, BHM, campaign meetings, drop ins, going out and speaking to students, elections | 23% |

UEC REPORT - WEEK ENDING 6 October 2017

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

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| NAME: Caitlin O'Neill | |
| I'd like to thank | Vicky and Liz for their support and their work changing the products on the system so students only have to buy one sports pass. Marketing for their work with This Girl Can posters and promotion. Kevin for helping with my FARC report on the support fund. |
| Officer Impact | Listened to the sports teams and negotiated with the SFC to turn the sports passes into access cards for the facilities rather than buying multiple passes for each sport you do. |
| Update on my objectives | This Girl Can: Launch on Sunday, getting a good response from sports teams. Looking into getting 1 semester sports passes on SUMS and changed the sports passes to access cards so you don't have to buy multiple sports passes for the different sports you do making sports more affordable and accessible to students. Support fund approved by UEC! Setting up meeting with clubs in the red to tackle debt. Done report for FARC. Went round friendly matches Wednesday afternoon with marketing and promoted results. |
| Things I'm proud of/ I need support with | I'm proud of managing to agree with the SFC to change the sports pass system so that students only have to buy one indoor and one outdoor sports pass rather than buying multiple passes for every sport they do. I need support with the This Girl Can launch on Sunday. |

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 |
|--------------------|--|---|---|--|
| 6/10/17 | 43.5 hrs | 10 hrs | Wednesday afternoon matches, meetings with students, talking to students on campus. | 23% |