

MINUTES OF UNION EXECUTIVE COMMITTEE MEETING
Held at 2pm on Tuesday 12 September 2017

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

Attending: Membership Services Director (MSD); Studio Manager (SM); Executive Support Co-ordinator (ESC, minutes)

1. **Apologies**

Apologies received from Salman Anwar (Education Officer, SA), Jack Craig (Activities Officer, JC) and Chief Executive (CEO).

2. **Minutes of previous meeting**

Approved as a correct record.

3. **Matters Arising**

See attached.

4. **For Discussion & Decision**

a) **Anti-Hate Crime Reporting Centre**

- Following a recent visit to Manchester and Manchester Metropolitan Students' Union's, OO would like HUU to become an anti-hate crime reporting centre. There is not currently a reporting centre near the University, OO hopes to improve the reporting of hate crimes.
- OO to establish the process, training and requirements for becoming an anti-hate crime reporting centre and bring a proposal to UEC on 26th September. **Action: OO**

b) **AU Club Debt**

- CON presented the current financial performance of all AU clubs.
- CON has met with the Finance & Resource Manager (FRM) to consider options for clubs with large debt, such as Swimming and Ice Hockey. CON advised that clubs could set up crowd funding pages to fundraise for their club and clear some debt, old boys and girls from the club could also be invited to donate if they wish. JW supported this idea and suggested promoting crowd funding pages through club alumni groups. OO suggested including the links in alumni newsletters to raise awareness.
- CON is considering creating a support fund for clubs with large debts, to help those who have fundraised a percentage of the debt themselves. CON advised that clubs who used the fund would be required to implement a plan to ensure sustainability in the future. CON hopes to source £10k from various areas of the Sports budget to create the fund and proposed using money that is currently held in inactive accounts, UEC were in agreement with this approach.
- CON and FRM agreed to circulate finances to club presidents and treasurers monthly. CON would also like to meet with clubs once their debt reaches £1k; MSD suggested meeting clubs before they get into debt. The Student Officers agreed this would be a good approach, OO said HUU must be stricter with clubs to ensure finances are appropriately managed.
- SM suggested asking presidents of clubs who manage finances well to share best practice and how they cleared any debts. OO said AU Council may be a good platform for this.

c) **Welcome App**

- JW presented the welcome app used at Kings University, which enables students to access a range of information and meet with other students. SM advised that some of this information is included on our website and in the WelcomeFest app.
- JW said the opportunity for students to interact with other people on the same course or level of study could improve student wellbeing.
- MSD queried whether the Student Officers would like students to engage with HUU or other students. OO said both forms of engagement are important.
- SM said there is a Virtual Campus meeting in October, which would be the best place to present the idea. JW to collate information and send to SM and MCM. **Action: JW**

d) **Whiteboard**

- The Student Officer team requested a whiteboard in the open plan office for them to display detail of what they are working on. OO added this would also create a permanent display of officer objectives. MSD and SM considered the practicalities of installing a whiteboard.
- JW to speak to Facilities Manager to source a temporary whiteboard. Once the office installation is complete, SM and Marketing team to order wipeable vinyl. **Action: JW & SM**

e) **Open Plan Office**

- JW said students with out of hours Advice Centre appointments are unsure where to report to on arrival. SM said signage for the Advice Centre is being installed this week. MSD to clarify the process for greeting students with an out of hours appointment. **Action: MSD**

5. **Chief Executive & SMT update**

- SMT are preparing for WelcomeFest next week.
- HR Manager is collating progress made following staff feedback to update staff. HR Manager is also considering how staff benefits can be better communicated.

6. **Marketing Update**

- The WelcomeFest app has been downloaded 5,585 times to date; in 2016 the app received a total more capacity within the Marketing Team to update social media.
- The Marketing team will be attending and filming events throughout WelcomeFest, this content will be used to promote WelcomeFest in the future.
- All external print and signage is being delivered this week.

7. **Weekly Reports & Accountability**

a) **President**

- OO has received details of the courses with teaching scheduled on a Wednesday afternoon. OO plans to speak to students before and after Wednesday afternoon lectures to understand the impact on their student experience.
- OO is meeting with University Careers this week to discuss employability events.
- OO has created a WhatsApp group for trustees to maintain communication between Board and sub-committee meetings.

b) **Welfare & Community Officer**

- JW is planning Welfare Wednesday for 11th October, the theme will be Black History Month. JW and OO will brief their ideas for the day to the Marketing Team.
- JW is also planning for World Mental Health Day on 10th October and hopes to run mini craftivism sessions in Student Central. To create a more relaxed atmosphere, JW will encourage HUU and University support staff to engage with students without holding a stall.

c) **Sports Officer**

- CON updated on the 'This Girl Can' launch, taking place on 8th October in Asylum.
- CON is continuing to review club sustainability.
- MSD offered the support of staff to assist with creating sports packs.

8. Any Other Business

a) Action Plan

- MSD is working on an action plan for academic representation and student engagement. MSD will bring the action plan to UEC when all Student Officers are in attendance.

b) Arrivals Saturday

- Student Officers have agreed venues for Saturday. MSD gave an overview of what HUU student staff and Officers cover on the day. OO to send MSD the Student Officer rota. **Action: OO**
- MCM is creating a presentation for the lecture shout outs Student Officers have scheduled. JW asked if there is a different approach for students within the Faculty of Health and Social Care; MSD said the talks can be adapted to different student groups.

9. Reserved Business

None reported.

10. Next Formal Meeting

Tuesday 26th September 2017

UEC REPORT - WEEK ENDING 08/09/2017

NAME: Osaro Otobo	
I'd like to thank	Emily for the work for AGDC, especially the work done on the Charity Governance Code.
Officer Impact	<p>We went to Manchester to visit the two student unions and picked up great ideas to use in Hull e.g. setting up an Anti-hate crime centre.</p> <p>I chaired my first Appointments & Governance Development Meeting.</p> <p>We had a session on how to motivate volunteers to prepare for the year ahead of us.</p>
Update on my objectives	<p><u>Policy Objective – Timetabling</u> I've just received the list of courses that are scheduled to have lectures on a Wednesday afternoon. I'm in the process of co-ordinating how I'll get in contact with these groups to find how Wednesday afternoon lectures affect their student experience.</p> <p><u>Activist Objective – student-led campaigns</u> We visited the two student unions in Manchester and picked up ideas on a few campaigns that we could run at HUU. One big thing is that Manchester Met SU is an Anti-hate crime reporting centre, so that's something I'd like to implement in HUU too which ties in with the Anti-hate campaign I'm working on with Jennie our Welfare Officer.</p> <p><u>Representative Objective – Employability</u> I'm in the process of organising a second meeting with Norman Day and two other members of his team to sort out how I'll implement my employability objective.</p> <p><u>Trustee Objective – futureproofing the board</u> I've created a WhatsApp group to link in all the trustees with each other so we have stronger communication with each other outside of board meetings.</p> <p>I've also had a few meetings this week to look at how to make HUU sustainable for the future.</p>
Things I'm proud of/ I need support with	I'm proud of chairing my first AGDC meeting.

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
08/09	32	0.75	Speaking current students in Student Central about general issues/queries, signposting them to relevant services and talking to them about their plans for the coming year.	2.34%

UEC REPORT - WEEK ENDING 1 SEPTEMBER 2017

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

NAME: Osaro Otobo	
I'd like to thank	I'd like to thank Tania, Chelsea, Jack, Emma, Alex and Sophie for helping me organise the marketing for my objectives.
Marketing Update	<p>We met the new VC this week – she's keen on having a good relationship with the Student Officer Team and our students.</p> <p>We visited the York St John's Student Officer Team on 01/09/17.</p> <p>On Twitter, a student raised a concern about there not being reusable cups in our Starbucks outlet. Andy King has raised this issue with the Starbucks team to find a solution.</p> <p>I will be interviewing the VC in a few weeks and the interview will go out to students & hopefully answer questions that they are interested in finding out the answers to.</p>
Update on my objectives	<p>I had a meeting to plan the marketing schedule of all my objectives.</p> <p>Team Objective – I met with the Associate Deans of FoSE to discuss how we will implement our team objective to improve better academic representation for students. The ADs are on board with having a HUU presence in lectures and faculty hubs.</p> <p>Activist Objective – We have a date set for the Your Ideas workshop, 25/10. It will be open to all students. We want the event to be an informal event with refreshments. The Student Officer team will be there to support the event and promoting the Your Ideas scheme during WelcomeFest.</p>
Things I'm proud of/ I need support with	<p>I'm proud that I've got the marketing schedule for my objectives for the year planned out.</p> <p>I need support with setting up a meeting with Norman Day.</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
01/09	40	1.5 hours	Speaking to potential and current students, as well as alumni, in Student Central and across campus about general issues/queries and their plans for the coming year.	3.75%



UEC REPORT - WEEK ENDING 8 September 2017

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

NAME: Caitlin O'Neill	
I'd like to thank	Marketing team for support with This Girl Can and Varsity video
Officer Impact	This Girl can launch on 8 th October 3pm-4.30pm open to all female staff and students.
Update on my objectives	This Girl Can: Meeting with teams on 18 th September, launch on 8 th October. Positive discussions with the SFC about 1 st semester membership.
Things I'm proud of/ I need support with	I'm proud of This Girl Can coming together. I need support with the launch.

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
8/9/17	45 hrs	1.5	Meeting with club presidents, conversations with students on campus	3%

UEC REPORT - WEEK ENDING 1st September 2017

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

NAME: Caitlin O'Neill	
I'd like to thank	Marketing, Liz and Chelsea for being so helpful with my objectives planning. Marketing for being on board with the Varsity idea.
Marketing Update	Meeting the new VC.
Update on my objectives	This Girl Can is on track, looking at dates for official launch (boxing okay to run boxercise session). Worked out what student engagement with sports teams can look like on a Wednesday afternoon and getting marketing involved.
Things I'm proud of/ I need support with	I'm proud that This Girl Can is really taking shape. I need support with getting everything ready for the raffle and putting together the Sports welcome packs.

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
1/9/17	33	1.5	Chatting with current and international students on campus & student staff (shop)	4.5%

UEC REPORT - WEEK ENDING 8 SEPTEMBER 2017

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

NAME: Jennie Watts	
I'd like to thank	Jackie, Liz and Emily for organising the trip to Manchester to visit the SUs. Gina and Sam for their support with my objectives. Marketing Team and Tania for their help with furthering and ironing out my objectives. Emma for her help with the LGBT+ logo! Angie for all her help with organising the Welfare and Opps Fayre.
Officer Impact	LGBT+ have a new modern and up-to-date logo and its lovely and they love it! They are creating all new promo so we can hopefully get a Banner by WelcomeFest Anti-hate campaign is growing!! (needs a new name)
Update on my objectives	Currently Planning Welfare Wednesdays W/ OO for Black History Month. Planning the Lighting and Anti-Hate Campaign. Introducing an I<3Consent campaign after being inspired by Manchester.
Things I'm proud of/ I need support with	Will need support with the Consent campaign in expanding the ideas etc. Need support with the forms for police for Welfare Fayre. I am proud of progress with my objectives.

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
8/9/17	45.5	3	Face-to-face in meetings or in direct engagement in the union	7%



UEC REPORT - WEEK ENDING 1 SEPTEMBER 2017

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NAME: Jennie Watts	
I'd like to thank	Emma for helping with the new LGBT+ logo! It's wonderful! Jackie for the opportunity to attend the governance meeting in Manchester. Emily for helping me to move my diary around for my dissertation.
Marketing Update	New LGBT logo will be approved on Sunday!
Update on my objectives	Met with faculty SEOs to discuss representation and induction/WelcomeFest involvement in order to improve academic representation within FHS.
Things I'm proud of/ I need support with	Presenting something in the last UEC

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
1/9/17	37	3	Face to face Meeting people in the union	7.5%

UEC REPORT - WEEK ENDING 8th September 2017

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

NAME: Salman Anwar	
I'd like to thank	Jackie and Liz for a great day in Manchester on Tuesday.
Officer Impact	- Visited University of Manchester SU and Manchester Metropolitan SU, learning about their ideas and meeting the other student officers!
Update on my objectives	- Trying to fit in open subject forums for feedback within skills core modules. - Finding out about what other student unions are doing to help influence my objectives.
Things I'm proud of/ I need support with	- Need support with international student's idea.

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
08/09/17	40	2	Talking to students involved in the activities zone about both societies and education at University.	5%