

**MINUTES OF UNION EXECUTIVE COMMITTEE MEETING**  
**Held at 2pm on Tuesday 13 December 2016**

Present: Vice-President Education (Chair), President, Vice-President Activities (VPA), Vice-President Sport (VPS), Vice-President Scarborough (VPSc), Vice-President Welfare & Community (VPWC)

Attending: Membership Services Director (MSD), Communications Manager (CM), HullSTARS Co-ordinator (HSC), Administration Co-ordinator (AC, minutes)

1. **Apologies**  
Received from Chief Executive (CEO).
2. **Minutes of previous meeting**  
Approved as a correct record.
3. **Matters arising - see attached.**
  - 4d VPS has met with the Sports Centre and discussed improved communication with clubs and individual club members. Representatives from Sports Centre & Campus Sport attended the last AU Council. Further meeting to be arranged next year to discuss plans for semester 2.
  - 4e VPA & VPE agreed to progress now that referendum has been completed.
  - 4f Officers agreed to action by end of this week.
4. **Zone reports – circulated and taken as read (see attached)**
  - a) **President**
    - President thanked all of the officer team for their hard work and commitment during the referendum.
  - b) **Vice-President Welfare & Community**
    - VPWC updated UEC on the success of his charity collection, currently 7 boxes of food have been donated for the local food bank.
    - VPWC highlighted to the UEC that his Christmas DBarn video (Don't be a Rubbish Neighbour) and Hulltimate Night Out blog have been released on the HUU website & Facebook page.
  - d) **Vice-President Sport**
    - VPS thanked the officer team for their perseverance and hard work in the final few weeks of the semester. VPS proud of the professionalism shown by the officer team throughout the referendum process and the support given to the non-officer campaign teams.
    - VPS updated the UEC on the Sports Investment Project; launch date has been delayed until semester 2 to enhance student engagement.
    - VPWC asked if he could attend the next meeting between VPS and Campus Sport to discuss his Festival of Wellbeing. VPS agreed to invite VPWC to next meeting but also updated UEC on his plans to facilitate a meeting with Campus Sport next semester for all officers to attend. **Action: VPS**
  - e) **Vice-President Activities**
    - VPS congratulated VPA for her performance in the referendum debate and stepping out of her comfort zone to participate.

f) **Vice-President Scarborough**

- VPSc informed UEC that a new Welfare Officer has been elected in Scarborough.
  - VPSc asked Chair if he could provide contact details for the University historian to assist with the Scarborough history campaign.
- Action: Chair/VPSc**

5. **Chief Executive & SMT update**

- CM updated UEC that SMT are busy completing work before the Christmas break and ensuring they are prepared for the New Year.
- CM highlighted the key piece of work at present is communicating the closure of the Union Shop, which is required as part of the rebrand.

6. **Items for Discussion**

a) **Referendum Review**

- Chair asked UEC for their thoughts on the referendum and any improvements which could be made before the second referendum in March.
- President felt that officer team had shared a lot of differing messages during the campaign; more advanced planning was required in future to ensure there is one distinct message from the officer team, a timeline of actions and an agreed communication plan.
- VPS stated a large difficulty in the referendum was the officer team attempting to run the campaign alongside their officer commitments.
- VPSc highlighted the issue of getting more people involved in the referendum process. This was echoed by VPE who felt that staff could also have done more to promote the referendum whilst maintaining neutrality.
- President stated that as the governance review was a priority of the organisation he felt that the referendum should have been given priority above all other Union campaigns. VPE explained that in his opinion the officer elections promotion had more of an impact than current referendum.
- MSD informed UEC of the large task of organising and marketing a referendum and thanked the Marketing Team for their work in promoting the referendum via the student newsletter, social media & posters.
- President accepted the difficulties involved but asked if the budget could be looked at to assist the Democracy & Governance Co-Ordinator. MSD informed UEC that SMT are looking at additional support for the elections to be held in March and an external consultant has been considered.
- VPWC expressed view that this external presence would be positive for the future referendum, however UEC's focus for the second referendum had to be voter engagement and further student involvement.
- VPSc & VPE agreed that student involvement in the whole process via consultations, Union Council meetings and Zone meetings was key to the success of the next referendum.
- President & VPWC highlighted the importance of getting out and connecting with the student population to strengthen the connection to the Union.
- President concluded that UEC should still be proud of the work they had done during the current referendum period, despite the result going against them.

b) **Associate & Life Membership**

- UEC approved 1 year associate membership for Peter Webster.

7. **Impact Reporting**

- VPWC to appear in the local newspaper highlighting the work of the Tampon Drive.

8. **Any Other Business**

a) **Student Letting Agent Advertising**

- Local media had contacted CM with regards to a local student letting company's advertising campaign and its nudity/sexual imaging. CM explained to UEC the situation and that the company in question had been confirmed by HSC as one of HullSTARS registered landlords.
  - CM confirmed that company had agreed to remove advertising due to negative coverage, however was concerned at the potential damage this messaging could have caused the university reputation and questioned if any action should be taken.
  - HSC explained that nothing is contained in HullSTARS terms and conditions with regards to advertising/marketing by landlords. MSD confirmed HullSTARS remit is to accredit properties and service does not stretch to marketing.
  - HSC suggested advice could be given to companies via monthly newsletter.
  - UEC discussed issues involved and confirmed that no complaints had been received from students.
  - UEC agreed that VPWC would write a short piece in the next HULLSTARS landlords' newsletter advising companies to be mindful of any potential upset their advertising may cause students.
- Action: VPWC/HSC**

b) **Student complaint**

- VPWC updated UEC on a student complaint that he has been involved in and informed UEC that a complaint panel would be convened in the New Year with the University Solicitor.
- As an officer attends the panel, VPWC asked if he should be the officer to attend.
- President clarified the working of the panel to UEC and that the officer involved is nominated. President shared his experiences of panel & the difficulty of having prior involvement in the complaint.
- VPWC agreed he should not be involved in complaint panel.

c) **President's last UEC meeting**

- UEC thanked President for all of his hard work over the last 18 months and wished him well for the future. Chair highlighted the support he has received from President and how it has inspired him to be a better VPE.

9. **Reserved Business**

None reported

10. **Next Formal Meeting** – Tuesday 10 January 2017, 2pm.

## UEC REPORT - WEEK ENDING 09 December 2016

NAME: George Bainbridge	
I'd like to thank	<p>Toni Proctor on being amazing and pregnant at the same time.</p> <p>RAG for helping me with the charity collections this week.</p> <p>Feminist society for their work with the tampon drive.</p>
Things I'm proud of	<p>The tampon drive</p> <p>The food collections at The Lawns, great student engagement</p> <p>Me and marketing have done the eight days of Christmas DBarn</p>
General updates	<p>I have completed research in regards to the community handbooks, this just needs to be clarified with student support then we are good to go!</p> <p>After Christmas we should be able have animal therapy on a regular basis, it has been agreed to once a month, yet on a smaller scale than the animal sanctuary.</p> <p>The Hulltimate blog should be getting released shortly.</p> <p>DBarn video has also been released today (09/12/2016).</p>
Update on my objectives	<p>Festival of Wellbeing: Marketing have completed some designs which are fantastic, after agreeing with RAG I have moved the event to 2<sup>nd</sup> February, due to the animal sanctuary being sold out we are guaranteed audience and at a manageable rate as they let people enter in waves.</p> <p>So far: Mind, ReNew, Arts &amp; Crafts, city of culture, Yoga, advice centre, student support, mental health awareness society, mesmac, performing arts, food/mocktail samples, laughter yoga and adult colouring in</p> <p>Support student campaigns:</p> <p>Women's Committee: AU Welfare training went well, 70 attended, positive reviews mostly, estimated at a 65:35 mix.</p> <p>HUU Says No: Rebranding is going to take place, meeting with student support planned to achieve an agreed stance on consent, meeting with security and lighting did not go amazing yet progress was made.</p> <p>Feminist Society: Tampon Drive underway, end result yet to be known yet seems to have been successful and also good for public relations as Hull Daily Mail wishes to get coverage.</p>

	<p>Charity Collection:</p> <p>So far six large boxes have been filled, yet there is still more to come. Great way for student engagement as have been out there interacting away from campus and on a personal level.</p>
I need support with	Stress control

### ENGAGEMENT BREAKDOWN

Week ending	Total hours worked this week (max 40 hrs pw)	Hrs spent engaging with members (ie time spent face to face with students)	Type of engagement (description)	Engagement hrs as % of total hrs worked

## UEC REPORT - WEEK ENDING 9th December 2016

NAME: Matt Thorneycroft	
I'd like to thank	Amy Jackson for her exceptional Christmas cards.  Craig Beckett for his support and effort over the last few weeks of ridiculous amounts of diary entries and emails.
Things I'm proud of	1 Running the first Feedback Fair 2 Managing the Language Learning Centre Situation 3 Supporting the Faculty Hubs project
General updates	The Language Learning Centre is being moved to the library and caused a lot of discontent amongst languages students due to a massive miscommunication. This is being addressed and sorted with students now starting to see the move as a positive change.  Communication plans regarding the Faculty Hubs have been developed and I've got Faculty Reps involved in the creation of the emails being sent to students.  I'll be on Radio Humberside at the end of December! Talking about the NUS Disaffiliation and the Supplier Tender process.
Update on my objectives	Feedback Fair – the event was quite successful! We gathered 15 A3 pages of feedback from the general student body with really interesting notes from different subject areas. I'll be collating and analysing the data over the Christmas/exam period.  Technology – My first video has been released! I did an Education Officer Vlog to help get information to course reps in a different format.
I need support with	I think I'm doing ok!

### ENGAGEMENT BREAKDOWN

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2nd	54	48	Referendum Promotion	89%
9th	52	36	Course Rep Forum, Feedback Fair, Referendum campaigning	69%

## UEC REPORT - WEEK ENDING 9 DECEMBER 2016

NAME: Amy Jackson	
I'd like to thank	<p><b>The entire officer team</b> for supporting me throughout a difficult time.</p> <p><b>Jackie Berry</b> for being just as supportive and providing me with some fantastic advice.</p> <p><b>Tania Streutzel</b> for being wonderful throughout the referendum to both teams and still managing to run Union Council alongside.</p> <p><b>Vicky Dean</b> for holding down the fort in terms of societies throughout this referendum.</p>
Things I'm proud of	<p>The way the entire officer team and referendum campaign team worked and conducted themselves throughout the referendum.</p> <p>Helping Matt with the feedback fair and getting lots of feedback on how people view their education.</p> <p>RAG and Kilimanjaro climbers raising a lot of money at the Christmas fair.</p>
General updates	<p>The Hullfire shall be appointing their editors next week.</p> <p>Setting up meetings with Marianne Lewsley-Stier, Chloe and Liz to discuss student fringe festival.</p>
Update on my objectives	<p><b>Membership:</b> Still continuing to grow, RAG has the highest number of Childreach Kilimanjaro climbers in the country. Society numbers are increasing, particularly in certain societies, all of media have a large number of projects running.</p> <p><b>Employability:</b> Still waiting for Ben Butler and the alumni team to produce lists of potential alumni for the RAG and media events.</p> <p><b>Reward and Recognition:</b> 2 new volunteers of the month have been chosen, I shall be having a meeting with society presidents to discuss accreditation.</p>
I need support with	<p>Making sure I have everything I need done before I go away for Christmas.</p>

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02.12.16	35 (ill on Friday)	20	Promoting referendum	57%
09.12.16	43	15	Promoting referendum	34%

## UEC/SEC REPORT - WEEK ENDING 9<sup>TH</sup> DECEMBER

NAME: Si Hernandez	
I'd like to thank	<p>Tania Struetzel (Democracy and Governance Co-ordinator) – For arranging elections at short notice.</p> <p>Kathryn Oram-Robinson (Scarborough Co-ordinator) – For her organisation skills when supporting events.</p>
Things I'm proud of	Finally taking steps towards Liberation Education.
General updates	<p>The Scarborough history campaign is progressing. Now called "The Seaside Story: Chapters of the Scarborough Campus", the event has been scheduled for the 29<sup>th</sup> April.</p> <p>Met with University staff to discuss plans for Chinese New Year, due to fall around the time of the welcome back period.</p> <p>Attended an events planning meeting, where opportunities from January and May were discussed. These are going to be schedule regular to review progress and updates.</p>
Update on my objectives	<p>Began the first steps towards Liberation Education by asking Scarborough students what equality meant to them. This was done with Rosalyn (Equality and Diversity Officer) and Bernhard (Campaigns Officer).</p> <p>Third Talk Scarborough meeting of the semester took place. These generally have been more positive, with many issues around academic matters being dealt with by departments before they develop. Ideas and suggestions for the welcome back period were also discussed.</p>
I need support with	Gathering information for the "Seaside Story" campaign.

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09/12/16	48	12	One-to-ones, Union Council, Talk Scarborough, Liberation Education.	25.00%