

**MINUTES OF UNION EXECUTIVE COMMITTEE MEETING**  
**Held at 2pm on Tuesday 13 June 2017**

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

Attending: Membership Services Director (MSD); Administration Co-ordinator (AC, minutes)

1. **Apologies**

Received from Vice-President Scarborough (VPSc), Chief Executive (CEO) and Communications Manager (CM).

2. **Minutes of previous meeting**

Approved as a correct record.

3. **Matters Arising**

3) VPE confirmed that consensus between officers was to pass on general advice to the new officer team and avoid any prescriptive handover meeting. VPS stressed the importance of passing on engagement tips and pushing the benefits of the Student Sofa/Tea Forum. UEC agreed with VPE suggestion to utilise UEC meeting in handover week as a forum to pass on advice to new officer team.

UEC meeting to be rearranged in handover week so all officers and elects can attend. Elects calendar during handover week to be shared with current officer team. **Action: AC**

3) VPS has circulated blog to all officers. Due to his holiday VPE still has to look over before it is published on website.

7a) VPS & MSD confirmed matter is complete. Positive feedback received from AU Council on explanation of the situation moving forward.

8) Final student officer newsletter has been circulated, however MSD suggested that officers forward their top 5 wins across the year to Marketing to be included in a final officer blog post. **Action: Officers**

8) CM sent apologies to today's meeting. Site map of HUU website to be brought to next UEC meeting. **Action: CM**

4. **Zone reports – circulated and taken as read** (see attached)

a) **Vice-President Welfare & Community**

- VPWC confirmed that his Community Handbook is now complete and ready for printing.
- MSD thanked VPWC for his hard work in cleaning out the officer priority room.

b) **Vice-President Education**

- No report submitted by VPE as he has just returned from holiday.

c) **Vice-President Sport**

- VPS provided a swift verbal update on his current workload, including the kit supplier contract progression, handover work and the creation of a financial risk register for sports teams as part of his sustainability project.
- VPS thanked everyone involved in the successful Staff Day held last week and expressed his enjoyment in creating a Coalition of Chaos on the sports field.

- d) **Vice-President Activities**
- VPA asked UEC for support with the RAG Jailbreak event and made a plea for coffee deliveries.
  - VPA is attending an event next week at Hull Minster, during which Hull will be named a City of Sanctuary for refugees.

5. **Chief Executive & SMT update**

- MSD provided an update on the recruitment process of the vacant marketing positions; 7 candidates have been invited to interview.
- Commercial Services Director planning Capex works to the building over the summer and finalising the WelcomeFest wristband offer.
- Finance & Resource Manager currently working on period 11 finance results and a data protection project.
- MSD & CEO jointly working on activities for the new officers' residential trip to Scarborough next week.

6. **Marketing Update**

- Focusing on WelcomeFest marketing – mini info guide on branded lanyard and semester 1 wall planner for the first year packs – app with more in app content and shared CMS with the website.
- Rebrand –marketing audit currently being undertaken, further work on the vision statement pending post staff day workshops.
- Interviews for marketing co-ordinators next week.
- Rachel returning from maternity leave Tuesday 27th June (3 day week initially) – work on handover underway.

7. **Direction of Organisation**

- UEC discussed the results of the recent general election and highlighted the positive increase in the turnout of students. Thanks was given to VPA for her hard work during the election period.
- VPE discussed possible effects the results could have on higher education and in particular how this could impact on the student officer positions with regards to academic representation.

8. **Items for Discussion**

a) **Honorary Life Memberships (Further Nominations)**

- UEC to continue to consider further nominations for Honorary Life Membership and put forward any additional names at their final UEC meeting.

9. **Any Other Business**

- Officer leaving party – Officers were asked to forward the names of University Staff they would like to invite to their leaving party to AC by Thursday 15<sup>th</sup> June. **Action: Officers**
- UEC discussed the possibility of arranging a leaving meal with SMT and social plans for handover week with the incoming elects. UEC agreed to discuss further and make appropriate arrangements.

10. **Reserved Business**

None reported.

11. **Next Formal Meeting** – Tuesday 27 June 2017, 1pm

## UEC REPORT - WEEK ENDING 9 JUNE 2017

NAME: George Bainbridge	
I'd like to thank	All teams involved with the end of year ball.
Marketing Update	Nothing to update.
Update on my objectives	<p>The charity collections with the British Heart Foundation have gone down exceedingly well, currently finding what we as an organisation can donate.</p> <p>Community handbook has gone through another scrutinizing session, yet it is nearing completion, we are just perfecting the graphic design.</p> <p>Fit to Sit policy is still in progress, with an increasing amount of student involvement.</p>
Things I'm proud of/ I need support with	End of year ball was ace, had a great time helping out the bar staff where I could last week.

### 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 9 JUNE 2017

NAME: Amy Jackson	
I'd like to thank	<p><b>Jack Baldwin</b> for all his help in promoting the General Election, organising the KCFM interview and his wonderful golf puns.</p> <p><b>Chloe Birr-Pixton</b> for organising an audit of the radio studio.</p> <p><b>Kate, Lisa, Craig and Emily</b> for organising a fantastic staff day.</p>
Marketing Update	<p>RAG Jailbreak is Tuesday (13/06)! We'll be keeping everyone up to date on social media throughout the entire 36 hours.</p> <p>Our general election awareness campaign went very well, this year saw an incredibly high level of young voters; hopefully we helped!</p>
Update on my objectives	<p><b>Membership</b> – assisted with a lot of HullFire Radio interviews for a new executive team.</p> <p><b>City of Culture</b>– working with University senior management in regards to linking up with CoC partnership with City and University of Sanctuary in regards to providing opportunities to refugees and asylum seekers.</p>
Things I'm proud of/ I need support with	Bringing food and caffeinated drinks during Jailbreak.

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02.06.17	0 Holiday	-	-	-
09.06.17	40	4	Radio audit, radio interviews, activities zone	10%



*Your Union*

## UEC REPORT - WEEKS ENDING 2<sup>ND</sup> JUNE AND 9<sup>TH</sup> JUNE 2017

NAME: Si Hernandez	
I'd like to thank	Kathryn – For her continued upbeat commitment. Tracy Blundell (Communications and Events Manager) – For her progress on the Finalist Party.
Marketing Update	Promoted End of Year Ball, also arranged transport to and from Hull. Raised awareness of protocol for the Finalist Party.
Update on my objectives	All objectives have been completed.
Things I'm proud of/ I need support with	Getting on top of workload. No support needed.

### ENGAGEMENT BREAKDOWN

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26/05/17	23 (Monday off for Bank Holiday, Thursday off for Annual Leave).	8	One-To-Ones.	34.78%
09/06/17	N/A (Annual Leave).	N/A	N/A	N/A