

MINUTES OF UNION EXECUTIVE COMMITTEE MEETING
Held at 2pm on Tuesday 18 October 2016

Present: President (Chair), Vice-President Activities (VPA), Vice-President Education (VPE), Vice-President Scarborough (VPSc), Vice-President Welfare & Community (VPWC)
Attending: Chief Executive (CEO), Communications Manager (CM), Democracy & Governance Co-ordinator (DGC, minutes)

1. **Apologies**
Received from Vice-President Sport (VPS) and Membership Services Director (MSD).
2. **Minutes of previous meeting**
Approved as a correct record.
3. **Matters arising - see attached**
4e) President and VPA have met with Acting VC and Registrar – the issue is being progressed.
4f) All Student Officers have contacted members of the Scarborough Exec.
8a) All Student Officers shared the event on Social Media.
4. **Zone reports – circulated and taken as read** (see attached)
Reports were taken as read. No questions received.
5. **Chief Executive & SMT update**
 - Meeting with Anji Gardiner – It was agreed to restart the Alcohol Impact Group in response to current challenges on campus. VPWC will be the project lead.
 - Officer Team asked to sign up to rota for promoting the WelcomeFest survey.
6. **Items for Discussion**
 - a) **HUU Referendum (paper attached)**
 - President presented the paper.
 - VPA cautioned to promote this referendum as a response to feedback from students (You said, We Did) and not as an “idea of the Officers”. Acknowledged that the proposed changes will support volunteers and admin staff.
 - VPSc stressed the importance of consulting as many students as possible.
 - VPE emphasised that a strong stance of the Officer Team on the proposed changes is needed.
 - VPWC raised concerns from Liberation groups that the proposal would be losing representation of minority groups. This would be discussed further with the relevant Part-Time Officers (PTO) to address any concerns raised.
 - **Action:** All Officers to develop a succinct communications plan to address why these changes are taking place and how to communicate them to PTO and students. Revisit in two weeks once every Officer has spoken to their zone.
 - **Action:** President to work on a statement to be published on the referendum stance.
 - All Officers agreed on the proposed motion.
 - b) **HUU Brand & Vision**
 - CM presented the current state of the Rebrand project. This project had been started alongside the review of the Strategic Plan to create a vision. (The presentation has been circulated after the meeting).
 - Commercial logos will not be reviewed. Student groups will not be asked to adopt the new brand but they might choose to do so.

- Questions have been included in the WelcomeFest survey, and will also be included in Rate Your Union (RYU).
- The Vision Development Stage includes telephone interviews with key stakeholders, staff workshops in December (2 hours) and online focus groups in February/March.
- The Brand Creation stage will occur in April, led by Studio Manager and Graphic Design Intern.
- There will also be a rebrand staff panel consisting of staff members (3 sessions).
- The new brand should be ready for implementation by the 2017/18 academic year.
- CEO stressed that the rebrand is not only a new logo, it is the vision for HUU's mission.
- **Action:** Any questions or feedback to be addressed to CM.
- President queried how it can be ensured that with the implementation of the new brand all the different old brands/designs will be replaced across campus/online. CM responded that there will be brand guidelines for staff in place.

c) **Awards**

- President summarised how this has been done previously.
- HUU Awards: Last Friday of teaching
- SLTA: TBC
- Trophy Pres: TBC
- Scarborough Awards: TBC
- Activities Awards: Will not take place this year. Money will be used to support individual group end-of-year events.
- CEO commented that currently every staff member is responsible for their respective award ceremony and proposed to ask the Scarborough Co-ordinator to review how award ceremonies are organised and create a standardised process.
- **Action:** Award dates to be submitted to President by Friday. Admin staff member to co-ordinate all award invitations to University staff members.

d) **Associate & Life Membership**

- VPE queried why UEC approves Associate Life Memberships and other membership queries.
- The submitted request for an Associate Membership was unanimously approved.

7. **Impact Reporting**
None reported.

8. **Any Other Business**
None reported.

9. **Reserved Business**
Reported separately.

10. **Next Formal Meeting** – Tuesday 1 November 2016, 2pm.

UEC REPORT - WEEK ENDING 14 October 2016

NAME: Matt Evans, President	
I'd like to thank	<ul style="list-style-type: none"> • Andy King & Jonathan Hall (Commercial Services) for the support with commercial complaints from local venues, and the quick action they were able to take. • Tania Struetzel (Democracy & Governance Co-ordinator) for the brilliant presentations to HUU staff, and the Board of Trustees on the governance review, and her continued support on my projects. • Sian Alexander (University Press Team) for the media training session she ran for the officers, it was really useful and insightful.
Things I'm proud of	<ul style="list-style-type: none"> • Working with Trudi Vout (Director of Campus & Accommodation Services) to hold an open forum for the disgruntled students at Needler Hall, who have been affected by the Courtyard – we were able to work to reach a good outcome to support those students. • The number of students I have met with individually to understand their view of our governance and democracy in order to help us understand the direction of the governance review. • Attending the NUS transformation meeting in London to help NUS understand what the issues were that caused HUU to disaffiliate, and to help them understand how NUS can change its democracy.
General updates	<ul style="list-style-type: none"> • Spoken to the head hunters for the VC role as part of the recruitment process. • Updated the HUU and University relationship agreement with CEO and University Registrar.
Update on my objectives	<ul style="list-style-type: none"> • Governance review presentations to Board, Staff, Union Council have all gone well. We will present the governance review to the University SMG next week. • Initial meeting for the SU building development steering group has been set up. • I have met with CEO, Director of Membership Services and the University to review the student charter and work out some next steps with updating that.
I need support with...	Having a two day week next week, making sure that I can then get back on top of work after that.

ENGAGEMENT BREAKDOWN

Week ending	Total hours worked this week (max 40 hrs pw)	Hrs spent engaging with members	Type of engagement (description)	Engagement hrs as % of total hrs worked
07.10.16	38 (1.5 days off)	11	Nominations/election stalls, individual meetings with students about HUU governance review, Speed Friending, Needler Hall open meeting.	29%
14.10.16	50 (day in London)	7	Governance Zone meeting, individual meetings with students about HUU governance review, Board pre-meet with student trustee, elections/voting stalls.	14%

UEC REPORT - WEEK ENDING 14 OCTOBER 2016

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

NAME: Amy Jackson	
I'd like to thank	<p>Matt Evans for helping with the room bookings situation and the Presidents Representative Max Cummins for being constantly on form bringing the issue to my attention.</p> <p>Chloe Birr-Pixton for organising media law training and creating loads of fantastic GIAG events.</p> <p>Liz Pearce for being fantastic in helping out and giving advice on issues.</p> <p>Tania Struetzel for setting up an online system for volunteer of the month.</p>
Things I'm proud of	<p>Media law training with our new media law expert David Banks, this was really well attended and will be running again next week.</p> <p>All of student media and RAG held their initial information meetings and socials and attracted lots of new volunteers.</p> <p>First steps have been made to solve the situation facing societies and others in regards to room bookings.</p>
General updates	<p>Conversations have been had with Michael Fox (mature students officer) in regards to the possibility of setting up a mature students' society – looking to hold an event to drum up interest.</p> <p>Looking at setting up a meeting with Ben Butler from the alumni office about creating alumni events for those who have gone into a career in the media or the charity sector.</p>
Update on my objectives	<p>Membership – See above on initial socials and information meeting – news from societies is that some are already reaching nearly 100 members which is fantastic.</p> <p>Reward and Recognition – Volunteer of the month application form is now online for people to use, decided that wins of the week should be communicated from HUU Activities social media channels.</p> <p>Employability – See above work in regards to alumni, also discussions with Norman Day and Hannah Cooper about the various volunteers we have in HUU and how these can link into employability awards.</p>
I need support with	<p>Ensuring that I am doing all I can to communicate effectively with volunteers within the activities zone and working in partnership with them to achieve combined goals.</p>

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
07.10.2016	59	20	General WelcomeFest, GIAG events, RAG events and meetings.	34%
14.10.2016	40 (day in lieu Monday covered by GIAG York Sunday)	8	General meetings with volunteers, elections publicity and media law training.	20%

UEC REPORT - WEEK ENDING 14th October 2016

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NAME: Matt Thorneycroft	
I'd like to thank	Jacob Zobkiw for his exceptional work throughout Elections. Tania Struetzel for being supportive throughout the intense few weeks.
Things I'm proud of	1. Very successful recruitment of all Academic Rep positions 2. Excellent Trustee Board meeting 3. Developing ability to properly prioritise and manage the exceptional workload.
General updates	Very impressed with the SVOT team on how engaging we have been with Students for the By-Elections. We've recruited over 170 course reps, at least 4 School reps per faculty, and all Faculty Rep positions filled. Excellent work!
Update on my objectives	Nothing specific to update on. Work undergoing this week to properly develop the Feedback Fair.
I need support with	Need support from Marketing on developing my Feedback Fair plans and Student Led Teaching Awards.

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
7th	52	32	Promoting Elections, GIAG, Open Day	62%
14th	44	20	Promoting Elections	46%

UEC/SEC REPORT - WEEKS ENDING 14TH OCTOBER

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

NAME: Si Hernandez	
I'd like to thank	<p>Kathryn – For her support in co-ordinating GIAG events.</p> <p>Jackie – For a very productive mentor meeting.</p> <p>Lana – For co-ordinating the first welfare event with “tea and talk”.</p>
Things I'm proud of	The Scarborough Exec, for a very productive first meeting. We were able to start planning two events, in the form of a “town tour” which they would lead on, and Halloween event ideas.
General updates	<p>The previous Friday, helped lead a trip to the Leeds Night Day with Matt Bramall and Amy. A good turnout for the event, which saw many international students attend.</p> <p>Elected Course Reps from the business, education and health care departments.</p> <p>Supported Lana (Welfare Officer) to host a “tea and talk” event for Mental Health Awareness Day. This consisted of cups of tea, cake, and adult colouring in Calvino's.</p> <p>Met with Rebecca (Student Trustee) to talk through the Trustee Board papers, clarifying how the governance review would take shape.</p> <p>Supported a GIAG trip to Hull Fair. In line with the changes to transport options we are now using nine seat people carriers.</p> <p>Attended the Trustee Board, where the governance review and CAPEX plans were discussed. Pleased with the outcome of the new Board, we have a far greater focus on membership services.</p> <p>Reviewed operations plans with Jackie during her visit. This were productive, giving us a clearer picture now the semester has started.</p> <p>Hold the first Scarborough Exec meeting, where Union Council, GIAGs, and office hours were discussed.</p>
Update on my objectives	The first Active Coast and Country sports sessions took place. The plan will be to further promote these.
I need support with	Getting up to speed with Liberation Education. We have a defined structure, now the case is bringing this life.

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
14/10/16	51	17	Leeds Light Night, Course Rep recruitment, tea and talk, Trustee Board preparation, Hull Fair, Exec meeting.	33.33%

UEC/SEC REPORT - WEEKS ENDING 7 OCTOBER

NAME: Si Hernandez	
I'd like to thank	<p>Sant'Angelo Events – For their great work supporting student events. They are always flexible and provide good quality work.</p> <p>Sian Alexander (University) – For the excellent media training.</p>
Things I'm proud of	Co-ordinating and promoted the Cheese Night in Calvino's. This was arranged last minute, and was encouraging to see the positive attendance.
General updates	<p>The We Are Scarborough event took place on Sunday. This was a really positive well attended event, including both students and members of the local community. Various HUU volunteers attended, raising money for both the RNLI and SOPHIE (lifeboat and hate crime charities respectively). Debrief meeting to following to review if another event can happen before the transition ends.</p> <p>Attended breakfast meeting with the University Executives, where WelcomeFest and objectives were discussed.</p> <p>Attended Campus Management Team catch up, where the HUU volunteering reward system was discussed, along with staff conduct. The volunteer rewards scheme has now been finalised, ready for implementation.</p> <p>The E&D policy for members was approved by UEC, ready for Union Council.</p> <p>Met with SEQC (Scarborough Education Quality Committee) to review operations for the academic year start. Changes include the academic lead for media. Was able to action department to assist with lecture shout outs.</p> <p>Co-ordinated a Cheese Night in Calvino's. The event was well attended, with a professional DJ playing "cheesy disco".</p> <p>Carried out Scarborough Exec training for our Sports Officer, who was unable to attend the previous session. All Scarborough Exec are now trained.</p> <p>Attended media training with Sian Alexander. This was a great help, showing conduct for reacting to the press.</p>
Update on my objectives	Active Coast and Country sessions to start taking place from Wednesday 12 th October.
I need support with	Ensuring the Scarborough website is up to date with relevant information.

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
07/10/16	53	8	We Are Scarborough, Cheese Night, Course Rep election stall.	15.09%