

MINUTES OF UNION EXECUTIVE COMMITTEE MEETING
Held at 2pm on Tuesday 1 August 2017

Present: President (Pres, Chair); Education Officer (EO); Activities Officer (AO); Welfare & Community Officer (WCO)

Attending: Membership Services Director (MSD); Communications Manager (CM); Studio Manager (SM); Administration Co-ordinator (AC, minutes)

1. **Apologies**

Apologies received from Sports Officer (SO) and Chief Executive (CEO).

2. **Minutes of previous meeting**

Approved as a correct record.

3. **Matters Arising**

Initial meeting, no matters pending.

4. **For Discussion & Decision**

a) **University Committee Representation**

- EO confirmed that UEC have met informally to discuss which University Committees each officer wishes to attend.
- UEC to check with SO if she wishes to attend any further committees on her return from holiday.
- UEC to finalise and forward completed list to AC by the end of the week. **Action: Officers**

b) **Objectives Update**

- Chair highlighted that UEC are currently formalising their objectives for the year and holding meetings with relevant staff. Chair confirmed that the deadline for individual officer objectives is 21st August.
- UEC has arranged a meeting on Monday 7th August to discuss group objectives for the year.

c) **NUS Visit**

- Chair updated UEC on her conversations with NUS President regarding a visit to HUU.
- NUS President and Vice President (Union Development) will be visiting HUU on 27th October to discuss changes at NUS. The visit will give UEC the opportunity to ask questions to inform any future plans regarding political affiliation with NUS.
- In response to MSD question if visit was open to all staff and students, Chair confirmed the visit was for officers only.

d) **NSS Survey Data**

- WCO discussed the NSS Survey Results and suggested that officers use these results alongside the Rate Your Union Survey results when forming their group objectives for this year.
- UEC to look over the RYU Survey prior to the objective session on Monday. **Action: Officers**
- MSD highlighted that the Course Rep survey may also include useful information to help set objectives for the year. MSD to ask Governance & Democracy Co-ordinator to circulate to officers. **Action: MSD**
- UEC agreed to discuss NSS results further once they have been formally released.

5. **Chief Executive & SMT update**
 - CEO and Commercial Services Director (CSD) are visiting the University of Sheffield to view their commercial services.
 - CSD is planning a visit this week to buy equipment for redeveloped Sanctuary bar.
 - Finance & Resource Manager currently busy with year end accounts.

6. **Marketing Update**
 - SM confirmed that Marketing's focus at present is WelcomeFest. The WelcomeFest app and website is currently being updated to include an additional University section.
 - New members of staff (Alex and Sophie) will be starting on Monday 7 August.
 - SM asked if any of the officers had come through Clearing and would be willing to do some TV work for the University. President and EO keen to be involved and share their experiences of clearing.

7. **Weekly Reports & Accountability**
 - a) **President**
 - Chair currently arranging meetings to help formulate her objectives for the year. Confirmed that WCO would be included in meetings regarding a campaigns workshop in semester 1.

 - b) **Welfare & Community Officer**
 - WCO reiterated her thanks to MSD for all her work during the Pride event despite illness.
 - EO commended WCO for attending her first Student Complaints Panel.

 - d) **Education Officer**
 - EO gave a brief update to UEC on his objectives for the year and highlighted a company he had found which offers free printing to students. EO explained that printing costs are absorbed by the company, as advertising is placed at the bottom of each page. Printed pages would not be suitable for assignments but would be fine for lecture notes.
 - SM questioned if BAM agreement would affect any potential discussions with company, however UEC agreed this would be an interesting proposal.

 - e) **Activities Officer**
 - AO wished to thank all staff for making him feel welcome in his new role and praised Marketing Co-ordinator for his photography skills in the faculty photoshoot.
 - AO updated UEC on his idea to create a social media page for the activities zone to publish and share upcoming events.
 - AO shared with UEC discussions he has had with Student Activities Co-ordinator regarding a potential GIAG/Societies week in Semester 2.

8. **Any Other Business**
 - SM reminded officers that their Marketing Induction is next Tuesday.
 - SM to confirm the circulation date of the first student officer newsletter of the year. **Action: SM**
 - MSD suggested UEC use this newsletter to showcase and highlight all the officer team's achievement and work over the summer. Idea discussed to create a bumper edition for a positive start to the academic year.

9. **Reserved Business**

None reported.

10. **Next Formal Meeting**

Tuesday 15 August 2017, 2pm

UEC REPORT - WEEK ENDING 28 July 2017

NAME: Osaro Otobo	
I'd like to thank...	<p>Liz & Jackie for facilitating a brilliant Residential for the officer team.</p> <p>Emily & Craig for keeping the officer team well organised.</p> <p>Emily for helping me reschedule meetings around my Castle Hill placement.</p> <p>Jackie for her support so far in developing my objectives as my mentor.</p> <p>All the staff that have helped the officer team settle into their roles and those that have given the officer team induction sessions.</p>
The three things I'm proud of	<p>1 Giving my first verbal report to University Council which included the big investment into Student Central.</p> <p>2 The progress I have made in transforming my original manifesto into SMART objectives.</p> <p>3 The way the officer team has settled into the role and how well we are working together as a team so far, alongside the great support from staff.</p>
Update on my objectives	<p>1 For my objective relating to timetabling I will hopefully be attending a meeting along with Salman, just waiting for confirmation.</p> <p>2 For my objective relating to employability I am still awaiting a date to meet with Norman Day.</p> <p>3 For my objective relating to campaigns I am doing some research in preparation for when I meet with Patrick John on 01/08.</p>
I need support with...	<ul style="list-style-type: none"> - Organising a campaigns workshop during semester 1 - Setting up a meeting with Norman Day

ENGAGEMENT BREAKDOWN

Week ending	Total hours worked this week (max of 40 hrs per wk)	Hrs spent engaging with members (ie face to face with students)	Type of engagement (description)	Engagement hrs as % of total hours worked
28/07	32	0		

UEC REPORT - WEEK ENDING 28 July 2017

NAME: Jennie Watts	
I'd like to thank	Angie for helping me with the welfare and opportunities fayre. Liz and Jackie for their continued support with my dissertation extension.
Marketing Update	W&O fayre during Welcomefest but will have more when objectives and campaigns have been action planned. LGBT+ logo design is underway will report back when I have a completed logo to see what you think.
Update on my objectives	Gone over with mentor, needs more development but basic skeleton is there.
Things I'm proud of/ I need support with	Proud of lasting all day in the student complaints panel and am so proud of HUU (especially Liz for all her hard work) at PRIDE!

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
28/7/17	45	0	Have had a few phone calls though	0

UEC REPORT - WEEK ENDING 28th July 2017

NAME: Caitlin O'Neill	
I'd like to thank	Vicky for putting up with all my questions and being really supportive from the start. Andy, Chloe, Liz and Angie for helping me with the AU Charity Raffle. Kevin for talking me through my budget and helping me make sense of it. Jackie, Liz, Andy and the Officer team for being really helpful and supportive from the first week.
Marketing Update	Once we know which clubs want to take part in the This Girl Can campaign we can promote it on social media. The same goes for the Turn up and find out sessions. Lincoln have asked for logo feedback for Varsity.
Update on my objectives	Fabulass is on board with the This Girl Can campaign and we've brainstormed a few ideas to pitch to the presidents. We will be launching Turn up and find out sessions at The Lawns in collaboration with Campus Sport, where sports teams will be able to put on a training session at The Lawns on Sunday evenings. This will increase student engagement within sport and give first years the opportunity to try out different sports and meet students who are part of these sports teams. It will also give teams the opportunity to recruit more members.
Things I'm proud of/ I need support with	Rebranding the Sports Fair so it's inclusive of all sporting activities and not just the AU. Creating the Sports Welcome Pack. I need help with getting prizes for the Charity Raffle.

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UEC REPORT - WEEK ENDING 28 July 2017

NAME: Salman Anwar	
I'd like to thank...	Jackie for setting up the meeting with Lincoln and John Day this week.
The three things I'm proud of	<ol style="list-style-type: none"> 1. Working on better articulating my objectives this week 2. Attending my first Senate 3. Had my first 1-2-1 with Alan Speight
Update on my objectives	<ol style="list-style-type: none"> 1. Looking into International Student support 2. Exploring hidden course costs such as printer fees 3. Advocating Lecture Capture, keeping up with developments
I need support with...	Will be exploring the use of a free printing company so will need support on that as it's a big project.

ENGAGEMENT BREAKDOWN

Week ending	Total hours worked this week (max of 40 hrs per wk)	Hrs spent engaging with members (ie face to face with students)	Type of engagement (description)	Engagement hrs as % of total hours worked
28/07/17	40			

UEC REPORT - WEEK ENDING 28 July 2017

NAME: Jack Craig	
I'd like to thank	
Marketing Update	
Update on my objectives	Writing in-depth plans for individual "action plan" entries. Will start planning meetings to make relevant policy changes ASAP – and will start discussions with student volunteers and contributors regarding these changes.
Things I'm proud of/ I need support with	Applicant day speech was brilliant. Great feedback from Anja, everyone was very impressed; they gave me the longest part of the speech, and despite no rehearsal time and several distractions, I carried it off brilliantly.

ENGAGEMENT BREAKDOWN

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28 th July	32	0	0	N/A