

MINUTES OF UNION EXECUTIVE COMMITTEE MEETING
Held at 2pm on Tuesday 1 November 2016

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

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

1. **Apologies**
Received from Chief Executive (CEO).
2. **Minutes of previous meeting**
Approved as a correct record.
3. **Matters arising** - see attached.
4. **Zone reports – circulated and taken as read** (see attached)
 - a) **President**
 - President has received positive feedback following the announcement that he will leave the role at Christmas.
 - b) **Vice-President Welfare & Community**
 - VPWC was actioned to complete the engagement breakdown on his report. **Action: VPWC**
 - VPS asked VPWC for a training plan for the AU wellbeing training event on 29th November so he can involve the Athletic Union. VPWC advised that it is a University event; VPWC to put VPS in contact with the relevant member of University staff. **Action: VPWC**
 - d) **Vice-President Sport**
 - VPS asked UEC for support arranging AU Council meetings; VPA advised that Activities Council has only happened once so far this year. President suggested setting dates for the coming months and communicating these to the relevant attendees. VPS to set dates for AU Council meetings.
 - e) **Vice-President Activities**
 - President thanked VPA and Chair RAG for their work on Raising & Giving week so far.
 - f) **Scarborough**
 - VPSc asked if Student Officers could attend the Talk Scarborough meetings; VPE is attending the first one this week. Student Officers were keen to attend the events and engage with students on the Scarborough campus; VPSc to circulate the meeting dates to Officers. **Action: VPSc**
5. **Chief Executive & SMT update**
 - This week CEO and MSD are working on the HUU strategy.
 - Communications Manager (CM) will be updating the HUU event listings document monthly; this will then be uploaded to the Hull Campus Online website. CM is also planning the Rate Your Union survey, which will take place in February 2017.
 - MSD advised UEC that there is a rise in complaints; UEC thanked MSD for her work on dealing with complaints.

6. **Items for Discussion**

a) **Volunteer of the Month**

- MSD and ESC to create an email for circulation to the nominees and winner of Volunteer of the Month. **Action: MSD/ESC**
- UEC received 8 nominations for Volunteer of the Month. UEC agreed that the Volunteer of the Month for October was Michael J Fox. **Action: Student Officers**

b) **Award Dates**

- President asked Student Officers to confirm dates of their awards events. VPA advised that the Activities Awards will not be taking place in 2017.
- Trophy Presentation will be held on Saturday 29th April 2017.
- HUU Awards will take place on Friday 12th May 2017.
- VPSc would like the Scarborough Awards to be on Wednesday 10th May 2017; depending on the date of the Student Led Teaching Awards (SLTA). VPSc and VPE to agree dates for their awards and let President know by the end of Wednesday. **Action: VPSc/VPE**

c) **President Handover**

- Following the announcement that President will be leaving his role in December; President will meet with individual Student Officers to hand over parts of his role.
- As part of the handover process, UEC will have a rotating chair; VPS will chair the next formal meeting.
- ESC to set rotas for Student Officers to attend monthly Senior Management Team meetings and chair UEC meetings until June 2017. **Action: ESC**

d) **Associate & Life Membership**

- UEC approved a 1 year associate membership for Nicolas John Gravely.

7. **Impact Reporting**

- VPE reminded UEC of the importance of communicating HUU and Student Officer wins to students. President suggested that at the next informal UEC meeting the Student Officers review all wins since June, to ensure all are noted within the Impact Report.
- VPSc has secured an events budget with the University.

8. **Any Other Business**

a) **Supplier Tender Update**

- VPE updated UEC on progress with selecting new suppliers and thanked Commercial Services Director for his work on the tenders.

9. **Reserved Business** – none reported.

10. **Next Formal Meeting** – Tuesday 15 November 2016

UEC REPORT - WEEK ENDING 28 October 2016

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| NAME: Matt Evans, President | |
| I'd like to thank | <ul style="list-style-type: none"> • Tania Strützel – for her work on the Governance Review (especially the presentation to the University SMG) and the first Union Council of the year! |
| Things I'm proud of | <ul style="list-style-type: none"> • The officer team taking a collective stance in the upcoming referendum, and making it clear to students why it is important to vote. • The visit to Kings College London Students' Union (KCLSU) with Jackie (Chief Executive) – it was really informative for shaping our thinking of what to do with the building development work at the minute. |
| General updates | <ul style="list-style-type: none"> • University Safeguarding (PREVENT) agenda is moving quite quickly, and we need to make sure that HUU is involved in that through VP Welfare & Community and staff. |
| Update on my objectives | <ul style="list-style-type: none"> • Gave a presentation to the University Senior Management Group on the Governance Review, the next steps and how the University can help support HUU with this. |
| I need support with... | With the news about me leaving being made public, some support with questions from students/staff/University and handover stuff from the team would be appreciated. |

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 |
|-------------|--|---------------------------------|---|---|
| 21.10.16 | 22 (Wed/Thurs/Fri off) | 6 | Union Council, Governance Review 1-2-1s | 27% |
| 28.10.16 | 42 (day in London) | 3 | Governance Zone, Governance Review 1-2-1s | 7% |

UEC REPORT - WEEK ENDING 28 OCTOBER 2016

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| NAME: Amy Jackson | |
| I'd like to thank | <p>Liz Pearce (Membership Services Director) for being a fantastic new mentor and helping me with a number of challenges in the past couple of weeks.</p> <p>Vicky Dean (Sports & Societies Co-ord) for being her fantastic self, organising societies and helping me put together a list of societies who need help with membership numbers.</p> <p>Angie Drinkall (Volunteering Co-ord) for being her usual amazing self, helping with RAG week.</p> <p>RAG for working incredibly hard to get ready for RAG week.</p> <p>David Banks for providing brilliant media law training for all members of student media.</p> <p>Chloe Birr-Pixton (Student Activities Co-ord) for being my wonderful partner in crime, organising media law training, helping with ideas for City of Culture and just generally being great.</p> <p>Tania Struetzel (Democracy & Governance Co-ord) for being very helpful in organising concerns around new societies and SEC positions.</p> |
| Things I'm proud of | <p>The training of around 60 members of student media in media law and organising training for Hullfire Radio members in Myriad for free (and getting a free upgrade!).</p> <p>How much work and effort RAG volunteers have put into organising RAG week.</p> <p>Society membership numbers are up on last year.</p> |
| General updates | <p>Had a meeting with Ben Butler (alumni) in regards to organising alumni events for both RAG and student media, this looks very promising.</p> <p>Organised meetings about getting societies involved in City of Culture student fringe festival.</p> <p>Auditions for the University of Hull University Challenge team have been organised.</p> |
| Update on my objectives | <p>Membership – Society numbers are up, RAG are attracting a large number of volunteers after introducing a £1 sign-up fee, Hullfire Radio timetable has been organised and is nearly full.</p> <p>Reward and Recognition – Volunteer of the month got a number of nominations and I have been having discussions with Charlotte about organising a societies' ball.</p> <p>Employability – Alumni events will focus on employability and how to reach the success levels of the alumni we invite back.</p> |
| I need support with | <p>I'm going to be incredibly busy with RAG week and student consultation this week, please bear with me if I'm not replying to emails very quickly or if I'm not in the office a lot.</p> |

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|-------------|--|--|---|---|
| 21.10.16 | 45 | 15 | Union Council, Kili info meetings, myriad training, media law training, number of short meetings with society presidents. | 33% |
| 28.10.16 | 23 – Days off Mon-Weds, open day Sat. | 10 | Open day, RAG meeting and EGM. | 43% |

UEC REPORT - WEEK ENDING 28 October 2016

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| NAME: Matt Thorneycroft | |
| I'd like to thank | Jacob Zobkiw (Education Co-ordinator) for his incredibly hard work running the Course Rep training sessions. Liz Pearce (Membership Services Director) for her excellent guidance over the last few weeks – she has been so helpful! |
| Things I'm proud of | 1 Very successful training of over 80% of all course representatives. 2 Excellent Faculty Representative training day. 3 Feeling a lot better and more stable in the role of VP Education. |
| General updates | An intense couple of weeks balancing rep training with my VP duties. So far a successful balance resulting in great feedback with the training. Plans now in place to continue training over the year including online training videos which is very exciting. Course Rep Forum plans are nearly complete ready for the first ones of the year. |
| Update on my objectives | Feedback is now undergoing scrutiny with marketing for exact designs and look but the foundations are in place. Meetings booked regarding video training and canvas to further my technology objective this week. Meetings in place to discuss Peer Mentoring objective plans and how this will look for all students. |
| I need support with | So far so good! |

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|--------------------------|--|--|---|---|
| 21 st October | 50 | 30 | Training, Union Council, Open Day. | 60% |
| 28 th October | 30 | 14 | Training and meeting Education Zone Members. Day taken in lieu. | 47% |

UEC REPORT - WEEK ENDING 28 OCTOBER 2016

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| NAME: Matthew Bramall | |
| I'd like to thank | The Officers – For their support prior and after time off. Chloe (Student Activities Co-ord) – For running an amazing Give it a Go programme. Vicky (Sports & Societies Co-ord) – For her outstanding hard work, especially with fixtures well underway. AU Exec – For their great conduct and teamwork during a difficult first few weeks. Chelsea (Research & Campaigns Co-ord) – For her input in AU working with HUUSaysNo & Student Safety. Jack & Charley (Marketing) – For their great help in recent weeks on all sport marketing matters. Acklams Coaches. |
| Things I'm proud of | The conduct of the AU Exec in dealing with I Love Tour. Engaging with as many clubs as possible on a Wednesday afternoon. |
| General updates | Tour night this Wednesday. Meeting with Campus Sport to discuss the management and support of intramural sport. Athletic Union Ball Tickets on Sale – need to know which Officers are coming. Had several meetings in the last two weeks with club treasurers and fundraisers discussing clubs financial issues and offering help. |
| Update on my objectives | Match day Experience – AU Exec spending all Wed afternoons engaging with students and clubs pitch side. Game of The Week noticeably increasing attendances and awareness. Social Media interaction on Wednesday is growing. Asylum Results Slideshow has had positive feedback – does require time however. On Campus Profiles – Work going in over the next few weeks to increase the awareness and support of intramural and HYMS sides. Sport Investment - Prior to my time off Sports Centre had tried to put out a PDF providing an October update that explained delay in work to Astro. The staff system Sharepoint appears to not be open to students so on return I circulated the PDF to club committees. I will soon be having a site visit with the site manager. |
| I need support with | To reflect |

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|-------------|--|--|---|---|
| 7/10 | 40 | 20 | Give it a go sessions, meeting with Club presidents and attending fixtures | 50% |
| 14/10 | 31 (Friday off) | 12 | Engagement with Student Trustees, AU Exec and meetings with club presidents | 39% |
| 21/10 | 27 (Off til Wed) | 13 | Meeting with Club Presidents & AU Exec | 48% |
| 28/10 | 40 | 20 | Attending Fixtures, Engaging with AU Exec, Club Presidents and Treasurers | 50% |

UEC/SEC REPORT - WEEKS ENDING 21 AND 28 OCTOBER.

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| NAME: Si Hernandez | |
| I'd like to thank | Kathryn (Scarborough Co-ordinator) – For her help in supporting budgeting and event narratives. The Exec – For their input into the governance review. George (VP Welfare & Community) – For helping to progress Liberation Education. |
| Things I'm proud of | Getting Course Reps elected and arranging training. |
| General updates | <p>Course Rep elections are now completed, with final elections coming from CEMS and Media. Have reviewed and updated training, with input with Becky (Education Officer). Sessions are booked in for the week commencing 31st October.</p> <p>Attended Union Council, along with training. This was a very productive meeting, with our Equality and Diversity policy passed and implemented. Governance review discussions took place, it was great to get input from the Scarborough Exec too, particularly was this would not impact Scarborough.</p> <p>Attended We Are Scarborough debrief meeting. We reviewed feedback for the event and discussed plans to do another one next year. A set budget of a minimum of £3000 was agreed, it is the case now to find funding for such.</p> <p>Sat on the first Faculty Board for FACE. A very productive first meeting, where links with HUU to new faculty staff was discussed. Also attended Faculty Rep training, to meet with the FACE Reps.</p> <p>Met with Tracy Blundell (Communications Officer) to discuss where communications could be improved by the University. This is vital to ensure engaging during the final year.</p> <p>Attended the Equality and Diversity Work Group, where links with the University Diversity Calendar was discussed.</p> <p>Second Exec meeting took place, where further feedback on the governance review and student feedback was discussed.</p> <p>Arranged for a Halloween party to take place in Calvino's, working with Sant'Angelo Events and the Calvino's staff.</p> |
| Update on my objectives | Had a catch up with George to progress the first phase of Liberation Education. A leaflet will be made outlining the liberation officers (in both Welfare and Scarborough), in conjunction with written and video blogs. |
| I need support with | Marketing posters where there needs to be a fast turnaround of events. It is important we are dynamic in how we run in Scarborough and this can conflict with the current processes. |

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| 21/10/16 | 46 | 10 | Course Rep recruitment, Union Council training and meeting, Faculty Rep training, Exec one-to-ones and meeting. | 21.73% |
| 28/10/16 | N/A (Annual Leave). | N/A | N/A | N/A |



UEC REPORT - WEEK ENDING 28 October 2016

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

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| NAME: George Bainbridge | |
| I'd like to thank | Hull Royal Infirmary for fixing my shoulder. |
| Things I'm proud of | Getting to Stratford all by myself. Further networking with other Sabbs. |
| General updates | As you all know I have dislocated my shoulder therefore work has been stunted due to this injury. Stratford Upon Avon was helpful, although not as productive as previous engagements with the NUS such as Keele, mainly the conference was concerned with electing candidates to the welfare zone and also to scrutinize the current officers such as Malia, of which was ill attended. |
| Update on my objectives | To be honest, rather slow progress, currently awaiting marketing material for the first charity collection. Have a meeting with the welfare zone again tonight to discuss their objectives further. Awaiting marketing to create material for the tampon drive. Training for the AU is underway, emotional wellbeing training and consent has been agreed, just times need to be confirmed. |
| I need support with | Stress control |

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