

MINUTES OF UNION EXECUTIVE COMMITTEE MEETING
Held at 2pm on Tuesday 20 September 2016

Present: President (Chair), Vice-President Activities (VPA), Vice-President Scarborough (VPSc), Vice-President Sport (VPS), Vice-President Welfare & Community (VPWC)
Attending: Chief Executive (CEO), Membership Services Director (MSD), Marketing & Communications Manager (MCM), Administration Co-ordinator (AC, minutes)

1. **Apologies**
Received from Vice-President Education (VPE)
2. **Minutes of previous meeting**
Approved as a correct record
3. **Matters arising - see attached**
 3. VPWC and MSD to meet with HRM about draft equality and diversity policy.
Action: MSD/VPWC
 4. VPS advised that Campus Sport would like to be involved with the Festival of Wellbeing. VPA to send details of the Yoga Society to VPWC.
Action: VPA
 - 6d. President circulated further information about the NUS demo to Officers. UEC agreed that they would not fund students attending the event, but would support students with organising the trip by booking coaches, etc.
4. **Zone reports – circulated and taken as read (see attached)**
 - a) **President**
 - President updated on the VC recruitment, the University would like to involve students in the process.
 - c) **Vice-President Education**
 - VPS commented that a Students' Union tile on the iHull app was a good win for VPE.
 - d) **Vice-President Sport**
 - VPS is updating objectives sheet and will circulate to all once complete.
5. **Chief Executive & SMT update**
 - MSD now has 4 Student Voice Interns until Christmas, they will be helping staff and officers with student engagement during this semester.
 - CSD met with Fairtrade clothing company Epona last week, who would like to set up a website in partnership with HUU selling University of Hull branded items. The site would be run by Epona, with HUU receiving a share of the sales on a one year trial. UEC agreed to trialling the website.
 - MCM reminded Officers that her maternity cover will be shared between the Graphic Designer, managing the studio and campaigns and the Communications Manager, who will be responsible for central campaigns such as WelcomeFest and reactive PR and communications.
 - Interviews are taking place this week for a Digital Communications Intern to support the Digital Communications Co-ordinator.
6. **Items for Discussion**
 - a) **Campaign Funding Forms**
 - VPWC requested £300 to fund marketing materials and external visitors for the Festival of Wellbeing in February 2017. VPWC will be receiving some funding from the University. UEC queried whether this would cover the cost of all materials, MCM

suggested a total budget of £1000 would be needed to run and promote the event, with around half of this used for marketing materials. UEC actioned VPWC to confirm details of the funding and to bring a revised campaign funding application to UEC, taking the above into consideration. **Action: VPWC**

- UEC approved a spend of £40 to fund a WordPress site for the student led #HUUSaysNo campaign for 1 year.
- MSD suggested that VPWC discusses the #HUUSaysNo campaign at the next meeting with Student Wellbeing staff. **Action: VPWC**
- MSD confirmed that initial ideas would be brought to UEC for approval before funding forms are received and asked UEC for feedback on the form. President asked who needed to approve funding forms, MSD to clarify with Research & Campaigns Co-ordinator. VPWC asked if the quantity box could be included elsewhere in the form, as it may not be relevant to all applications. **Action: MSD**

b) Rewarding Volunteers

- Rewards for volunteers were discussed, for those who have gone above and beyond.
- It was agreed that discount cards would be given as a reward for Volunteer of the Month.
- UEC to consider how many discount cards they would like for each zone and to create a set of guidelines to ensure cards are issued consistently across zones. **Action: All**
- VPSc to speak to President and CEO about a reward system for volunteers on the Scarborough campus. **Action: VPSc**

c) By-Elections

- The HUU By-Elections take place in October; Democracy & Governance Co-ordinator has circulated a stall timetable for promoting elections to students. AC to put stall locations in Officer calendars for information. **Action: AC**
- President reminded Officers that there are vacant positions across all zones and there is a new system for electing course reps.
- Officers agreed to visit student accommodation and housing to engage with students and promote elections on 29th and 30th September. **Action: all**

d) Student Written Submission Recommendations

- UEC were made aware of the Student Written Submission (SWS) recommendations that will be taken to the University. The SWS uses data from various surveys including the NSS and Education Survey to make change within the University.
- MSD explained that this year the SWS included data from the Student Experience report and a mature students survey carried out by a part time student. The list of recommendations that will be taken to the University covers academic issues, retention and employability. Any questions should be directed to the Education Co-ordinator, VPE or MSD.
- UEC thanked Education Co-ordinator for his work on writing the SWS.

7. Impact Reporting

- The first print edition of the HullFire newspaper for almost a year is now available. VPA thanked Graphic Design Intern (GDI) for his work on the HullFire newspaper. VPA will circulate the HullFire deadline submission dates to the Officer team for information. **Action: VPA**
- VPSc has spoken to Marketing & PR Co-ordinator about the recent overhaul of catering menus on the Scarborough campus.
- CEO reminded Officers to make marketing aware of any WelcomeFest wins. MCM advised that the marketing team will be engaging with students at the fairs next week, so students know how to communicate their good news to HUU and the wider community.

8. **Any Other Business**
- a) **Office Space**
- MSD asked if the clusters of desks within the Membership Services area would be allocated a zone. UEC agreed that the Activities and Sport zones would each have a cluster, with the third for use by all zones. Student Voice Interns will hot desk in all areas of the office. MSD and President to ensure the volunteer desks are set up with computers before the start of Semester 1. **Action: President/MSD**
- b) **WelcomeFest Engagement**
- MCM reminded Officers that marketing have leaflets, newspapers and props to assist with student engagement across WelcomeFest if needed. There will also be opportunities to engage with students on the photo and tree stalls across campus.
- c) **NSS Boycott**
- UEC agreed to support a national ballot calling for an equality impact assessment of the NSS boycott. President to send a letter in support of the ballot to Officers at the University of West London. **Action: President**
9. **Reserved Business** – none reported
10. **Next Formal Meeting** – Tuesday 4 October 2016, 2pm

UEC REPORT - WEEK ENDING 19 SEPTEMBER 2016

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

NAME: Matt Evans, President	
I'd like to thank	<ul style="list-style-type: none"> • Tania Struetzel and Birmingham Guild of Students for the visit there last week – really informative and interesting approach to involve students in the work of the SU. • All of the HUU Staff for their participation and energy during the Staff away day. • Martha Kember (Staff Development) for the external mentoring session she provided with me.
Things I'm proud of	<ul style="list-style-type: none"> • Running a marathon and raising over £1000 for the Alzheimer's Society. • First University Council Meeting, and was able to network with members of Council and ensure HUU was firmly on the agenda. • First meeting of the student forum for this year, with some interesting feedback that we can hopefully use to ensure the student forum is effective.
General updates	<ul style="list-style-type: none"> • First meeting of the Appointments and Governance Development Committee took place with several new members, which went well.
Update on my objectives	<ul style="list-style-type: none"> • Governance Review on track and progressing. Looking to discuss with University over the next few weeks. • Started planning with Marketing looking at the next stages of the Strategy and a strategy for the building and how to engage students with that.
I need support with...	Making sure that we are engaging with as many students as possible during WelcomeFest.

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
09.09.16	40	4	Student induction talks	10%
16.09.16	40	4	ResLife and WelcomeFest Staff training	10%

UEC REPORT - WEEK ENDING 16 SEPTEMBER 2016

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

NAME: Matthew Bramall	
I'd like to thank	<p>Vicky Dean (Sports & Societies Co-ordinator) – For providing continuous amazing support with all sport administration tasks.</p> <p>Jonathon Day – For running a great self-management day.</p> <p>Jack Baldwin (Marketing & PR Co-ordinator) – For being extremely helpful and making an exception to push through AU Fair and Blog articles.</p> <p>Jackie (CEO), Liz (Membership Services Director), Andy (Commercial Services Director) and the officer team for offering some particularly awakening advice with work management and organisation.</p>
Things I'm proud of	<p>Delegating to AU Exec</p> <p>Work quadrant and cooking for the week</p> <p>Continuing personal trainer and going outside of sessions too</p>
General updates	<p>Training Times Done</p> <p>Presidents Training Tues 20th</p>
Update on my objectives	<p>Needed to finalise objectives sheet – done</p>
I need support with	<p>Helping to simplify issues in meetings and not overthinking</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
09/09	37	0	0	0
16/09	38	2	Meeting with Treasurers	

UEC REPORT - WEEK ENDING 16 SEPTEMBER 2016

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

NAME: Matt Thorneycroft	
I'd like to thank	Liz (Membership Services Director) for being an exceptional mentor and helping me through a really difficult period. Jacob (Education Co-ordinator) for his incredible effort and quality of work on the Student Written Submission.
Things I'm proud of	1. Received approval from the University side of change of Academic Council to Course Rep Forum. 2. Successfully acquired a Student Union tile on the iHull app. 3. Student Written Submission completed and submitted.
General updates	University meetings have now officially started and I feel I have made a positive contribution so far. Made good progression on my technology objective.
Update on my objectives	Technology – acquired a Student Union tile on iHull. Plans going forward to direct this tile to different areas for students to engage with. Placement & Y/A Regulations – Study abroad framework completed and sent to ULTAC for approval.
I need support with	Will need support going forward with my personal objective from the team and Liz. May need support with University meetings for context but so far so good.

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
9/9/16	Holiday			
16/9/16	40	3	Engaging with arrivals and PGCE students.	7.5%

UEC REPORT - WEEK ENDING 16 September 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	Chloe Birr-Pixton (Student Activities Co-ordinator) for her fantastic work in editing the newspaper and helping to connect with new Hullfire Volunteers. Liz Pearce (Membership Services Director) and Matt Evans (President) for being fantastic in dealing with HUSAHs external speaker form. Angie Drinkall (Volunteering Co-ordinator) for just being her wonderful self and doing so much for WelcomeFest.
Things I'm proud of	Self-designed marketing materials have started arriving for SEC, RAG and student media – lots of hard work gone in there. The Hullfire is nearly ready to print – the first edition in nearly a year. All training for societies and exec committees is planned and ready to go.
General updates	Societies and exec training shall be happening within the next month. Mentor “handover” session happened with Rachel, Liz and I.
Update on my objectives	Membership- Meetings with execs are being planned in regards to setting themselves membership targets for the first semester and the overall year. Reward and Recognition – Societies accreditation is completed and is currently going through the design process – meetings with execs shall also cover their objectives for the year and how I can support that. Employability – Meeting with Norman Day explained that degree+ will be a larger project than originally envisaged and will stretch across the University. As such we want to wait on this project until it is finalised and simply run a few of our own events that are no affiliated with the degree+ initiative.
I need support with	Making sure I actually go home at some point and don't burn out during WelcomeFest.

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
09.09.2016	16 (On leave Mon-Weds)	-	-	-
16.09.2016	40	7	Afternoon spent with new heads of student radio and newspaper getting ready for WelcomeFest, lending a hand with moving in new students on Friday, number of general catch ups and enquiries in regards to societies	17.5

UEC/SEC REPORT - WEEKS ENDING 16 SEPTEMBER

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	Jack Baldwin (Marketing & PR Co-ord) – For this advice on social media communication. Leadership Foundation – For a thought provoking conference. Jon Day – For his insight self-management training.
Things I'm proud of	Being on top of the workload.
General updates	Began promoting the Scarborough WelcomeFest via social media. The We Are Scarborough planning team met, to update as the event draws close. Currently, finalising the music line-up for this, and have received fundraising equipment from the RNLI, who we will be donating to. Have also been promoting the event via social media. Attended the student governor conference, as part of the HE Leadership Foundation. This was a great event, with some inspiring speakers who talked about holding accountability to the University as well as some of the current issues impacting HE, such as Brexit and development of estate versus development of teaching. Attended the self-management training from Jon Day. This proved useful, with particular insight in how to structure your time. The menu update has been implemented for Waves and Calvino's. This came from engagement HUU did around menu options. Have co-ordinated the social calendar with Achieve 2016. This included hosting a pub quiz night and a games night in Calvino's.
Update on my objectives	Attended the MUGA (multiuse games area) and sports facilities meeting. Here, we were able to get confirmation from the University on use of the facilities from outside sources. As long as this is during HUU booked sessions, community ventures will be able to come in. This was a big concern with potential collaboration with Active Coast and Country.
I need support with	Promoting WelcomeFest for Scarborough.

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
16/09/16	47	3	Achieve 2016 social events.	6.38%



Your Union

UEC/SEC REPORT - WEEKS ENDING 9 SEPTEMBER

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	HUU Staff – For an amazing day at the Huudle, this definitely should happen more frequently.
Things I'm proud of	Making progress on the liberation campaign.
General updates	<p>Had a catch up meeting with the Campus Management Team, we talked about future operations plans for the catering outlets on campus.</p> <p>Manned the early arrivals welcome stands for our SCHCS (Scarborough Centre for Health Care Studies) students, handing out goody bags and taking sign-ups for our Family Fun Day on the 17th.</p> <p>Began lecture shout outs, with SCHCS. The current themes are Course Rep recruitment and WelcomeFest awareness.</p> <p>Attended the Appointment and Governance Development Committee, where we discussed raising the profile of the Board amongst the student body.</p> <p>Attended the Staff Summer Huudle. This was an excellent opportunity to bring HUU together and discuss what we do as an organisation, as well socialise with staff previously not met.</p>
Update on my objectives	Met with George to discuss ideas for our joint liberation campaign. The plan is to make this a yearlong awareness campaign on the necessities of liberation and equality, whilst looking at some of the more extreme political views.
I need support with	Making sure we take the ideas and enthusiasm of the Huudle and translate to productivity in Scarborough.

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
09/09/16	38	3	Welcome stalls, lecture shout outs.	7.89%

UEC REPORT - WEEK ENDING 16 SEPTEMBER 2016

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

NAME: George Bainbridge	
I'd like to thank	Jon Day for the very productive training day.
Things I'm proud of	Attending a refugee rally in London on the weekend. Organising the liberation training.
General updates	I have completed the training that I will give to liberation groups next Monday. Met with Georgina Lord and planned wheelchair basketball next month, this will be a taster session held outside the union, risk assessment has been completed together yet apparently it is not exhaustive enough. Met Claire and discussed her plans for the year, much work has been done for Black History Month, it would seem that Claire does not require my help yet I intend to further advertise our services, especially our marketing. Having met with down to earth community group I intend to work with them to create a more positive atmosphere and have been in contact with the NUS about the green impact initiative that will be re launched 26/09/2016. I have met with Kym Cardona of Women's Committee who would like to run events on Lad culture.
Update on my objectives	Support of liberation campaigns: LGBT & I will be handing out flyers on Wednesday at Asylum to increase membership. Claire has done much work on Black History, among them is an event of which BAME alumni that will come in to form a buddy system with current students. Although she has done much organising I am assisting with campaign funding and marketing. Furthermore I am in the progress of acquiring data on the attainment that has proved elusive, yet apparently the Student Progress Committee has this knowledge. Hull says no campaign is organising self-defence classes that I am being a part of. Getting more students into disabled sports, basketball outside the union.
I need support with	I am currently rewriting the support page on the website, if people would like to become involved please to do say.

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