

MINUTES OF UNION EXECUTIVE COMMITTEE MEETING
Held at 2pm on Tuesday 21 March 2017

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

Attending: Chief Executive (CEO), Communications Manager (CM), Finance & Resource Manager (FRM), Administration Co-ordinator (AC, minutes)

1. **Apologies**

Received from Membership Services Director (MSD).

2. **Minutes of previous meeting**

Approved as a correct record.

3. **Matters arising**

3) VPS to confirm attendance at Talk Scarborough event. VPS has dates in his diary and is planning on attending the Scarborough Sports Reunion to be held in May. VPWC to reschedule the visit cancelled due to his shoulder injury. **Action: VPWC/VPS**

4a) VPWC confirmed that action is complete and Volunteering Co-ordinator has written a page on volunteering for the Community Handbook.

6) CEO updated UEC on discussions SMT have had regarding volunteer agreements. Solicitor has suggested a legal document may be required. MSD involved in discussions and to update at next UEC meeting. **Action: MSD**

VPWC to meet with VPSc tomorrow to confirm arrangements regarding PTO roles project.
7d) VPWC to confirm with Liz Heaney (HR Administrator, University) that student officers have permission to distribute fruit and bottled water in the library. **Action: VPWC**

8) First officer newsletter has been sent out without a definite title and received an 18% click rate. UEC to put further consideration into name for newsletter, otherwise agreement reached that marketing to create title from the content of newsletter. **Action: Officers**
UEC discussed the difficulties in confirming acts for Fringe Friday events. CM suggested that incentives such as free lunch could be offered to promote the event. CM & VPA to meet to consider incentives available.

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

c) **Vice-President Sport**

- VPS thanked his fellow officers for their work with the successful tea forum held last week.
- VPS provided an update to UEC on work he has undertaken with finance regarding sponsorship of sports teams. Work has highlighted concerns regarding agreements clubs have with local businesses. VPS to work with Finance & Resource Manager (FRM) to create a template for future sponsorship agreements and ensure this is included in sports teams' handovers.
- VPS explained that now BUCs fixtures are coming to an end his new focus will be promoting the intra-mural sports and the trophy presentation scheduled for 29th April.
- VPS hopes to use time in his diary to meet with new committees to discuss financial sustainability and assist clubs with their application to sporting excellence programme.
- CEO suggested that UEC may also start to consider and work on their handover packs. UEC to invite Executive Support Co-ordinator to UEC meeting after Easter to discuss officer handovers. **Action: Officers**

e) **Vice-President Scarborough**

- VPSc has started collecting nominations for the Scarborough Awards to be held on 9th May.

5. **Chief Executive & SMT update**

- CEO updated UEC on discussions SMT are having with Stephen Willis (University Chief Finance Officer) regarding CAPEX and the priorities for work on the ground floor of the Union building.
- CEO shared with UEC the positive feedback received regarding the new University Vice Chancellor appointment and CEO is keen for HUU to be involved in her induction. VPE had suggestion to send email that HUU and officer team are looking forward to working closely with successful candidate. VPA to draft a letter from officer team. **Action: VPA**
- Monthly staff meetings will be held next week with an Easter theme.
- Plans are in place to complete staff room improvements over the Easter holiday.
- CEO asked officers for views on their initial University Breakfast meeting and if it would be beneficial for incoming officers to schedule a meeting during the officer handover period. UEC discussed their experience and agreed this would be helpful.

6. **Direction of Organisation**

- VPE expressed a view that UEC should look to review the HUU Award categories for future years, as he felt some of the categories were outdated.
- UEC to continue their efforts with elections promotion this week. VPA highlighted the success of the library voting booth.

7. **Items for Discussion**

a) **Officer Budgets 2017/18**

- FRM attended the meeting to share with UEC the budget briefing that had been shared with SMT.
- FRM asked UEC to assess the proposed budgets for their respective incoming officer and consider whether any amendments are required. MSD will discuss any ideas or suggestions on what changes could be made for next year, at the next informal UEC.
- CEO suggested that officers read the manifestos of winning candidates in this week's election and consider the potential impact on proposed budgets.

c) **Your Idea Scheme - actions**

- UEC discussed the suggestion of Office Hours for Student Officers. UEC agreed to put aside two hours each week and share availability with their respective zones. Officers to agree times for office hours each week and publicise. **Action: Officers**
- VPA currently working on improving the room booking system. UEC discussed the lack of response to emails and decision made by VPA to raise with University Registrar and Secretary. VPA to complete analysis paper by end of week and present at meeting with Registrar. **Action: VPA**
- UEC noted the large amount of votes for water fountains on campus. VPA to share strength of student opinion with Director of Estates in a meeting this week. VPWC asked if HUU building could look to increase number of water fountains available. CEO to discuss with Commercial Services Director in an attempt to lead the way.

Action: VPA/CEO

8. **Marketing Update**

- The first Student Officer newsletter has been circulated with an 18% click rate. Content for next newsletter has been received and will be sent out on 31st March.
- Local agency (Fred) has been selected to assist with the work on the website and social media for End of Year Ball (EOYB). New artwork for the event was presented to UEC.
- CM currently in contact with BAM to request whether any potential merchandise/mementos can be sourced for EOYB.
- CM to bring findings from Rate Your Union survey to next UEC meeting.

- Rebrand work ongoing; recruitment for staff panels will be included in this week's staff newsletter. Student panel has been selected from focus panels.
- A poll to shortlist alumni for the cultural themed Walk of Fame has been completed with the most popular choice of Anthony Minghella. Marketing planning to hold an event in May and will be working closely with the Alumni Office.
- CM highlighted the success of the live stream of Elections Question Time and the elections video created on the Membership Services office window.

9. **Any Other Business**

- VPE questioned the effectiveness of informal UEC meetings and asked UEC for their views. UEC were in agreement that current structure of the meetings was not productive. The decision was taken to utilise this time as office hours, for students to drop in with queries/questions.

10. **Reserved Business** - Reported separately.

11. **Next Formal Meeting** – Thursday 06 April 2017, 2pm.

UEC REPORT - WEEK ENDING 17 MARCH 2017

NAME: George Bainbridge	
I'd like to thank	Jeni Day for recovering the community handbook. Angie and Gina for helping with the handbook. Once again, the NHS for fixing my shoulder and also for finally referring me to surgery. My muse, my flame, Jack Forrester for introducing me to Tapas.
Things I'm proud of/ Marketing Update	Six nominations for VP Welfare & Community! Community handbook has three pages left to proof read!
General updates	Guide dogs are booked in for 15 th May.
Update on my objectives	Festival of Wellbeing: Done Support Liberation campaigns: Done Charity Collection: Meeting with the council booked in, relationship enhanced by previous successful events. Community Handbook: Proofing almost complete. Part time officer training: Meeting Si on Wednesday, unfortunately did not make it to Scarborough due to my injury.
I need support with	Not dying every time I try to play sport.

ENGAGEMENT BREAKDOWN

Week ending	Total hours worked this week (max 40 hrs pw)	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
17/03/2017	40	4	Tea Forum LGBT+ mediation	10

UEC REPORT - WEEK ENDING 17th MARCH 2017

NAME: Matt Thorneycroft	
I'd like to thank	The Education Zone because they are amazing. Tania for her amazing efforts with Elections.
Things I'm proud of/ Marketing Update	<ol style="list-style-type: none"> 1. Fantastic Course Rep Forums 2. Successful meeting with Languages Students in the LLC Forum 3. Excellent evening of Shortlisting the SLTAs Winner and nominees
General updates	<ul style="list-style-type: none"> • Had a great day promoting the SLTAs and shortlisting, it was a huge success and the Education Zone were brilliant in helping out. • Had the first Tea Forum which was also a huge success. Amy and I got some awesome feedback on our whiteboard shenanigans! • Took some time off in Lieu due to how much I've been over working.
Update on my objectives	Nothing to update on objectives at current – workload has been fully focused on the Student Voice Project which is making headway. The first meeting of the project was very successful with some really clear directions coming through for the Student Voice. Looking forward to the project developing.
I need support with	I'm soldiering through!

ENGAGEMENT BREAKDOWN

Week ending	Total hours worked this week (max 40 hrs pw)	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
10 th March	50	12	SLTAs, SLTA Shortlisting, Education Zone meeting	
17 th March	37.5	10	Course Rep Forum, Tea Forum	

UEC REPORT - WEEK ENDING 17 MARCH 2017

NAME: Matt Bramall	
I'd like to thank	Andy King – For his great mentor support last week Simon H and Matt T – For their support through a tough week Kevin Pearson and Sarah Iversen – For their fantastic support in combatting a business refusing to pay contracted funds at their detriment to two AU Clubs.
Things I'm proud of/ Marketing Update	Attendance for AU Council has been consistently at 40 plus throughout the entire academic year. This is a fantastic opportunity to hold the AU Exec and VP Sport to account whilst allowing other sport figures to also attend and respond to queries from the AU.
General updates	Au Council 7 th March completed 40 attended with feedback collected. Financial sustainability – Going through recovery plans with a number of clubs. Requested clubs bring in sponsorship contract for HUU Approval and future copy – to discuss in further with KP at a later stage. As above – promised funds for two clubs are now being delivered by a business. Has raised a lot of issues over the vulnerability of clubs despite our assertive hands on approach this year. No reply with regards to requesting a more detailed timetable of key events with university partnerships.
Update on my objectives	Improving profiles of clubs on campus – Nothing to update Improving Matchday Experience – BUCS fixtures now completed. Final results published and recent successes included in student newsletter. Sport Facilities Investment – Application for Tier 2 & 3 of excellence programme has been released. Have offered help to all clubs in need.
I need support with	

ENGAGEMENT BREAKDOWN

Week ending	Total hours worked this week (max 40 hrs pw)	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
12/3/17	40	12	Student Sofa, Club AGMS, Fixtures, one on one catch up meetings	30%
19/3/17	39	11	Student Sofa, Tea Forums, Sports Zone Meeting, One on one with execs and presidents	28%

UEC REPORT - WEEK ENDING 17 MARCH 2017

NAME: Amy Jackson	
I'd like to thank	<p>Tania Struetzel for organising a great trip to Leeds University Union.</p> <p>Emily Normington for her work assisting the trustee board and trustee interviews.</p> <p>Liz Pearce for working with us on officer support needs.</p> <p>Si Hernandez for organising the Tea Forum.</p>
Things I'm proud of/ Marketing Update	<p>The appointment of a new external trustee.</p> <p>The great feedback we received at Talk Scarborough.</p> <p>Ensuring that I am part of the conversations the University are having in regards to the legacy of Hull's City of Culture year.</p> <p>The first tea forum was a great success.</p>
General updates	<p>Met with University about the possibility of working with societies and student groups on open days.</p> <p>Met with Friends of Palestine society about organising a cultural event linking in with CoC.</p>
Update on my objectives	<p>Membership – Hullfire Radio new engineers have been trained and have made great steps in improving the technical side of the radio.</p> <p>Reward and Recognition – Lots of nominations for activities zone awards for HUU awards, volunteer of the month has been allocated to two volunteers.</p> <p>Employability – Meeting with alumni relations on Tuesday about the media alumni event, have a small number of speakers already confirmed. RAG are currently looking at how their event would work.</p> <p>City of Culture Opportunities – Arranging a meeting with University marketing in regards to training up Hullfire writers on how to create a good review.</p>
I need support with	Feeling worn out.

ENGAGEMENT BREAKDOWN

Week ending	Total hours worked this week (max 40 hrs pw)	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
10.03.17	40	8	LUU trip Student sofa	20
17.03.17	40	7	Talk Scarborough Tea Forum Student sofa Society meetings	17.5

UEC/SEC REPORT - WEEK ENDING 17TH MARCH

NAME: Si Hernandez	
I'd like to thank	<p>Kathryn Oram-Robinson – For keeping spirits high.</p> <p>Amy Jackson – For coming to Talk Scarborough.</p> <p>Jackie Berry – For her support during difficult situations.</p>
Thing I'm Proud Of/Marketing Updates	<p>Helping CEMS (Centre for Environmental and Marine Sciences) students apply for funding for dive training.</p> <p>Met with Claire Head (Associate Principal) to discuss academic feedback from Scarborough departments.</p> <p>Held Tea Forum, offering hot drinks as an engagement method.</p>
General updates	<p>Promoted responses to student feedback for improvement for HUU services.</p> <p>Governance Zone took place, where the future of the Zone was discussed. Members decided they would like it to focus on linking the Zones and organising strategy.</p> <p>Student Sofa took place, raising awareness of the Elections voting period.</p>
Update on my objectives	<p>Fifth Talk Scarborough meeting took place, where Graduation, social events, and transition communications was discussed.</p> <p>Liaised with George around ideas for PTO training, discussing how budgets could be simplified.</p>
I need support with	The constantly changing staff politics.

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
17/03/16	38	6	Talk Scarborough, Tea Forum, Governance Zone, Student Sofa.	15.78%