

MINUTES OF UNION EXECUTIVE COMMITTEE MEETING
Held at 9.30am on Thursday 23 February 2017

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

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

1. **Apologies**
Received from Chief Executive (CEO) and Vice-President Welfare & Community (VPWC).
2. **Minutes of previous meeting**
Approved as a correct record.
3. **Matters arising - see attached.**
 - 4c) VPS has spoken with AU Participation & Inclusivity Officer and a rainbow placard is being signed and taken on the day to highlight HUU's stance against homophobia and transphobia in sport.
 - 7) Officer wins to be included in the 'Things I'm proud of' section of UEC Report. Agreement to amend section of template to include 'Marketing updates'. Officer wins to be shared with Digital Comms Co-ordinator & Marketing & PR Co-ordinator. **Action: AC**
 - 8b) CM collated marketing email slots and agreed to circulate after UEC meeting. CM explained there is availability for officers to distribute an additional quarterly update to students. VPE expressed view that officer wins would be buried behind Union updates in student newsletter. UEC in agreement that an additional email with student officer information to be sent out after UEC meetings.
 - 8c) MSD confirmed that a meeting has been arranged and is in officer diaries. VPSc expressed his thanks that Scarborough website is now redirecting to the Scarborough page on main website.
4. **Zone reports – circulated and taken as read (see attached)**
 - b) **Vice-President Education**
 - VPA question if there had been any further feedback on the NSS Boycott; VPE confirmed no further discussion or ideas had been received.
 - UEC discussed the Sunday closure of commercial services and its effect on the LGBT+ society's coffee get together. MSD highlighted that a coffee machine would soon be installed in SPAR and that seating around Eats would remain available. VPA highlighted Sunday closing was a discussion point on today's agenda.
 - c) **Vice-President Sport**
 - VPS discussed the large volume of events he has been involved in recently and how the organisation of such events has impacted on his objectives. VPS highlighted the issue with regards to unclaimed sports kit and his need for support.
 - VPA stated that student engagement is a part of the officer role and as VPS has been involved in lots of events recently, putting his objectives on hold was understandable.
 - MSD suggested that with forward planning student interns could be utilised to assist VPS. The Sports & Societies Co-ordinator could help with University communication.
 - VPE agreed that better communication of large events would allow all staff members to support VPS.

- MSD & VPS agreed to arrange a meeting to discuss support required and how HUU staff can assist. **Action: VPS/MSD**

e) **Vice-President Activities**

- VPA updated UEC on her new objective to increase opportunities around City of Culture.
- VPA asked UEC for support in promoting her Fringe Friday events in order to sustain acts for the rest of the year.

5. **Chief Executive & SMT update**

- MSD explained SMT had been discussing the recent court judgement and how any money returned to HUU should be spent. The redevelopment of the building, in particular student facing areas, was felt by SMT to be a priority. UEC in agreement to use the money for the benefit of students.
- MSD updated UEC on her recent meeting regarding the online induction module for new students. MSD is planning to create a project group to develop the HUU module for the online induction.
- 'Rate Your Union' surveys to be distributed on Varsity buses in hope of boosting completion rate. MSD will collate completed forms.

6. **Direction of Organisation**

- VPE raised commitment of officers to the Student Sofa engagement sessions and how going forward, officers need to prioritise the timeslot on a Friday.
- VPSc agreed to look to rearrange meetings on a Friday to enable attendance.
- VPS suggested officers use Monday officer ops meeting to clarify attendance of officers at Student Sofa.
- UEC agreed to keep time free on a Friday to participate in Student Sofa.
- VPSc asked officers if they could commit to attend his 'Talk Scarborough' events. Suggestion was made to have a Student Sofa event at Scarborough campus.

Action: Officers

7. **Items for Discussion**

a) **HUU Strategy Update**

- MSD explained the papers for consideration had been created during the SMT away day and would be discussed at the next board meeting. MSD asked UEC for feedback on the documents and if they felt anything should be added.
- UEC considered the three documents in turn and discussed suggestions of how the documents could be improved. UEC in agreement that the documents were a strong initial start to developing the strategy for HUU.
- VPE questioned how the documents linked into HUU's strategy tree. After explaining the purpose of each document, MSD agreed that the relationship between the documents needed to be clearer and that the next stage would be to create a whole document to link everything together.

b) **Campaign Fund Request**

- VPWC was absent from meeting and unable to present his campaign funding request. UEC agreed to table request until next UEC meeting to enable VPWC to provide clarification regarding costings and use of suits.

c) **Marketing Motion**

- VPA presented to UEC a motion to consider the approval process of marketing materials.
- UEC discussed the motion and agreed that UEC approval should only be required for key marketing campaigns, such as elections.
- MSD & CM expressed concern regarding UEC giving final sign off for materials and raised several potential issues this could cause.

- After consideration UEC in agreement only early ideas/drafts of marketing campaigns should be considered by UEC.
- CM agreed to bring early drafts of key marketing campaigns to UEC meetings for approval.
- UEC agreed to add marketing updates to future UEC meeting agendas. **Action: AC**
- As part of the discussion it was agreed that marketing would look at new approaches to engage with a more diverse range of students.

d) **Sunday Opening HUU**

- VPA discussed recent complaints received from societies regarding the early closure of the Union building on a Sunday evening affecting room bookings. UEC in agreement that building should not close early on a Sunday and that at previous meeting only commercial closures had been agreed.
- UEC confirmed that as there are significant issues around campus with regards to room availability to restrict available space in the Union was counterproductive. MSD questioned if there had been a miscommunication. MSD agreed to follow up with Commercial Operations Manager after meeting for clarification. **Action: MSD**

e) **Associate Membership**

- UEC approved 1 year associate memberships for Charles Ward, Joseph Heaton and Michele Miller.

8. **Impact Reporting**

- UEC agreed to report in a newsletter distributed to students.

9. **Any Other Business**

a) **Varsity**

- VPS presented UEC with a briefing document regarding the arrangements for the upcoming Varsity event and confirmed Sports & Societies Co-ordinator had finalised the locations of staff attending.

10. **Reserved Business**

None reported

11. **Next Formal Meeting** – Tuesday 7 March 2017, 2pm.

UEC REPORT - WEEK ENDING 17 February 2017

NAME: George Bainbridge	
I'd like to thank	Sam Page for working with the city council for the Big Spring Clean Up.
Things I'm proud of	Community Handbook, police are involved as are the fire department and the council.
General updates	Meeting is booked in, puppies are impending. I've had the student sofa marketing sorted out.
Update on my objectives	<p>The Festival Of Wellbeing has been held, overall I believe it was a success, admittedly footfall wasn't large, yet this was expected. Even so many students had access to the external service providers such as Mind and overall nothing went explicitly wrong.</p> <p>Support Four student campaigns: Had a meeting with mental health awareness society who are planning a showcase with Freedom Road to raise money for charity. Women's Committee are planning for International Women's Day with the 'be bold for change' theme.</p> <p>Charity collections: Big spring clean-up is happening on March 3rd.</p> <p>Community Handbook: Almost completed in terms of writing.</p>
I need support with	

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
17/02/2017	22.5	6	Festival of Wellbeing	30%

UEC REPORT - WEEK ENDING 17th February 2017

NAME: Matt Thorneycroft	
I'd like to thank	<p>Amy Jackson for being awesome.</p> <p>Tania Struetzel for picking up additional work from Jacob's role and supporting my workload.</p>
Things I'm proud of	<p>1 USEEEC Agreed the Student Voice Project</p> <p>2 Created more strategic discussion times as an officer team</p> <p>3 Ran a successful Education Zone Training day</p>
General updates	<p>NSS Boycott</p> <p>There has been some discussion around the NSS Boycott from students but it has been entirely out of interest/clarity. No students have come forward to suggest an alternative stance or that we should be agreeing in any way.</p> <p>The Hull Fire article seems to have had no identifiable impact on swaying students either way, despite University concerns of the impact on reputation.</p> <p>I believe that we made the right decision to ignore the Boycott and this seems to have been reflected by our student body.</p> <p>Student Voice Project</p> <p>We managed to agree the complete restructure of our student voice system with USEEEC, which means we will entirely redo our Student Staff Committees through to the Officer Roles in faculties. The idea is to build a much stronger reporting line for student voice from a ground level and ensure Faculty ownership over the student voice. I've completed the Terms of Reference of the Committee and the First Draft of the new system. Meetings with the University are being arranged and awaiting availability for the first one.</p> <p>Finance, Audit and Risk Committee</p> <p>We had a very good FARC meeting but the key thing to note was the Officer Team's decision to cancel Sunday day time's commercial venues. This was due to the fact it had consistently lost money for quite some time and our view was that that loss of money was taking opportunities for investment in our Membership services.</p> <p>It was noted that the LGBT+ use Sundays as their get together time and often get coffee in the Sanctuary venue. It will be worth working with them to find an alternative that everyone can benefit from.</p>
Update on my objectives	<p>Student Engagement</p> <p>My second Online Course Rep Forum is to take place Tuesday the week of writing the report. Will update at UEC on the impact it has. It is worth noting I've had a large number of Course Reps asking for me to do another one, which is really promising.</p>

	<p>Our first Student Sofa was awesome! We had a really good time informing students of the Your Idea scheme and even had one student take a photo of the poster board we took round of it.</p> <p>Technology The "Your Idea" scheme has launched and we have been raising awareness of it over the last week. Currently we have no Students putting forward idea but I think it will happen soon.</p> <p>IHull will be reflected to incorporate these changes once the website is fully sorted.</p>
I need support with	<p>I've noticed that I'm consistently focusing on Strategic thinking yet falling short at a lot of opportunities to practice it, such as core meetings with University staff. I've noticed that my strength lies in processes and strategically implementing 'better' structures. It would be good to develop this forward thinking in meetings and forward planning.</p>

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10th	40	10	Course Rep Forum and Education Zone and Student Sofa. One day of TOIL.	25%
17th	56	12	Education Zone Training Day	22%

UEC REPORT - WEEK ENDING 23/2/2017

NAME: Matthew Bramall	
I'd like to thank	<p>Amy Jackson – For her close work with The HullFire to establish full committee</p> <p>Vicky Dean – Being really supportive in the organisation of Varsity and offering her insight into the AU in relation to a number of difficult finance and club structure situations.</p> <p>Chloe – For being immensely helpful in rallying the student interns to help with Hull City Tickets</p> <p>Tania – For her great governance work and unwavering commitment.</p> <p>Kevin Pearson – For his support and advice in dealing with club finances. He is giving me confidence and assurances that I'm doing the right thing.</p> <p>Andy King – For his continuous support in career development and other issues.</p>
Things I'm proud of	<p>Progressing on the coordination of sport partnerships with opportunities for students.</p> <p>Pursuing development of HYMSA Structure to ensure better HUU Support and promotion of the student activities.</p> <p>Offering the opportunity for students to shadow myself with an immediate uptake.</p> <p>Assertiveness of financial situations and taking a tough stance with bad behaviour.</p> <p>Making a conscious effort together with officers to improve our engagement hours.</p>
General updates	<p>Varsity 2017 this Sunday!!!!!!!!!!</p> <p>Hull City XI Vs Sport Pesa XI on Monday – Huge student uptake!! Free Shirts and tickets.</p> <p>Added on to Sport Development Steering Group.</p> <p>AU Council well attended again.</p> <p>Attended LGBT+ doing Tagged last week; great interaction!</p>
Update on my objectives	<p>Improving profiles of clubs on campus –</p> <p>New paper is out with the largest sport section for quite some time. Working closely with new editor to establish investigative work moving forward i.e. stories about the AU. Not expecting any more club video submissions. No further progress on library and lawns screens. Since intramural captains' workshop have had no responses from initially invitations I sent out – will be using more formal channels to follow this up. Work with HYMSA is progressing in examining the best structure going forward that enables them to receive HUU's full support.</p> <p>Improving Matchday Experience –</p> <p>A number of projects have stalled mainly due to difficulties in mobilising personnel and also myself being overwhelmed by managing sport events and bigger union projects. Result Slides and game of the week have operated consistently well and have become a regular feature enjoyed by all. Penguin Mascot has arrived and now in discussions with marketing to maximise its use and purpose with time left and to also create a platform that builds interactions with sports teams pitchside.</p>

	<p>Sport Facilities Investment –</p> <p>Regular meetings with the sports centre have operated very smoothly with little issue arising, working closely with them on provisions for clubs that are summer sport specific i.e. cricket. University/SFC On Campus roadshow/workshops are ready upon completion of uni marketing material; the objective being to promote the investment work to students on all parts of the campus – I will be piggy backing on to this. Blogs still being circulated but there is a bigger piece of work to be done on co-ordinating three marketing teams and media on campus. Sporting Excellence and TAP launch has poor attendance and I have shared (with sfc) concerns on false information and rumours that may create a negative image of an initiative that will undoubtedly benefit clubs, promote sustainability and development. SFC putting together FAQs – more can be done and I am to reflect on this.</p>
I need support with	<p>Support in the organising of events and mobilising of resources i.e. communicating to personnel (exec and other staff). Sometimes am unnecessarily becoming a middle man and others being asked to make decisions on the spot without time to think. Fine with being decisive and assertive but clearer support would be really appreciated. #Waffle</p>

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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
19/2/17	38	20	Student Shadowing VP Sport, AU Council, Office Engagement Hours, One to one president meetings, committee meetings, Student Sofa	53%
26/2/17	55	26	Varsity, Rate Your Union Survey, Exec Zone meeting, Varsity Presidents meeting, Student Sofa	47%

UEC REPORT - WEEK ENDING 17 FEBRUARY 2017

NAME: Amy Jackson	
I'd like to thank	<p>Cath Farrell for making me a minor local celebrity and creating loads of great PR opportunities for Fringe Fest.</p> <p>Chloe Birr-Pixton for her support with Fringe Fest and the publication of The Hullfire.</p> <p>Matt Thorneycroft for supporting myself and The Hullfire editorial team when issues were raised in regards to the NSS article that was written.</p> <p>Marianne Lewsley-Stier for all her support on City of Culture and Fringe Fest activities.</p>
Things I'm proud of	<p>Fringe Fest is up and running and has had a very successful first week!</p> <p>The first full 20 page edition of The Hullfire has been printed and the new editorial team seem to be settling in well.</p> <p>Stepping out of my comfort zone and appearing in local media channels to promote Fringe Fest.</p>
General updates	<p>A catch-up media law training session was run for those who weren't able to attend in semester 1.</p> <p>Met with Gemma Tighe (SEO) about volunteer opportunities within the University.</p> <p>I'm now on the Staff House steering group to ensure that the building meets the needs of students.</p> <p>A motion is being taken to Union Council to lobby the University for more student access to rooms.</p>
Update on my objectives	<p>Membership – RAG have now appointed three 'senior volunteers' as a result of the large numbers of volunteers they now have.</p> <p>Employability – Chloe and I are in discussions with Hannah Cooper in relation to how we can link in HUU volunteering with the Hull Employability Award. Meeting with Ben Butler in relation to media alumni had to be postponed because of illness.</p> <p>Reward and Recognition – Societies winter ball shall be going ahead next Friday, Torch TV will be submitting two films to nasta and media awards are in planning stages.</p> <p>City of Culture – Fringe Fest is running well, Crystal Clear have been offered support for an event they are looking to run at the Welly club, both Performing Arts Society and Music Society have been granted the use of Middleton Hall as part of the value in kind arrangement.</p>
I need support with	<p>Promotion of Fringe Fridays now the two week launch period has been filled.</p> <p>Writing a report to take to the University in regards to the room booking situation.</p>

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10.02.17	35 (Holiday Thurs, overtime throughout week)	5	Fringe Fest media call. Student Media Catch-Up. Rag catch-up	14%
17.02.17	45 (Overtime worked due to Hullfire Publication)	18	Assisting with final editing of The Hullfire. Student Sofa. Shadowed by potential VPA candidate Fringe Fest/Rate Your Union	40%

UEC/SEC REPORT - WEEK ENDING 17TH FEBRUARY

NAME: Si Hernandez	
I'd like to thank	<p>Kathryn – For supporting with events, and Talk Scarborough.</p> <p>PTOs (Scarborough and Governance) – For both having productive meetings with valuable feedback.</p>
Things I'm proud of	The interactive lecture shout outs, was able to gather a lot of feedback in a short space of time.
General updates	<p>Made shout outs across each department, asking students how they wanted to be supported during their final semester, as well as what a graduation celebration would consist of.</p> <p>Met with Linda Hockley to discuss updates on the transition.</p> <p>Had a Scarborough Executive meeting, where plans for PTO projects involved sports and campaigns were discussed.</p> <p>Decided to fundraise money for ActionAid, for International Women's Day. This will include volunteers bucketing on the Hull Campus.</p> <p>Progressed plans for Seaside Story, currently arranging expenses for bands, as well as the creation of keepsake posters for every students.</p> <p>Spoke to students in Hull to promote the Rate Your Union survey. This is not running in Scarborough as this leads into the future strategy of HUU, which is not applicable due to the end of the transition.</p> <p>Met with Governance Zone to discuss governance updates, with PTOs planning to do a breakout session regarding Union Council and HUU overall, during the upcoming Union Council session.</p>
Update on my objectives	<p>First Talk Scarborough of the semester took place, where library opening times and accessibility during the end of the transition were discussed.</p> <p>Questions for Liberation Education have been formalised and are ready to be distributed to students.</p> <p>All questionnaires for FTOs regarding PTO training have been received. Have begun approaching other SUs to research different practices.</p>
I need support with	Keeping up this level of productivity.

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03/02/17	40	7	Shout outs, Scarborough Executive, Rate Your Union, Governance Zone, Talk Scarborough.	17.50%