

**MINUTES OF UNION EXECUTIVE COMMITTEE MEETING**  
**Held at 2pm on Tuesday 24 January 2017**

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

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

1. **Apologies**  
Received from Chief Executive (CEO).
2. **Minutes of previous meeting**  
Approved as a correct record.
3. **Matters arising - see attached.**
  - 4f) VPA to seek feedback and ideas from students on her visit to Scarborough on 1<sup>st</sup> February. VPS keen to confirm numbers for Scarborough students attending Varsity, VPSc to advertise as a trip.
  - 8b) Officers to follow up next week with students returning for the start of lectures.
4. **Zone reports – circulated and taken as read (see attached)**
  - a) **Vice-President Welfare & Community**
    - VPWC explained his need for support in formulating questions for his planned Mental Health poll and also asked for ideas of how the results could be put into action. VPA agreed to assist VPWC.
  - b) **Vice-President Education**
    - VPA questioned VPE on the support he currently requires from fellow officers. VPE discussed his recent 360 feedback and felt UEC could assist him in both formulating and articulating ideas, in particular the direction of HUU.
    - VPE discussed the lightening of his workload in recent weeks and plans to review attendance at some University meetings.
    - UEC agreed awareness of Officer workloads was an ongoing issue when working alongside other staff members. CM discussed the need to improve communication channels and how this would benefit the staff-officer relationship. CM suggested a 'Day in the Life of' piece for the newsletter to explain officer roles more thoroughly.
    - VPSc questioned if officers could give an update at monthly staff meetings to highlight the work they are doing. UEC agreed to discuss this proposal with CEO & MSD at the UEC away day.  
**Action: Officers**
  - d) **Vice-President Activities**
    - VPA highlighted to UEC all of the events and opportunities available for people to get involved in City of Culture 2017. VPA asked UEC to communicate the events to their relevant zones and emphasised that all ideas were welcome.
    - CM is currently working on a marketing plan for the events, hopeful to circulate shortly.
    - VPE explained that University Library will be involved in several events throughout the year and will communicate those to VPA.

- e) **Vice-President Scarborough**
- VPE confirmed to VPSc that 'Sabb Sofa' event has been scheduled for every Friday, starting 10<sup>th</sup> February.
5. **Chief Executive & SMT update**
- CM updated UEC on discussions held in SMT regarding the proposed timelines for the 2017/2018 budget.
  - CM also highlighted the plans for the 'Rate your Union' survey and asked for support from Officers to engage with students and increase the response levels.
  - MSD explained discussions have been held by SMT regarding plans for the upcoming officer away day, future staff meetings and WelcomeFest Reloaded.
6. **Items for Discussion**
- a) **Student Trustee Elections & AGM**
- UEC were made aware of Student Trustee recruitment timeline and consideration given to advertisement.
  - UEC to follow up with CEO during away day and clarify any further action needed, such as student engagement. **Action: Officers**
- b) **Format of Elections Results Night**
- VPA explained agenda item had been added after discussions with Democracy & Governance Co-Ordinator (DGC) about reducing the stress levels of candidates on results night by having a more relaxed and less formal event.
  - UEC discussed the need for candidate welfare throughout campaigning, not just on results night, and their own experiences of Results Night.
  - VPA reiterated the proposal was to reduce the gap between polls closing and announcement, with the venue also to be moved to Sanc.
  - UEC decided to arrange a meeting with DGC to discuss this idea further. **Action: Officers**
- c) **Varsity**
- VPS raised the issue of attendance at the upcoming Varsity Event to be held in Lincoln on 26<sup>th</sup> February. VPA confirmed she would be willing to attend.
  - VPS informed UEC of plans for the day and the idea to have one officer or sport exec at each external venue. VPSc agreed to attend.
  - VPE and VPWC to confirm availability with VPS. **Action: VPE/VPWC**
- d) **Second Referendum Proposal**
- VPA has reconsidered the structure and believes the Forum proposal is a positive, however VPA expressed concerns regarding the size of proposed Activities Forum.
  - UEC discussed the positives and negatives involved in the Forum system and whether splitting the Activities Forum would be beneficial.
  - UEC examined whether second referendum should be held and agreed it should progress, however the forums' terms of reference need to be reviewed.
  - UEC agreed to schedule a meeting to discuss the second referendum further with DGC, Student Execs and Union Council members. **Action: Officers**
  - UEC in agreement second referendum to be held on a separate date to officer elections.
- e) **Rainbow Laces – Campaign Funding**
- VPWC tabled proposal to purchase Rainbow laces using Campaign Budget. Laces to be used to raise awareness for LGBT & by Athletic Union in upcoming Varsity event.
  - UEC unanimously approved the proposal.

7. **Impact Reporting**

- VPA highlighted her successful organisation of Student Fringe Festival to run alongside the City of Culture 2017 events. Alumni events are progressing nicely.
- VPE discussed the opening of Faculty Hubs next week and the offerings of free doughnuts!!
- VPWC has completed work on Community Handbook, which has now been passed to the University for approval.

8. **Any Other Business**

a) **Direction of Organisation**

- VPE explained to UEC his views regarding the importance of direction to the organisation and how as officers UEC was an optimum time for them to discuss this. UEC agreed to add this as a standing item on agenda for discussion in future meetings. **Action: Officers**
- UEC discussed further the weekly events held by the Union and whether there was a better alternative.
- UEC agreed to invite Commercial Services Director to next meeting to discuss UEC views on events. **Action: Officers**

b) **'Your Idea' Scheme**

- MSD updated UEC on the 'Your Idea' scheme, which is launching during WelcomeFest Reloaded. UEC expressed positive views regarding the scheme, however highlighted potential timetabling issues during WelcomeFest Reloaded.

c) **Student Officer Ops**

- UEC questioned the usefulness of the Student Officer Ops meeting currently held on a Monday morning. VPS agreed there had to be a better way to pass information on to HUDDLE.
- MSD suggested to UEC that they use the SMT model and circulate by email one large area of work they are undertaking that week.
- VPE agreed that Officer Ops was not functioning effectively in its current form and UEC held a discussion on what the purpose of the meeting should be.
- UEC in agreement that Officer Ops should now be used principally to discuss team objectives, an example being the topic for each Sabb Sofa event.

9. **Reserved Business**

None reported

10. **Next Formal Meeting** – Friday 10 February 2017, 11am.

## UEC REPORT - WEEK ENDING 20 January 2017

NAME: George Bainbridge	
I'd like to thank	Sam Page for chairing her first HullStars Advisory Committee meeting and taking a fantastic job.
Things I'm proud of	Forming an action plan with Si and Liz to further implement the Equality and Diversity policy.
General updates	The Sabb Sofa(s) have been found. I would like to get a generic pull up banner created by marketing that will be relevant to all student officers and be used in other situations. Input from the team would be really helpful.
Update on my objectives	<ol style="list-style-type: none"> <li>1. Festival of Wellbeing, all design briefs have been completed in different variations such as a website banner for example. All attendees have been confirmed. The event will take place at the same time as Fringe Festival, which they should complement each other.</li> <li>2. I need to find a new student campaign after the tampon drive and charity collections have finished yet hopefully this won't take long due to the re invigorated Sabb Sofa!</li> <li>3. Community handbook is almost complete and is now in the consultancy and review period.</li> </ol>
I need support with	Forming a mental health poll, opinions on whether this is a viable idea?

### 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
20/01/2017	37.5	1	Graduations	

## UEC REPORT - WEEK ENDING 20th January 2016

<b>NAME:</b> Matt Thorneycroft	
<b>I'd like to thank</b>	Amy Jackson for her incredibly supportive attitude. Liz Pearce for being an exceptional mentor. Jacob Zobkiw for helping me keep my workload in check and to deadlines. Everyone who filled in my PDR 360.
<b>Things I'm proud of</b>	1 Balancing an exceptional level of meetings with workload 2 Filming loads of Course Rep Training Videos 3 Creating an Action Plan off my PDR 360 Review
<b>General updates</b>	The last two weeks have been crazy with 30 hours out of a 35 hour work week booked in meetings. Availability seems to be opening over the following weeks but I think I got through it rather well. Settling back in after the Christmas break after a much needed rest, and now feeling a sense of clarity with the role. Received our PDR 360 Feedback so I'm developing an action plan to help further my development to ensure I'm super effective.
<b>Update on my objectives</b>	Placement and Year Abroad Regulations Study abroad guidance framework has been fully approved and is now being implemented into faculties.  Student Engagement Online Course Rep Forums booked in and confirmed Bringing back Sabb Sofa! Name to be changed to be in line with new Student Officer Title. Feedback Fair booked and planned.  Technology IHull development is progressing really well. With the remake of the website estimated to complete in February the Student Union tile could be updated shortly after, which should complete this manifesto point.
<b>I need support with</b>	I've had tons of support from a lot of HUU people and cannot thank you enough. I think I'll need to some further support to talk through my ideas for where I believe the organisation should go and make sure I don't articulate it with any offensive or abrasiveness.

### 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
13th	56	0	None	0%
20th	62	2	Meeting Education Zone Members	3%

## UEC REPORT - WEEK ENDING 20<sup>th</sup> JAN 2017

NAME: Matthew Bramall	
I'd like to thank	Participants of 360 Review Officers for working together in a highly competent manner whilst back, but also enjoying high spirits and social activities.
Things I'm proud of	Productive start to second semester; real progress in objectives during first week back.
General updates	Invited onto Sports Development Project Steering Group Series of outstanding/uncollected invoices have arrived – concerned of effect to clubs' finances at beginning of semester. Am arranging meetings with clubs to resolve. Speaking with University on coordination with HUU on University Sport Partnerships. Team of the Month for November and December; Live Stream PR completed. 360 Review Completed, participants thanked.
Update on my objectives	Club Profiles – 4 Articles submitted to The Hullfire for submission in next paper. Sport Editor now in position. No further updates on club videos. Exec Instagram training to take place week 1 then new account has green light.  Improve Matchday Experience – Hullfire Radio now have Sem 2 schedule for DJing at astro, looking into availability of marquee. Result Slides to continue 26/01. Game of The Week schedule organised up till 22 <sup>nd</sup> Feb, marketing material in production and being released. Twitter poll, resoundingly chose penguin for AU Mascot; now looking at purchasing.  Sport Investment – All three resurfaced pitches complete at start of sem 2. Have ensured that SFC now upload blogs to Campus Life also as is easily shareable to all students. Area now outside first floor HUU also for promoting latest updates. Sporting Excellence and Talented Athlete Programmes Launch rearranged for 7/02 to maximise reach to students.
I need support with	Officers have been great at helping me lighten up; its greatly appreciated please keep it up 😊

### 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
15/1/17	36	2 Hours	Varsity Meeting involving exec. Students returning to uni and have exams.	5%
22/1/17	36	3 Hours	Helping clubs with admin, PR for Team of The Months. Students still in exams and returning to Uni.	8%

## UEC REPORT - WEEK ENDING 20 JANUARY 2017

NAME: Amy Jackson	
I'd like to thank	<p>Everyone who took part in my 360 review, it's been incredibly helpful.</p> <p>Liz Pearce for being a wonderful mentor as always</p> <p>Chloe Birr-Pixton for helping with Fringe Festival and Prayer Facility meetings even when dealing with her children being ill.</p> <p>Vicky Dean and Angie Drinkall for working really hard on refreshers fair.</p> <p>Jackie Berry for helping out with ideas for prayer facility and international lounge.</p> <p>Emily and Craig for generally organising my life and sorting out arrangements for me to visit Scarborough for their Welcomefest fair.</p>
Things I'm proud of	<p>A lot of the positive feedback received on my 360 review, particularly the comments and answers from the students who voted me in.</p> <p>The two-week launch of Fringe Festival is almost full, with acts ranging from scientific magic acts to singers to performance poetry.</p> <p>We now have a full Hullfire Newspaper editorial team that we will be training and inducting ready for a new issue of the Hullfire.</p>
General updates	<p>Meeting with Alumni on Friday to discuss RAG and media alumni events.</p> <p>Writing a blog post to communicate the changes to the external speakers' policy.</p> <p>Looking at society accounts in order to move money from societies that no longer exist into grant pot.</p>
Update on my objectives	<p>Membership – Refreshers fair and other Welcomefest events such as animal sanctuary should be helpful in drawing in potential members.</p> <p>Reward and Recognition – Working with TV and Radio in regards to external associations and awards ceremonies that are coming up. Working on a way to thank students that take part in the fringe festival.</p> <p>Employability – Working with Alumni to create events for RAG and media, looking at how we can link into City of Culture to provide opportunities for students.</p>
I need support with	<p>Getting as many people as possible involved in City of Culture, please help me spread the word all throughout campus!</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
13.01.2017	40	3	Catch-up with various zone volunteers	7.5
20.01.2017	40	4	Catch-up with zone members and meetings with society presidents	10

## UEC/SEC REPORT - WEEK ENDING 20<sup>TH</sup> JANUARY

NAME: Si Hernandez	
I'd like to thank	<p>Catherine Mason (Student Experience Manager) – For her willing to have HUU input on Getting It Right.</p> <p>Officer Team – For their feedback on the 360 Review and also for the strong sense of teamwork and positivity that is happening. It is great to spend time with you all.</p> <p>Clare Crowther (Your New Horizon) – For an excellent Coaching Conversations workshop.</p> <p>Chris Long and Mark Alcorn (Former Officers) – For their interviews for Seaside Story.</p>
Things I'm proud of	<p>The Getting It Right scheme will be including HUU when reviewing student feedback in Scarborough. This is a huge step forward for understanding the bigger picture of what students are saying.</p>
General updates	<p>Met with University staff to update on Be the Best 2017. A number of companies have now confirmed their attendance.</p> <p>Had a catch up with Tania regarding plans for the next few months. Elections, Liberation Education, and PTO training were all discussed.</p> <p>The feedback for the 360 Review took place, indicating develop areas for future, both personally and as a team.</p> <p>Attended the University Breakfast Meeting, where the team highlighted their priorities moving forward.</p> <p>Attended the FACE Board, where the impact on the workload model and Size was discussed.</p> <p>Attended the Coaching Conversations session with George and Amy. This proved incredibly useful for learning techniques on pushing forward difficult conversations in a positive manner.</p> <p>Interviewed Chris Long (VP Scarborough 2012-2013) and Mark Alcorn (VP Scarborough 2008-2009), for Seaside Story.</p>
Update on my objectives	<p>Discussed next steps of the E&amp;D policy. With this now being in place, staff and students need to be aware of it. This could be linked in with Liberation Education as an engagement method.</p> <p>New objective and update to second objective now agreed:</p> <p><b>Objective Two:</b></p> <p>Establish a programme of a minimum of ten opportunities in Scarborough town for students to participate in, by the middle of February.</p>



	<b>Objective Four:</b> To produce a standardised training programme for Part-Time Officers across all Zones, implemented in time for June 2017.
I need support with	Scheduling engagement sessions.

### 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
13/01/17	42	2	Faculty Board discussions.	04.76%