

MINUTES OF UNION EXECUTIVE COMMITTEE MEETING
Held at 2pm on Tuesday 29 November 2016

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

Attending: Chief Executive (CEO), Administration Co-ordinator (AC, minutes)

1. **Apologies**
Received from President & Membership Services Director (MSD).
2. **Minutes of previous meeting**
Approved as a correct record.
3. **Matters arising** - see attached.
4d – Communications Manager (CM) is clarifying the BAM agreement and will report back to officers.
4. **Zone reports – circulated and taken as read** (see attached)
 - b) **Vice-President Welfare & Community**
 - VPWC updated UEC on work he is currently undertaking regarding the mental health of students; including possibly organising an anonymous poll to raise awareness of the issue across campus.
 - VPWC reported back to the UEC on the conference he attended at Nottingham Trent University and the social media workshops undertaken. VPWC will use experience and skills learned from workshops in future social media campaigns.
 - c) **Vice-President Education**
 - VPE highlighted the successful start to the Student-Led Teaching Awards with an incredible 205 nominations received on the opening day.
 - VPE also reported on the success of the first online course rep forum and is planning to hold another before the end of the semester.
 - d) **Vice-President Sport**
 - VPS thanked MSD for her continued support with difficult situations and Sports & Societies Co-ordinator for her continued hard work.
 - VPE asked if VPS required any support with his ongoing meetings with Campus Sport and sports teams. VPS confirmed that a lot of time has been spent recently on meetings between both parties, however no agreement has been reached.
 - UEC discussed the current issues for both parties and VPE highlighted the independent role of student officers.
 - VPSc suggested a simple code of conduct and consequences could be created to alleviate the current issues. UEC agreed this could be a solution and that idea would be put to Campus Sport for them to create a Code of Conduct to be distributed to students.
 - VPS agreed to arrange a meeting with Campus Sport to discuss UEC proposal.
 - VPA agreed to attend meeting alongside VPS. **Action: VPS/VPA**

- e) **Vice-President Activities**
- CEO emphasised the good news regarding the funding of the media alumni event. VPA updated UEC that a grant of £1000 had been received from alumni; Ben Butler (Head of Alumni) is providing assistance to target alumni for the event. CEO suggested VPE may wish to contact Head of Alumni in relation to guest speakers at future Education events. VPA agreed to pass on contact details. **Action: VPA/VPE**
- f) **Scarborough**
- VPSc asked UEC for support in keeping HUU united across both the Hull and Scarborough campuses. To maintain and strengthen the relationship between campuses VPSc asked for Officers to commit to visit the Scarborough Campus in the second semester. UEC agreed to confirm dates for visits to Scarborough in the new year. **Action: Officers**

5. Chief Executive & SMT update

- CEO updated UEC on the hard work being undertaken across the organisation at this time and the additional work created as a result of the disaffiliation.
- Commercial Services Director (CSD) has been heavily involved in the supplier tender process.
- Finance and Resource Manager (FRM) is putting together end of year reports ahead of the December Board meeting.
- Recruitment of an External trustee is underway; the advertisement will be circulated this week.
- HR Manager (HRM) has successfully updated the HR handbook.

6. Items for Discussion

a) Societies Grant Motion

- VPA explained to UEC the idea behind the motion to increase the money available in the Societies Grant fund. VPA proposed boosting the fund by transferring money from the accounts of inactive societies over to the Societies Grant Fund.
- VPSc in agreement with the proposal and seconded the motion.
- VPS asked VPA how much this action would benefit the fund. VPA clarified releasing the dormant cash would double the current grant.
- UEC unanimously approved the motion.
- During discussion VPE queried if more money could be given to the grant in future. CEO suggested VPA may wish to speak to FRM regarding the Activities zone budget and the potential to supplement the Societies Grant fund. All officers agreed it would be beneficial to arrange individual meetings with FRM. **Action: Officers**

b) Volunteer of the Month

- UEC received 9 nominations for Volunteer of the Month. Due to the strength of the nominations received UEC agreed the joint winners of Volunteer of the Month for November were Danielle Griffin & Steven Storey. **Action: VPA**

c) Associate & Life Membership

- UEC approved 1 year associate memberships for Chelsea Baxter, Nicole Kyme Richardson, Manon Dufour, Ellie Carr & Abhimanyu Singh Ranawat.

7. Impact Reporting

- VPE reiterated the success of the online course rep forum and start to the SLTA campaign.
- VPA applauded the amount of money raised so far by the RAG Team and the great relationships Torch TV have built with Visr.
- VPS highlighted the successful open discussion held with the AU regarding kit suppliers.
- VPSc thanked the Children in Need RAG Team for raising £152 in one day, the highest total raised in Scarborough for many years.

8. **Any Other Business**
None reported.
9. **Reserved Business**
None reported.
10. **Next Formal Meeting** – Tuesday 13 December 2016, 2pm.

UEC REPORT - WEEK ENDING 25th November 2016

NAME: Matt Thorneycroft	
I'd like to thank	<p>Liz Pearce for her consistent support and guidance in mentoring meetings.</p> <p>Jacob Zobkiw for his incredible effort into the Student Led Teaching Awards launch.</p> <p>Matt Evans for his support in my first University Council.</p> <p>Charley Ivill for her patience and support with marketing content and my Feedback Fair Objective.</p>
Things I'm proud of	<ol style="list-style-type: none"> 1. Running the first ever Online Course Rep Forum 2. Incredibly Successful launch of the Student Led Teaching Awards 3. Having very effective and fun Education Zone meetings
General updates	<p>Attended a TEF conference regarding the Year 2 TEF ratings and Submissions. I will be contributing to the 15 page submission that will help determine the rating of the university.</p> <p>205 nominations for the STLAs in one day. An incredible result and a huge testament to Jacob, our student interns, and course reps.</p> <p>Attended my first University Council meeting as a handover from Matt. Very interesting and a huge development point for both the Student Voice and my own personal growth.</p> <p>Referendum campaign material and prep is near enough complete ready for the opening on Monday.</p>
Update on my objectives	<p>Technology – The first ever Online Course Rep Forum was a huge success! Over 60 people at one point were signed into the call and the feedback was exceptionally positive. Definitely will be continuing this activity and I'll be looking to do another before the end of the semester.</p> <p>Feedback Fair – Nearly everything is ready and in place as we are only two weeks away! The different stands have been decided so the materials need to be ordered and completed.</p>
I need support with	<p>Managing time a bit more. The workload is bonkers and keeping up with everything whilst still working a 50 hour minimum week is still not enough.</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
18th	56	24	Education Zone meeting, Scarborough Rep Forum	43%
25th	46	28	Course Rep Forum, AU Council Talk	61%

UEC REPORT - WEEK ENDING 25th NOV 2016

NAME: Matthew Bramall	
I'd like to thank	Liz Pearce - for her continued support with difficult situations Vicky Dean - Sports & Societies Co-ordinator for her continued hard work.
Things I'm proud of	The Dunkirk spirit of the Officer Team in recent weeks with many challenges difficulties; with team and personal factors. At times everyone has had to put a brave face and soldier on through.
General updates	Student Engagement in the last two weeks has proved difficult due disciplinary processes and reports, conflict between the AU and SFC.
Update on my objectives	<p>Club Profiles – 12 Videos Playing in HUU; Need to Speak to Marketing & VPE Regarding library and lawns screens Need to arrange social media training for AU Exec and then AU Instagram is a go</p> <p>Improve Matchday Experience – Game Of The Week is ongoing – More consistency and success In recent weeks Result Slides – Uploaded to Sanc screens every Thursday morning no issues Hullfire Radio - Astroturf recently returned. Need to confirm first event for djing on match day following completion of works. Experience Survey - Draft Survey to be presented to AU Council on 6th December. Ongoing.</p> <p>Sport Investment – Regular Meetings with SFC; Dialogue continues to be open and progressing. Problem with the sports pass have become disruptive to progress. Circulating Blogs and newsletters; Ongoing, however requires too much of my time. Concerns on both sides regarding the reach of these documents. Meeting with SC 30/11/2016 to discuss effective comms strategy.</p>
I need support with	Athletic Union Approach to issues with the sports centre.

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4/11	46	16	Finance and Fundraising Meetings, Athletic Union Ball, Profile Raising Meeting with HYMS, Student Consultation on Governance Review, Attending Fixtures	35

11/11 (Friday Off on Holiday)	32	9	Club Membership Meeting, Attending Fixtures, AU Zone Meeting and AU Council	28%
18/11 (Thursday attended BUCS Yorkshire Conference)	46	14	Attending Fixtures, Code of Conduct Working Group,	30%
25/11	47	15	AU Zone Meeting, Meeting Club Presidents, Attended Fixtures, Presidents and SFC Mediation meeting	32%

UEC REPORT - WEEK ENDING 25 NOVEMBER 2016

NAME: Amy Jackson	
I'd like to thank	<p>Chloe Birr-Pixton for being great working with myself and the marketing team on ideas for the City of Culture Fringe Festival</p> <p>Tania Struetzel for being really helpful with some issues that have arisen within the activities zone in the past couple of weeks and for all her hard work getting ready for the governance review referendum.</p> <p>Liz Pearce for being a fantastic mentor throughout the past few weeks and the November slump.</p>
Things I'm proud of	<p>The Hullfire is back up and running with a new edition coming out very soon.</p> <p>Torch TV have built up a great relationship with Visr with lots of exciting projects coming up, and have already build up over 5000 video views.</p> <p>RAG raised over £200 for Canine Partners on their awareness day.</p> <p>RAG and societies are working together to organise a big Christmas quiz.</p>
General updates	<p>Still holding 1 to 1s with Student Media executive committee members – these are proving to be really helpful.</p> <p>University Challenge team has been selected after some fantastic auditions.</p> <p>Working with Kate Jude on potentially implementing rewards scheme Perkbox for staff and students.</p> <p>Had my first meeting with my councillors for scrutiny.</p>
Update on my objectives	<p>Reward and Recognition: Meeting was had between Josie the events officer of the SEC with ents about potential societies ball. 1 to 1s with media are helping me to ensure I am kept up to date with everything they are doing and can reward successes. A great deal of RAG volunteers are being nominated for volunteer of the month.</p> <p>Membership: The Hullfire will be sent to print this week after a large number of articles were submitted. Hullfire Radio have held their interviews for new committee positions and The Hullfire shall be doing the same very soon. The introduction of the £1 membership for RAG has proved very successful and Kilimanjaro sign-ups have passed 30. Society membership is continuing to grow and plans are now starting for WelcomeFest The Reunion and promoting societies through the fringe festival and potential "society of the month" coverage on hullstudent.com</p> <p>Employability: Got some fantastic news that alumni relations are willing to help fund the media alumni event and already have some interested parties. Spoken to Jacob about some volunteer workshops that he is running in partnership with careers and we should be able to make these open to a wide variety of HUU volunteers.</p>
I need support with	Managing my time effectively – I've been going home late a lot recently.

ENGAGEMENT BREAKDOWN

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18.11.2016	45	15	Union Council, referendum AGM, referendum meetings, University Challenge auditions, general activities committees meetings.	33%

25.11.2016	47	30	GIAG trip over weekend, designing The Hullfire throughout Friday, meetings with councillors for scrutiny, 1 to 1s, SEC meeting.	63%
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UEC/SEC REPORT - WEEK ENDING 25TH NOVEMBER

NAME: Si Hernandez	
I'd like to thank	<p>Jackie Berry – For general support in Scarborough, especially at our mentor meeting and by attending Talk Scarborough.</p> <p>Kathryn Oram-Robinson – For her support and organisation for GIAG and event plans.</p>
Things I'm proud of	Have started to learn how to make poster designs to help marketing Scarborough opportunities. Often, there needs to be a fast turnaround as we operated on an ad-hoc basis.
General updates	<p>Led on the trip to Harry Potter studios in London. This was a great event, enjoyed by all who attended.</p> <p>Met with Tracy Blundell to discuss a new communication framework for Scarborough, in particular regarding student interaction.</p> <p>Began arranging events following student feedback at Talk Scarborough. This included a GIAG to York, an all student Christmas Party, and trips to the Sea Life Centre and Big Fun for semester two.</p> <p>Currently reviews plans for the semester two Campus Sport programme. With Laura Huntenburg (Sport Experience Officer) and James Lamb (Sports Officer), agreed on programme changes, with an open survey to gather feedback.</p> <p>Began selling tickets for the Christmas Family Fun Day on Saturday 10th. Have invited Michael Fox (Mature Students Officer), to share ideas for engaging mature students.</p>
Update on my objectives	<p>The second Talk Scarborough meeting took place. Fed back outcomes from CMT following the first meeting. Overall, this was a positive meeting. Academically not many issues arising, with main concerns surrounding catering and events.</p> <p>Found a number of local organisation for students to link in with surrounding activity groups. A number already offering student discounts.</p>
I need support with	Keeping HUU united across Scarborough and Hull.

ENGAGEMENT BREAKDOWN

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25/11/16	57	16	Harry Potter studios, Talk Scarborough, Exec one-to-ones.	28.07%