

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

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

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

1. **Apologies**

Received from Vice-President Education (VPE) and Membership Services Director (MSD).

2. **Minutes of previous meeting**

Approved as a correct record.

3. **Matters Arising**

6 April

8) Officers to discuss VPE proposal to record Vlog in Officer Ops meeting 08/05/17.

Action: Officers

9) VPWC has met with MSD to discuss Pride in Hull event in July. LGBT+ Officer currently organising student and staff participation in the event. University is considering funding options for the event.

21 March

3) VPWC to contact Liz Heaney to confirm permission has been granted to hand out fruit and bottled water during exam period.

Action: VPWC

UEC in agreement student newsletter to continue with current name.

7c) VPA to contact Director of Estates to discuss additional water fountains on campus.

Action: VPA

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

a) **Vice-President Welfare and Community**

- VPWC confirmed that his exam de-stress packs are ready for distribution and the Community Handbook has now been completed.
- VPWC updated UEC on the Union Council motion he has submitted to amend the officer role titles from 'Vice President' to 'Officer'.
- VPWC asked UEC for support in collecting evidence to support his submission to the University regarding the 'Fit to Sit' Policy. VPSc suggested a Student Sofa engagement session could be used to gather feedback.

c) **Vice-President Sport**

- VPS thanked the Officer Team and his AU exec for the support and hard work in organising last weekend's Trophy Presentation.
- VPS asked for support from UEC at Union Council with the motion regarding the AU Exec Positions.
- VPA stated that although she agreed with parts of the motion, she could not support the motion with regards to the roles becoming paid. VPA highlighted how similar roles in the Activities Zone would remain unpaid. VPS explained the basis of the motion was to improve accountability of roles. AU Council had voted in favour of the motion to legally contract appointees to work designated hours in return for payment.
- UEC discussed whether accountability could alternatively be achieved by volunteer agreements or with the mandatory hours' motion passed at the previous Union Council.

- VPSc suggested the role of Student Interns/Student Staff could be reconsidered and each zone could be designated a Student Staff member to assist with workload.

d) **Vice-President Activities**

- VPA updated UEC on the Student Opportunities handbook she is working on, and asked for support from fellow officers to check the sections relevant to their zone. The first draft will be circulated in the coming weeks.

e) **Vice-President Scarborough**

- VPSc gave details to UEC of the positive Education Survey engagement he recently completed with VPA; 40 completed surveys.
- VPSc highlighted the success of the Seaside Story event held last weekend to commemorate the history of the Scarborough Campus.

5. **Chief Executive & SMT update**

- CEO confirmed the draft Budget has been completed and will be taken to Finance Audit and Risk Committee next week for approval.
- CEO provided an update on the recent Appointments & Governance Development Committee (AGDC) meeting. AGDC will be setting up a working group to review student engagement.

6. **Direction of Organisation**

- VPA discussed the proposal made at AGDC to look to recruit a trustee from an engagement background. AGDC felt a candidate with experience in reaching hard to engage groups would benefit the above mentioned working group's project.

7. **Items for Discussion**

a) **General Election engagement and planning**

- VPA explained the plans for promoting the General Election and in particular the 'Big Push' week scheduled for 8-12 May.
- VPWC agreed to take over responsibility of organising the Lawns event from VPS. VPA agreed to forward VPWC the contact details of political parties to be invited to the event. **Action: VPWC/VPA**
- VPSc agreed to send political jargon buster document to VPA. UEC discussed plans for a stall downstairs in HUU building to explain the political jargon. **Action: VPSc**
- VPA highlighted that promotion posters are now up around campus. VPA asked for officers to spend their free time next week promoting the General Election and voter registration with students.
- UEC unanimously approved VPA's Campaign Funding Form request for £500.

b) **Elections Report**

- UEC considered the report which had been produced by Democracy and Governance Co-ordinator (DGC). VPA explained that AGDC had discussed and agreed the majority of recommendations in the report. DGC has agreed to conduct further research into other Unions' practice of closing voting overnight.

d) **University Code of Conduct**

- VPWC and VPE have been involved in meetings and consultations with the University during their review of the Code of Conduct document. The amended version was tabled for consideration by UEC.
- UEC agreed in principle to the changes made to the University Code of Conduct. Officers to review further and feedback any significant concerns to VPWC and VPE.

e) **Union Council Feedback**

- VPSc asked UEC if there was any remaining issues in the Union Council feedback he had circulated which required UEC action.

- VPS agreed to arrange a meeting with VPSc on Friday to discuss any remaining issues for action. **Action: VPS/VPSc**

f) **Officer objectives – update**

- UEC discussed their remaining projects; VPA highlighted the importance of officers working together and helping each other in the final few weeks. UEC to confirm with VPE his remaining projects.

g) **Associate Membership Form**

- UEC approved a 5 year associate membership for Richard Theaker.

8. **Marketing Update**

No update received.

9. **Any Other Business**

- UEC considered the nominations for April's Volunteer of the Month and agreed that the winner should be Millie Rowbotham for her commitment and hard work in advancing Welfare in Sport.
- CEO informed UEC of an invitation which had been received to the Humber Business Week Dinner to represent HUU. VPS chosen to attend.
- UEC asked to promote and push the sale of End of Year Ball tickets.
- CEO shared with UEC the current plans for the incoming officer team's induction and highlighted the shortened handover period of 2.5 days. UEC in agreement with proposal.

10. **Reserved Business**

Reported separately.

11. **Next Formal Meeting** – Tuesday 16 May 2017, 2pm.

UEC REPORT - WEEK ENDING 28 APRIL 2017

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| NAME: Matt Thorneycroft | |
| I'd like to thank | Liz Pearce for being her usual awesome mentor. Tania Struetzel for all her awesome work on the SLTAs and the Education Survey. |
| Marketing Update | Attended a conference by CampusM, the company who run iHull, to investigate ideas for improving our app. Completed the Student Voice Project Document and will be presenting it on Tuesday. Ran the second Feedback Fair event and got some excellent feedback from students. |
| Update on my objectives | Completed my second Feedback Fair event which was largely successful. Also pushed the Education Survey with that and got a good number of additional responses. iHull development has gotten slower and I'm now starting to lose patience with it. I'll be lobbying extremely hard these next few weeks to get this project the focus it needs. |
| Things I'm proud of/ I need support with | The seaside story event was cool! Great job Si. Trophy Pres may have left me with some psychological damage, but time heals all wounds. |

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 |
|-------------|--|--|----------------------------------|---|
| 21st | 0 (Holiday/ill) | 0 | N/A | 0 |
| 28th | 54 | 8 | Feedback Fair, Education Zone. | 15% |

UEC REPORT - WEEK ENDING 28 APRIL 2017

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| NAME: Matthew Bramall | |
| I'd like to thank | Andy King – For his expertise and help in analysing the tender documents for the next supplier of the Athletic Union. |
| Marketing Update | <p>Ice Hogs A are BUIHA Tier 2 National Champions</p> <p>Ladies Hockey awarded 'Most Improved Club' in the region by Yorkshire Hockey Association.</p> <p>Men's Rugby Union Winners of the European Rugby Sevens Shield, competing in a university rugby tournament in Lille last weekend.</p> <p>Men's Rugby Union 3rd Team will be competing in the Final of Yorkshire Merit League this weekend.</p> <p>Men's Hockey will be competing in the Final of Yorkshire Cup this weekend.</p> <p>TROPHY PRESENTATION</p> <p>New Kit Supplier for AU & Uni Excellence Programme – Pre Meet Tuesday, Agreement meeting Wednesday.</p> <p>Athletic Union Exec Motion, passed at AU Council – being taken to Union Council.</p> <p>Hugely successful Club Development Forum run by Campus Sport & HUU.</p> <p>Second Code of Conduct meeting; discussed training of Welfare Role in Club and relevance of HUU Initiations Policy.</p> |
| Update on my objectives | <p>Improving profiles of clubs on campus – Planning a blog to sum up the Easter successes. Club Development Forum ran well, included things such as budgeting, summer planning and marketing.</p> <p>Improving Matchday Experience – Mascot Video filmed. Editing done.</p> <p>Sport Facilities Investment – Blog circulated. Update on the Rugby 3G. Signage now on campus showing what's to come.</p> |
| Things I'm proud of/ I need support with | Support with Motion concerning AU Exec Positions |

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|--|--|--|---|---|
| 16 th April (Good Friday 14 th) | 30 Hours | 3 Hours | Meeting with Exec members, office hours and one on one meetings | 10 |
| 23 rd | 30 | 4 Hours | Exec Meeting and One on Ones with Presidents. | 13% |
| 30 th | 37 | 17 | Trophy Pres Ticket Sales, Sport Zone, Au Council, Club Development Forum, One on One & Group Meetings with Exec and/or Presidents | 46% |

UEC REPORT - WEEK ENDING 28 APRIL 2017

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| NAME: Amy Jackson | |
| I'd like to thank | <p>Josh Williams for all his fantastic help with the general election campaign, all the designs look amazing and were done incredibly quickly.</p> <p>Jack Baldwin for his support with the campaign too and helping me out with email copy etc.</p> <p>Si Hernandez for a great Talk Scarborough forum.</p> <p>Andy King for his help in regards to various events I'm running over the next few weeks.</p> <p>The other officers for helping with the general election and agreeing to take some things off my plate.</p> |
| Marketing Update | <p>The societies' awards shortlist has been announced and all nominees have been emailed, tickets will be going on sale very soon.</p> <p>Hull hosted the very first NaSFA north conference – lead by our very own chair RAG Dani Griffin.</p> <p>The media alumni event is taking place in around 2 weeks' time, on Saturday 6th May. HUU will be launching a "register to vote" campaign imminently.</p> |
| Update on my objectives | <p>Membership: RAG AGM saw all positions in the committee filled for next year, plans are in place for student media interviews and the SEC AGM is coming up on 3rd April.</p> <p>Reward and Recognition: Media awards is this Saturday (29th April) and the societies' awards has so far been very well received, with over 100 nominations submitted and a great deal of positive reaction to the shortlist. Society points are also being decided soon and will be announced at the societies' awards.</p> <p>Employability: Met with Norman Day in regards to discussing how much training the careers and employability team receive in regards to HUU opportunities – agreed to work together on a handbook for staff. Media alumni day is fast approaching, and we have well over 100 attendees signed up alongside 6 speakers.</p> <p>City of Culture: Met with University marcomms in regards to Big Weekend opportunities, providing press passes to student media and enlisting student media correspondents.</p> |
| Things I'm proud of/ I need support with | <p>Very proud of how well the student opportunities handbook is coming along, but would also like some support in making sure it's all correct, I will hopefully be sending it around within the next few weeks.</p> |

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|-------------|--|--|---|---|
| 21.04.2017 | 32 (Bank holiday Monday) | 6 | NaSFA | 18.75 |
| 28.04.2017 | 45 | 11.5 | Societies' awards noms, STAR meetings, talk Scarborough, RAG AGM, student media catch-up. | 25.5 |

UEC REPORT - WEEK ENDING 28TH APRIL 2017

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| NAME: Si Hernandez | |
| I'd like to thank | Kathryn – For her preparations for the Scarborough Awards. Amy – For coming over to attend Talk Scarborough. |
| Marketing Update | Discussed plans for student engagement for the General Election, including voter registration and the political spectrum. Met with the Health and Safety Committee to discussed potential risk with Grimsby building work. Attended Appointments and Governance Development Committee, where the Elections and suggestions for future engagement were discussed. |
| Update on my objectives | The last Talk Scarborough meeting took place, where dissertation support and library loans were discussed. Liberation Education results have been analysed and written up. |
| Things I'm proud of/ I need support with | Attendance for the final Talk Scarborough. No support needed. |

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|-------------|--|--|--|---|
| 28/04/17 | 40 | 5 (+ 2 w/ PTOs) | One-To-Ones, Talk Scarborough. Plus PTO engagement. | 12.50% |