

MINUTES OF UNION EXECUTIVE COMMITTEE MEETING
Held at 2pm on Tuesday 30 May 2017

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

Attending: Chief Executive (CEO); Membership Services Director (MSD); Commercial Services Director (CSD); Communications Manager (CM); Administration Co-ordinator (AC, minutes)

1. **Apologies**

Received from Vice-President Activities (VPA).

2. **Minutes of previous meeting**

Approved as a correct record.

3. **Matters Arising**

3) Officers confirmed they have discussed the Vlog idea. CEO suggested with limited time remaining this could be suggested to the incoming officer team during handover week. CM confirmed it could be included in the marketing handover meeting. Officers agreed to consider any further ideas they wished to pass onto new officer team and decide if a meeting is required. **Action: Officers**

3) VPE confirmed that a project to install water fountains in the main buildings across campus has been agreed. Costings have been completed and the plan is to install them during the summer.

3) VPS to circulate Union Council feedback blog to officers after this UEC meeting.

Action: VPS

7e) VPWC confirmed that he has completed a report on the proposed quiet zone and will pass over to the new officer team during handover. Agreement that quiet zone should look to be set up during the summer months, ready for the start of the next academic year.

7e) VPE is awaiting a response from the University regarding tuition fee spending.

7f) VPWC confirmed that he has had little response from alternative distribution companies, therefore has confirmed distribution with Browns.

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

b) **Vice-President Education**

- VPE updated UEC on the fire alarm issues experienced by the library in recent weeks and confirmed that the problem seems to have been rectified.
- VPS highlighted the great job the officer team had done in communicating the issue to students and organising alternative study spaces. VPE confirmed no formal complaint has been received by the library; library staff believe this is partly due to the officer team's hard work.

c) **Vice-President Sport**

- VPS thanked CM for her work on media opportunities and the alumni event. VPS also thanked MSD, CSD and FRM for their work on the kit supplier contract.
- VPS updated UEC on the kit supplier negotiations with O'Neills and the supplier's inability to provide kit in AU colours under a one year agreement. VPS meeting with AU Council this week to seek feedback on how to proceed.

- VPS highlighted that the long term plan was for a joint contract with the University, however more work is required before this can be considered i.e. the sport branding project.

5. Chief Executive & SMT update

CEO updated UEC on SMT's plans to relocate the Advice Centre. Current proposal is to utilise space near the Haven area on the first floor and potentially tie development in with VPWC's plans for a quiet zone.

6. Direction of Organisation

- VPS questioned when the incoming student officer team will be updated on HUU strategy and future plans. CEO & MSD confirmed that they had held a half-day meeting with student officer elects covering strategy; elects attendance at the Trustee Board had also given them an insight into current plans.
- VPE expressed view that discussing the 'Direction of Organisation' as a standing agenda item in UEC meetings had helped current officer team in recent Trustee Board meetings.

7. Items for Discussion

a) Sport Volunteers payment

- VPS recapped the main issues discussed in the previous UEC meeting and confirmed he had collated the information as requested.
- VPS tabled a document highlighting the costs of the SVOT intern positions and the number of hours worked. MSD clarified that under current proposal each sport volunteer working 8 hours a week during term time would cost around £1700-1800.
- UEC considered a second paper submitted by VPS which outlined the tasks to be completed by the volunteers.
- UEC discussed how many of the administration tasks on the list could be completed internally by existing HUU staff.
- MSD highlighted that next year's budget includes an events assistant role to help all areas throughout the year.
- VPS stated the difficulty he faced in communicating this back to the AU Council and if there was a counter proposal UEC could suggest.
- UEC clarified their view that paid staff should be responsible for admin roles and that the exec/volunteer role should focus on representation i.e. leading student campaigns, engagement opportunities.
- MSD agreed to go through volunteer task document and see which tasks could be picked up by HUU. MSD clarified that the number of volunteers required for sport would be dependent on what tasks remained to be done.
- VPS & MSD to meet to discuss tasks contained in volunteer roles document and how UEC's counter-proposal can be presented to AU Council. **Action: VPS & MSD**

b) Honorary Life Memberships

- UEC considered and unanimously approved Honorary Life Memberships for Danielle Griffin, Jack Price, Josh Baker, Kim Houghton and Nicholas Bleasdale.
- UEC to consider any further nominees before their final UEC meeting.

8. Marketing Update

- Marketing currently undertaking audits – one for the rebrand and one looking at information flow (group email usage/procedure).
- Final Student Officer Newsletter is to be distributed this Friday. CM reminded Officers to send details of any of their big wins from the year to Marketing for inclusion. **Action: Officers**
- CM confirmed that a freelancer has started work on the web project. Comprehensive site map to be brought to next UEC meeting by CM. **Action: CM**
- WelcomeFest planning is progressing well, a photo shoot was held last week with the new officer team.

9. **Any Other Business**

a) **WelcomeFest Wristband proposal – 17/18**

- CSD attended UEC meeting to present and seek feedback on proposal to sell wristbands during WelcomeFest 2017. CSD explained the decision had been taken to scrap Infinity cards and return to a wristband offer, as research has shown this is popular at other universities.
- Under this proposal WelcomeFest wristbands would give students access to HUU event nights as well as entry to Welly and Piper club nights during WelcomeFest week. All income received from wristbands would be kept by HUU and both venues have agreed to provide Links or St John's first aid on their premises.
- CEO asked UEC to consider that HUU had taken stance previously to stop both clubs attending commercial fair in WelcomeFest due to their cheap drinks offers and drinking mentality.
- VPWC stated that students would attend alternate venues regardless of wristband offer and felt that the first aid provision included in the scheme would make it safer for students.
- CSD confirmed that the proposal would be for the initial WelcomeFest period only and would allow promotion of HUU events in the other venues. No invitation has been extended to Welly or Piper for the commercial fair during WelcomeFest.
- UEC discussed ideas of good practice to include in the proposal to make the event safer for students. Transport from the Lawns to the venues, providing drink testing strips for the other venues and stewards handing out water were suggested.
- CEO agreed to discuss the proposal with the University at the upcoming Welcome Week Steering Group and highlight the positive funding opportunity it provides.
- VPE questioned if the wristband offer could be extended further to include GIAG opportunities or day time activities. Attendees agreed this would further enhance the value for money and attractiveness of the offer.
- UEC in agreement in principle with CSD's proposal. UEC suggested to look at increasing the price for the wristband and if further activities could be added.

10. **Reserved Business**

None reported.

11. **Next Formal Meeting** – Tuesday 13 June 2017, 2pm.

UEC REPORT - WEEK ENDING 26 May 2017

NAME: George Bainbridge	
I'd like to thank	Kevin for being an ace mentor
Marketing Update	Nothing to update
Update on my objectives	<p>The charity collections with the British Heart Foundation have gone down exceedingly well, although I can't take much credit for this success, Jack B has been instrumental.</p> <p>Community handbook has been proof read and the design has been completed, there still needs to be a consultation period in which we need to smarten it up.</p> <p>Exam distress was a success, many students came to the office to get their own packs, yet there was also some bananas sighted on campus.</p> <p>Fit to Sit policy is still in progress, with an increasing amount of student involvement.</p>
Things I'm proud of/ I need support with	No support required.

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
26/05/2017	40	15	Bananas Student meetings	45

UEC REPORT - WEEK ENDING 26 May 2017

NAME: Matt Thorneycroft	
I'd like to thank	Robin Gilchrist for being an excellent student trustee and being exceptionally open with guidance for us as officers.
Marketing Update	<p>The fire alarms have mostly been sorted and I've worked consistently with the university to lobby and get them sorted. For now I believe the issue to be resolved, but I will monitor it going forward.</p> <p>The student voice project has been agreed by ULTAC and is being implemented ready for September.</p>
Update on my objectives	Nothing more to update.
Things I'm proud of/ I need support with	No support requirements.

ENGAGEMENT BREAKDOWN

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19th	50	8	Running round with my "you got this" sticker.	16%
26th	45	2	Office hours.	4%

UEC REPORT - WEEK ENDING 26 May 2017

NAME: Amy Jackson	
I'd like to thank	All external trustees for being so supportive all year of both HUU and us as officers. Vicky, Angie and Chloe for holding down the activities fort whilst I was away ill. Matt Bramall for stepping in for me for the walk of fame event. Jackie Berry for giving me the opportunity to present to the board.
Marketing Update	Ratified student groups can now book library teaching rooms through HUU reception, I am also working with the university in regards to getting HUU involved in the purchasing of a new timetabling programme.
Update on my objectives	City of Culture – The only objective I really have left as students are gradually leaving to go home after exams. I have managed to get a number of students involved in Radio1's Big Weekend this weekend. We have DJs from Hullfire Radio playing at Hull interchange when guests are getting on shuttle busses. Representatives from Torch TV and Hullfire Radio have been allocated press passes for both of the days. I also provided a Hull student will the opportunity to be a social media correspondent for the event and she went to meet Nick Grimshaw this morning.
Things I'm proud of/ I need support with	With Vicky, Chloe and myself off next week please can you all help with activities based queries?

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19.05.2017	8 (illness)	-	-	-
26.05.2017	40	5	Ramadan meetings with Isoc, inductions with student trustees, catch up email	12.5%

UEC REPORT - WEEK ENDING 26TH MAY 2017

NAME: Si Hernandez	
I'd like to thank	Kathryn – For her continual uplifting attitude. George – For his help with Liberation Education.
Marketing Update	Board Of Trustees took place, where potential future investments were discussed. The Scarborough article has been finalised and is ready to print. Met with Tracy Blundell to discuss the Finalist Party; music and catering has been arranged.
Update on my objectives	Liberation Education feedback has been completed in both Scarborough and Hull. This consisted of earning differences and stereotyping. This objective is now complete. Final sections of the Part-Time Officer training have been written. This objective is now complete. All objectives have been completed.
Things I'm proud of/ I need support with	Student engagement around Liberation Education. Some really strong conversations came out of this. No support needed.

ENGAGEMENT BREAKDOWN

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26/05/17	38	8	One-To-Ones, Liberation Education.	21.05%