

MINUTES OF UNION EXECUTIVE COMMITTEE MEETING
Held at 2pm on Tuesday 4 October 2016

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

Attending: Administration Co-ordinator (AC, minutes)

1. **Apologies**
Received from Chief Executive (CEO), Membership Services Director (MSD).
2. **Minutes of previous meeting**
Approved as a correct record
3. **Matters arising - see attached**
 - 6b. UEC agreed to provide each Hull zone with 20 discount cards, excluding the Sports Zone, to be given to students at the discretion of officers.
4. **Zone reports – circulated and taken as read (see attached)**
 - e) **Vice-President Activities**
 - VPA raised concerns over the lack of rooms available for use by societies. In previous years societies have been able to book any University room through the central booking system; new procedures mean students can only book rooms in University House or Wilberforce. The change has meant that societies cannot book rooms when they need them and cannot function properly. President and VPA to look at possible solutions to room bookings. **Action: President/VPA**
 - f) **Scarborough**
 - VPSc asked Student Officers to make contact with the relevant member of the Scarborough Executive Committee to arrange regular meetings. **Action: All**
5. **Chief Executive & SMT update – None reported**
6. **Items for Discussion**
 - a) **Governance Review consultation update**
 - President updated UEC on the plan for the Governance Review consultation period; Student Officers will be engaging with students throughout the consultation. Democracy & Governance Co-ordinator (DGC) is creating an engagement schedule for the consultation period at the end of October.
 - b) **External Speaker Policy**
 - The updated external speaker policy aims to ensure HUU and the University are aware of all external speakers and ensure any restrictions are set before events. Completed external speaker forms would be researched by staff at HUU and the University before approving or restricting an event.
 - Forms will still need to be received two weeks before an event, with the policy advising that four weeks is allowed for speakers who may be controversial.
 - UEC thanked Research & Campaigns Co-ordinator, VPA and MSD for their work on the updated policy.

- c) **Union Council Motions**
- The motion to amend Standing Order 2006 – The Hullfire were approved by UEC to be taken to Union Council on 17 October.
 - The motion to amend Standing Order 2007 – Hullfire Radio were approved by UEC to be taken to Union Council on 17 October.

- d) **Equality & Diversity Policy**
- The updated Equality & Diversity policy was approved by UEC and will go with a motion to the next Union Council meeting.

7. **Impact Reporting** – none reported

8. **Any Other Business**

a) **Mental Health Awareness Day**

- VPWC asked Officers to promote events for Mental Health Awareness day on social media. **Action: All**

b) **Campus Parking**

- Many students have raised the issue of parking on campus to VPE during WelcomeFest. President advised that the University are aware of this issue and are reviewing parking.

9. **Reserved Business** – none reported

10. **Next Formal Meeting** – Tuesday 18 October 2016, 2pm

UEC REPORT - WEEK ENDING 30 SEPTEMBER 2016

This report should be completed each Friday and emailed to Emily/Sally together with any papers for the meeting

NAME: Matt Evans, President	
I'd like to thank	<ul style="list-style-type: none"> • Jacob Zobkiw, Tania Struetzel & the Student Voice Interns (Jack, Georgina & Loh) for all of the hard work and commitment both in and out of the office during student rep recruitment and the promotion of elections. • All of the HUU Staff for the continued enthusiasm through WelcomeFest, even when tired and busy, everyone has pulled together and delivered an outstanding welcome to our new and returning students.
Things I'm proud of	<ul style="list-style-type: none"> • The Officer team for prioritising engaging with students throughout WelcomeFest and not burning out. • First catch up with Glenn Burgess (Acting VC) – put student issues on the agenda such as fee increases, the new VC recruitment and rent prices as new accommodation is built.
General updates	<ul style="list-style-type: none"> • Worked with Jeannette Strachan (University Registrar) to understand and re-write the new University governance structure (in light of shape and size), looking at where academic representation fits and where non-academic student experience issues are captured and dealt with. • Accommodation planning group is working well in terms of contingency planning for the Courtyard, and supporting those affected students. • Looked at student engagement and testing for new university projects with ICTD Director and Registrar to ensure that students are involved in the whole process of change in the institution.
Update on my objectives	<ul style="list-style-type: none"> • Governance Review on track and progressing – consultation with students organised and marketing planned (separate agenda item). Paper to call for a referendum going to Board of Trustees on 13th October. Presentation to University Senior Management Group planned for late October to update them on the changes. • Strategy updates are ongoing, the next stages of this are to agree the measures of success and work with managers and staff to agree the activity that comes with the outcomes of the strategy.
I need support with...	Being understanding when taking time to catch up on emails and University documents from the last week or two.

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
24.09.16	66	20	Speed Friending, Arrivals Squad Training, Welcome Talks, Arrivals Saturday	30%
30.09.16	48	25	SHES Fest, Lecture Shouts/Welcome Talks, AU Fair, Societies & Opportunities Fairs, Elections engagement and Speed Friending	52%

UEC REPORT - WEEK ENDING 30 September 2016

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NAME: Matt Thorneycroft	
I'd like to thank	The team for being awesome through WelcomeFest. Shout out to the student interns who have been fantastic at promoting course reps!
Things I'm proud of	1. Promoting Course Reps exceptionally well over the week. 2. Participated and contributed well in University meetings such as ULTAC. 3. Excellent time with arrivals day helping people move into both the Courtyard and The Lawns.
General updates	Amazing week engaging with students as well as fulfilling the student voice responsibilities in University meetings.
Update on my objectives	Technology – iHull is receiving heavy attention from the University and its development is well underway. Plans going forward for my involvement in testing and integration with Canvas. Placement/Year Abroad Regulations - Study Abroad Framework approved at ULTAC ready for implementation.
I need support with	May need support during the next few weeks with managing my diary with Emily covering Sally's role. May need advice from the team for achieving my personal objective.

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
23rd	55	16	Trainings, Shout outs, Arrivals Saturday.	29%
30th	58	40	Promoting Course Reps and Running GIAG Events.	69%

UEC REPORT - WEEK ENDING 30 SEPTEMBER 2016

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NAME: Matthew Bramall	
I'd like to thank	<p>Vicky Dean – For helping run a hugely successful AU Fair.</p> <p>Andy King, Jonathan Hall, Fran Lane – For being warriors throughout WelcomeFest and ensuring the night events & Union have provided great nights to all our students.</p> <p>Josh Williams & Jack Baldwin - For producing fantastic material for the AU Fair Floor Plan and Game of The Week Posters</p> <p>Charley Ivill – For running all digital platforms amazingly through the WelcomeFest; undoubtedly one of the busiest times of the year.</p>
Things I'm proud of	To Reflect
General updates	<p>WelcomeFest/AU Fair was successful.</p> <p>Hull City/University Partnership Underway – Need help.</p> <p>Still issues with sports centre processes.</p>
Update on my objectives	<p>Profiles – Agreed with Rachel to Trial AU Instagram through HUU Instagram.</p> <ul style="list-style-type: none"> - Game of the Week first posters up Including Social Media. <p>Match day Experience - Hullfire Radio confirmed for Wednesday DJing by pitches. Will not begin until Hockey pitches back in use (21st October).</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
25/09	60+	36		60%
2/10	40-45	23		58%

UEC REPORT - WEEK ENDING 30 SEPTEMBER 2016

NAME: Amy Jackson	
I'd like to thank	<p>Absolutely everyone for all the incredible hard work that has gone into WelcomeFest, but particularly for me: Chloe (Student Activities Co-ord) for being simply incredible with all the GIAG activities which have all been absolutely amazing. Vicky (Sports & Societies Co-ord) for all her help with the societies and opportunities fair. Everyone who manned a stall at societies and opportunities fair: Chelsea, Tania, Jacob, Chloe, Angie, Matt (and Liz who I'm pretty sure manned nearly every stall at some point). George for organising various liberation group tables at the fair. Charley for almost constantly retweeting me. The whole ents team for working tirelessly all week to put on some incredible events.</p>
Things I'm proud of	<p>Societies and opportunities fair went down incredibly well with societies achieving record numbers of interest. The first edition of The Hullfire in almost a year has been published and is now available. Hullfire Radio and Torch TV were fantastic broadcasting at The Lawns on arrivals Saturday. RAG charity of the semester has been decided after voting at socs and opps fair. Childreach gained the interest of over 200 students for the Kilimanjaro challenge.</p>
General updates	<p>Content deadlines and publication dates have been set for all editions of The Hullfire throughout the year. Attended first SEC meeting of the year – committee are making plans for the year. RAG had committee training with representative from Childreach which will help shape the year for them. WelcomeFest has been fantastic!</p>
Update on my objectives	<p>Membership – socs and opps fair attracted record numbers of interest for societies, RAG and student media. Reward and recognition – conversation has been had with Radio and Paper about plans for the year and how to recognise achievements, these meetings will be planned with other areas. Employability – not much done on this currently, going to organise a meeting with Norman Day from careers service about potential events.</p>
I need support with	<p>Issues surrounding societies being unable to book rooms outside of HUU and Wilberforce – simply not enough room in these buildings, how to take this to the University and the best way to tackle this problem.</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
23.09.2016	45	9	Meetings with student media execs, societies training, international student tours of HUU, speed friending, general meetings with students	20%
30.09.2016	57	29	WelcomeFest. Societies and opportunities fair, AU fair, various GIAGs	51%

UEC/SEC REPORT - WEEKS ENDING 30 SEPTEMBER

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NAME: Si Hernandez	
I'd like to thank	<p>Kathryn – For her amazing work co-ordinating the WelcomeFest Fair, outstanding as always.</p> <p>Jackie – For her support during her visit, both for the Exec and on a personal level.</p> <p>Sally – For everything you have done, both for myself and HUU over the years. We will miss you (and our phone chats), take care.</p>
Things I'm proud of	The Scarborough Exec, who had such a clear understanding of the transition. They seem extremely suitable for the year ahead, and finalised their team objective in less than half an hour.
General updates	<p>Trained the Scarborough Exec over a two day intensive. We covered each zone, HUU governance, the state of the transition, along with personal and team objectives. This included additional sessions from both Elaine (Advice Centre) and Jackie.</p> <p>Acted as communications lead for WelcomeFest, helping to promote our upcoming calendar. The highlight of this was the WelcomeFest Fair, which seen Calvin's full to busting, along with roller disco in PS1 (performance studio). The event brought some much needed life back to campus, with good feedback from students.</p> <p>Met with Sophie Johnson (Campus Sport) to discuss admin support for participation sessions, where their team may not be able to make certain sessions weekly.</p> <p>Had the final planning meeting for We Are Scarborough. Have been the delegate for music, fundraising, and social media promotion. All bands, volunteers, and fundraising equipment are in place. Interviewed on Yorkshire Coast Radio regarding the event.</p>
Update on my objectives	Have spoken about objectives with Scarborough Exec, indicating where they can get involved.
I need support with	The Exec have asked if they would be able to have video call chats with their respective Hull Officers once a month.

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
16/09/16	38	15	Exec Training, WelcomeFest Fair.	39.47%

UEC/SEC REPORT - WEEKS ENDING 23RD SEPTEMBER

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NAME: Si Hernandez	
I'd like to thank	Kathryn – For her support with the GIAG calendar and activities account. George and Rachel – For their suggestions surrounding the liberation campaign.
Things I'm proud of	Rewriting the Exec training ready for next week. Their return will prove a huge help.
General updates	<p>Hosted the Family Fun Day, which included face painting, a magician, family quiz, and bouncy castle.</p> <p>Met with the HYMS (Hull York Medical School) placement students to discuss how we can support them during their time of placements in Scarborough. Feedback was for inclusion in social events and participation sports.</p> <p>Began compiling information for lecture shouts outs, where we give our regular HUU and campus updates.</p> <p>Began electing Course Reps across SCHCS (Scarborough Centre for Health Care Studies).</p> <p>Put together the GIAG calendar for Scarborough, beyond WelcomeFest.</p> <p>Working on a narrative budget for the CMT (Campus Management Team), highlighting where we may need support out of the University transition fund.</p> <p>Reviewed budgets from inactive sports and societies in Scarborough. The aim is that these will go into a central activities pot, as many of these groups have not run for several years, it needs to be used this year or the money will be lost.</p>
Update on my objectives	Had a productive meetings with George and Rachel to discuss the Liberation Education campaign. We spoke about the framework and phases of the campaign, which would begin by showcasing it to our liberation officers.
I need support with	Understanding how the continued VES will impact students as they begin to start their final year.

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
16/09/16	43	6	Family Fun Day, Course Rep elections, HYMS engagement.	13.95%

UEC REPORT - WEEK ENDING 30 SEPTEMBER 2016

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NAME: George Bainbridge	
I'd like to thank	<p>Matt Bramall for attending all the events with me.</p> <p>The students for being so friendly.</p>
Things I'm proud of	Being able to talk to so many different students and being able to gather the issues that are affecting them.
General updates	<p>The drink strips posters have finally been put up, now students can access bottle stoppers at the bar and drink testing strips on request.</p> <p>Andy has agreed to sell sanitary products at cost price in then union.</p>
Update on my objectives	<p>Support of liberation groups:</p> <p>I attended the first LGBT committee meeting, they are discussing doing work for LGBT month. Also there is a meeting being formed between myself, LGBT, Patrick John and the head of staff LGBT.</p> <p>Black history month is underway, the first event was held last Monday, and the current members met alumni and created a buddy system.</p> <p>Women's committee have been in touch, Kym wishes to formulate a campaign around the reduction of sanitary product prices. The current idea is that we hold a monthly event to engage with students and talk about current issues such as free period.</p> <p>Festival of Wellbeing, smoothie bikes have proved too expensive at the present moment, unless more external funding can be become available, which I am going to try to gain from sports centre or/and bike hub. The project has hit a block as I am struggling to organise a meeting with Martin Batstone to discuss further funding and the charities that will be available.</p> <p>On a positive note I have figured out a method of making the marketing cheaper, by using the 'zine' method that I learnt at craftivism.</p>
I need support with	The first zone meeting got cancelled, when re scheduling I want to be adequately prepared.

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
30/09/2016	68	50	Fresher's	73%