

MINUTES OF UNION EXECUTIVE COMMITTEE MEETING
Held at 2pm on Thursday 6 April 2017

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

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

1. **Apologies**
Received from Vice-President Activities (VPA), Vice-President Sport (VPS) and Chief Executive (CEO).
2. **Minutes of previous meeting**
Approved as a correct record.
4. **Zone reports – circulated and taken as read** (see attached)
 - a) **Vice-President Welfare and Community**
 - VPWC is attending a meeting tomorrow to discuss the University's 'fit to sit policy'.
 - VPWC discussed his recent meetings with Hull City Council regarding his end of year charity collection. Council are wishing to get other charities involved and suggestion to hold a swishing event in Asylum.
 - VPWC expressed his concerns regarding attendance at the event and how the event would potentially grow in size from his initial idea for a charity collection.
 - UEC discussed the benefits of the proposal and agreed that timing would be crucial for such an event to be successful. MSD agreed that idea was great, however promotion of an event would be difficult in the timeframe available.
 - VPWC agreed he would continue with his initial plans to have a drop off event for students to donate unwanted items to charity. MSD suggested VPWC asks Volunteering Co-ordinator for assistance with organising the charity collection.
 - c) **Vice-President Sport**
 - MSD highlighted to UEC the importance of including a marketing update in their UEC reports. UEC discussed the current report template and agreed to make two changes to the template. Firstly remove the general updates section and move the 'Things I'm proud of' section to 'I need support with'. **Action: AC**
 - e) **Vice-President Scarborough**
 - VPSc updated UEC on the success of the Scarborough Family Fun Day, with the highlight being Magic Mike. MSD asked VPSc to ensure this is included in his next marketing update.
 - VPSc clarified the support he requires with writing his article for inclusion in the next HullFire. MSD suggested VPA, Student Activities Co-ordinator or HullFire Editor could help with layout/word count guidelines.
5. **Chief Executive & SMT update**
 - MSD confirmed that first drafts have been completed for next year's budgets. Finance & Resource Manager is now reviewing the initial drafts to bring to the next SMT meeting for consideration.

- SMT discussed the rebrand updates presented by CM. Redbrick have completed the research and fed information back to Graphic Designer, who has created new logos/designs and colour pallets.
- MSD updated UEC on the plans for staff consultation regarding pay dates and the proposed move to monthly pay.
- Staff engagement survey results to be released on Friday.
- MSD asked UEC for their views on Officer budgets for next year and if campaign funding should still be a part of the core budget for each officer? UEC in agreement that having money for campaigns incorporated in officer budget is beneficial due to the lengthy process of requesting it from central campaign fund.
- VPWC suggested that the central campaign fund could be reduced and the money be used to benefit other groups e.g. LINKS. UEC considered how money could also be used to increase the prizes for Volunteer of the Month and Course Rep of the Month and how PTO's could be given a budget.
- VPE expressed a view that a rebrand of the campaign budget was needed to promote the fund. Discussion followed on how this fund could be utilised by officer team and HUU to organise events to celebrate awareness weeks or celebration days.
- UEC considered how HUU staff could be more involved with event planning and link FTO and PTO into the running of events. Idea put forward to bring the events into an annual HUU calendar and promote regardless of the officer team in position.
- MSD to write up ideas and bring to the next UEC meeting for approval. **Action: MSD**

6. Direction of Organisation

Discussed above.

7. Items for Discussion

a) Union Council Feedback

- VPSc discussed with UEC the feedback he has received from break-out sessions held at recent Union Council meetings.
- A lot of the suggestions are currently being actioned, however VPSc asked if UEC could look at remaining feedback and potentially raise important themes with students at Student Sofa or Tea Forums. VPSc agreed to circulate feedback to UEC. **Action: VPSc**

b) Volunteer of the Month

- UEC agreed that with her pro-active approach at the Scarborough Campus and commitment to attend the Family Fun Day, Becky Potter (Education Officer, Scarborough Executive Committee) was the deserving winner of March's Volunteer of the month.

c) Your Idea Scheme

- VPE sought clarification over which items are being brought to UEC meetings. VPE expressed a view that UEC had agreed that only ideas which had been voted for would be considered. MSD advised the items have been brought for information only.

8. Marketing Update

- Staff panel to discuss HUU rebrand has been set up and meetings will begin next week with Redbrick.
- The second Student Officer newsletter has been circulated, with an increased click rate of 28.5%, roughly 4,500 students.
- MSD suggested student officers' faces could be included on the next newsletter, CM confirmed this has been agreed and will start from the next issue.
- CM questioned whether the student newsletter could be used to focus on one officer's project, i.e. VPA's call out for Fringe Festival performers. VPE expressed the view that the newsletter should continue to highlight all officers' work.
- Schedule for the circulation of student newsletter for rest of the year has been created. CM to distribute schedule to officers for feedback or potential changes. **Action: CM**

- UEC discussed VPE's suggestion that officers could record a Vlog every few weeks to be shared on the HUU website. Vlogs could be recorded in weekly officer ops meeting and document officers' work to students. VPSc suggested the idea is discussed with VPA and VPS on their return, so plans can be confirmed with CM. **Action: Officers**
- CM has a meeting arranged with agency on Friday to receive an overview of the plans for End of Year Ball (EOYB). Marketing planning further promotion of EOYB to students after the Easter break.
- Rate Your Union survey findings now complete. Current plan is to present findings alongside a presentation on the rebrand. CM agreed to circulate the exec summary to officers after UEC meeting. **Action: CM**

9. **Any Other Business**

- VPE discussed with UEC the Pride in Hull event currently being organised by the University for 22nd July. LGBT+ Officer has been heavily involved with University, however he now requires staff assistance in organising and promoting the event. MSD agreed that HUU can provide support for the event and a meeting should be scheduled to discuss staff involvement. **Action: VPE/VPWC/MSD**
- VPWC raised the recent discussions regarding officer titles and the suggestions to remove 'Vice-President' from officers. MSD welcomed the discussion regarding officer titles and suggested a motion should be considered for Union Council.
- UEC approved the funding request made by VPWC to run his exam de-stress campaign.

10. **Reserved Business**

None reported

11. **Next Formal Meeting** – Wednesday 19 April 2017, 1pm.

UEC REPORT - WEEK ENDING 31 MARCH 2017

NAME: George Bainbridge	
I'd like to thank	<p>Tania Struetzel for her amazing work during the elections.</p> <p>All of the candidates for their hard work.</p> <p>Sam Page for chairing HullSTARS Advisory Committee.</p>
Things I'm proud of/ Marketing Update	Thoroughly enjoyed the elections week, very proud of all the candidates.
General updates	<p>HullSTARS Advisory board went well, although market is changing for both students and landlords.</p> <p>Student Progress Committee has agreed to allow me and John Watson to further explore the fit to sit policy.</p> <p>University Council was a great experience, I'd give the buffet at least an 8/10 even though I accidentally ate a vegetarian goujon.</p> <p>The training course in Manchester was certainly informative, especially the segment about CVs.</p>
Update on my objectives	<p>Community handbook has been handed to marketing, meeting has occurred to discuss marketing specifications.</p> <p>Agreed with the council the charity collections that will occur in early May, we have agreed some deals in terms of waste management and also involvement with charities.</p>
I need support with	The Charity collection event needs to have support from the union and also other officers, if it flops it may hinder our relationship with the council.

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
31/03/2017	40	5	Union Council Meetings in regards to student mesmac partnership	10%

UEC REPORT - WEEK ENDING 31st MARCH 2017

NAME: Matt Thorneycroft	
I'd like to thank	<p>Liz Pearce for being an exceptional Mentor.</p> <p>The Education Zone for being exceptionally supportive.</p> <p>Amy Jackson for her unnecessary level of mick taking of my 30 seconds of fame on TV.</p>
Things I'm proud of/ Marketing Update	<ol style="list-style-type: none"> 1. Another successful Online Course Rep Forum with 25 people attending 2. The first Student Voice Project Meeting was a great success 3. A very productive meeting of University Council 4. An interesting experience of being on Channel 4 News 5. PGR Students now have to submit digital copies of their final thesis instead of paying for printing and binding, which can save them up to 6 months of time and £150.
General updates	<p>I've spent a lot of time trying to bring back the work/life balance and so far had some good success.</p> <p>The final round of university meetings has started and so far been going well.</p> <p>University Council was very good, shame I can't do more of them!</p> <p>Elections was cool, need to review how we can improve on next year. The building this year though was awesome and much better than last year.</p>
Update on my objectives	<p>Technology</p> <p>I am now attending a virtual campus conference in April to see how iHull could develop further, which should be really exciting!</p> <p>The 'sectioning' aspect of iHull is being developed now and should be finished in the near future.</p>
I need support with	<p>I've noticed that I've had significantly less patience than before and I am being quite snappy. Any suggestions for that would be great and apologies in advance!</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
24 th Feb	40	14	Elections, Online Course Rep Forum, Student Sofa.	35%
3 rd March	40	8	Course Rep Forum, Tea Forum	20%

UEC REPORT - WEEK ENDING 31 MARCH 2017 *Your Union*

NAME: Matt Bramall	
I'd like to thank	The Entire Officer Team for their hard work with student engagement and promoting of elections. Vicky Dean for her support in great work with Trophy Pres and Tour planning. Liz Pearce – It's great to have you back in the office and thank you for the ongoing work with Lincoln moving forward to solve logistical and organisation issues.
Things I'm proud of/ Marketing Update	The officer team for being strong and continuing to work hard through a busy month. All in need of a well deserved break.
General updates	
Update on my objectives	Improving profiles of clubs on campus – The library have finally replied to my request for videos on their screens!! HUU Marketing are in the process of helping upload the videos to the correct platform. Improving Matchday Experience – Mascot Video to be filmed in the week I return from holiday. (13 th) Sport Facilities Investment – Work has recommenced on the Rugby 4g due to improved weather. Pavilion also progressing well. In the process of enquiring which clubs have applied to the excellence programme and how HUU can help them.
I need support with	As mentioned to Liz regarding officer work with mentors on our objectives, including a social event, when we return after Easter.

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
26/3/17	40	20	Election Week; Student Sofa, Tea Forums, AU Council, Trophy Pres and HUU Awards Nominations	50%
2/4/17 (on holiday at 12 on 31 st)	33	9	Club Meetings, AGMs, Tea Forums	27%

UEC REPORT - WEEK ENDING 31 MARCH 2017

NAME: Amy Jackson	
I'd like to thank	<p>Tania Struetzel for being absolutely incredible with everything to do with elections. Chloe Birr-Pixton and Vicky Dean for being wonderfully supportive in regards to society issues. George Bainbridge for being my tea and toast co-host. Ben Butler and David Simpson (DARO) for their support in organising the Media alumni event with myself and Josh.</p>
Things I'm proud of/ Marketing Update	<p>Media alumni day is coming up on Saturday 6th May, inviting back previous University of Hull students who have gone into careers in Film, TV, Radio and Journalism to give talks and deliver workshops. The VP Activities race was closely fought between the three candidates. Working with Josie to organise a societies awards ceremony, the first we've had in three years!</p>
General updates	<p>Arranged a meeting with Jeanette, Glenn and students from student action for refugees' society about the University of Hull's policies on refugee students. This will be happening after Easter and I shall be able to update UEC afterwards. I'm on holiday this week so if there's an activities emergency please let Chloe, Vicky or Angie know.</p>
Update on my objectives	<p>Reward and Recognition: Torch TV (plus special guests Bramall and I) shall be going to the NaSTA awards and conference this weekend, and are nominated in four different categories. HUU societies' awards are being advertised and societies are being encouraged to enter the national societies' awards. Employability: Media alumni event is happening! City of Culture Opportunities: Have requested to sit on the City of Culture legacy group to ensure that cultural opportunities continue for students next year.</p>
I need support with	<p>Making sure nobody bothers me whilst I'm on holiday.</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
24.03.17	45 (elections question time)	18	Elections!	40%
31.03.17	46 (Union Council, jailbreak info meeting)	10.5	Union Council, jailbreak info meeting, media alumni meeting, budget discussions, societies council, tea forum, STAR meeting	23%

UEC/SEC REPORT - WEEK ENDING 31ST MARCH

NAME: Si Hernandez	
I'd like to thank	<p>Becky Potter (Education Officer) and Kim Houghton (AU Varsity and Events Officer) – For helping gathering Liberation Education feedback and Scarborough Awards nominations.</p> <p>Catherine Mason (Student Experience Manager) – For her drive on following student feedback.</p> <p>Kathryn – For her help putting the Family Fun Day together.</p>
Things I'm proud of/Marketing Updates	<p>Receiving over one hundred responses for Liberation Education and over forty nominations for the Scarborough Awards.</p> <p>Met with Glenn Burgess to discuss potential impact of relocations during the transition.</p> <p>Worked with Health Care students to arrange feedback for the transition to be brought to the Campus Management Team.</p>
General updates	<p>Met with Getting It Right Team, to discuss suggestions for relieving exam stress awareness.</p> <p>Met with Scarborough Executive, discussed Scarborough Awards nominations and linking in with Wellbeing for stress awareness.</p> <p>Met with Governance Zone, where PTO recruitment was discussed.</p>
Update on my objectives	<p>Met the Campus Management Team, to discuss updates for the transition works.</p> <p>Gathered feedback for Liberation Education in both Scarborough and Hull.</p> <p>Led a breakout session in Union Council to discuss what PTOs think should be included in their training.</p>
I need support with	Putting the article together for HullFire.

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
31/03/17	41	6 (+ 2 w/ PTOs)	<p>Scarborough Awards, Liberation Education, Tea Forum, One-To-Ones.</p> <p>Plus Scarborough Executive, Governance Zone (PTOs).</p>	14.63%