

MINUTES OF UNION EXECUTIVE COMMITTEE MEETING
Held at 2pm on Tuesday 6 September 2016

Present: President (Chair), Vice-President Scarborough (VPSc), Vice-President Sport (VPS), Vice-President Welfare & Community (VPWC)
Attending: Administration Co-ordinator (AC, minutes)

1. **Apologies**
Received from Vice-President Activities (VPA), Vice-President Education (VPE), Chief Executive (CEO), Membership Services Director (MSD) and Marketing & Communications Manager (MCM).
2. **Minutes of previous meeting**
Approved as a correct record
3. **Matters arising - see attached**
 10. VPWC brought a draft Equality and Diversity policy to UEC for feedback, President asked if the policy is for students or staff. VPWC to meet with HR Manager (HRM) to look at a similar policy for staff. **Action: VPWC**
President to speak to CEO about taking the draft Equality and Diversity policy to a formal Senior Management Team (SMT) meeting. **Action: President**
4. **Zone reports – circulated and taken as read** (see attached)
 - b) **Vice-President Welfare & Community**
 - VPWC has started planning for a 2 day Festival of Wellbeing event in February. The event will cover healthy eating and mental health, VPWC is hoping to have cooking demonstrations/lessons, meal ideas and weekly shopping planners on the first day. VPWC and VPS to consider how sport and the Athletic Union can be included in the festival. **Action: VPWC/VPS**
 - VPWC to send an idea of the event to VPSc so it can be adapted for the Scarborough campus. **Action: VPWC**
 - f) **Vice-President Scarborough**
 - VPSc is working with MSD to resolve issues with students using minibuses for Give It a Go and sporting events.
5. **Chief Executive & SMT update** - none reported
6. **Items for Discussion**
 - a) **Office Space**
 - Not discussed.
 - b) **GIAG & WelcomeFest Events**
 - UEC looked at the full events programme for WelcomeFest, Officers expressed their interest in engaging with students at events and leading Give It a Go (GIAG) events.
 - AC to put all events in Student Officer calendars. **Action: AC**
 - c) **Lecture Shouts**
 - UEC agreed to present lecture shouts across WelcomeFest, VPS would like to attend lectures within the Politics department. President and AC to co-ordinate attendance at lecture shouts and put in calendars. **Action: AC/President**

d) **NUS Demo**

- President provided some background to the NUS demo on 19 November in London. President to circulate full details of the NUS demo to UEC, a decision on whether or not to support the demo will be made via email. **Action: all**

7. **Impact Reporting** – none reported

8. **Any Other Business** – none reported

9. **Reserved Business** – none reported

10. **Next Formal Meeting** – Tuesday 20 September 2016, 2pm

UEC REPORT - WEEK ENDING 2 SEPTEMBER 2016

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

NAME: Matthew Bramall	
I'd like to thank	<p>Liz Pearce (Membership Services Director) – For running a brilliant Mental Health Awareness Session.</p> <p>Paula Beavis (Finance) – For being extremely helpful with an issue regarding a payment into club account.</p> <p>The officers – For offering advice on not overthinking things and going round in circles in meetings: Got a long way to go with it but you've been really helpful.</p>
Things I'm proud of	Feeling refreshed following break – was able to not think about work at all.
General updates	<p>Since last formal report I don't have much to report here as I was away.</p> <ul style="list-style-type: none"> - First week back is mainly catch up. - Wednesday pm meeting with SFC to finalise training/taster session.
Update on my objectives	<p>As above.</p> <p>Objective Updates with Marketing – Trello & UEC</p> <ul style="list-style-type: none"> - When I submit UEC formal reports – copy updates to trello.
I need support with	Helping to simplify issues in meetings and not overthinking.

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
28/08/2016	0 (holiday)	0	0	0

UEC REPORT - WEEK ENDING 2 SEPTEMBER 2016

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NAME: George Bainbridge	
I'd like to thank	<p>Toni (HullSTARS) for accompanying me to the Portland Hotel and Pacific Court to review the situation on accommodation.</p> <p>Martin Batstone and the Membership Services team for being so supportive of my Festival of Wellbeing project.</p>
Things I'm proud of	<p>Concreting my objectives. Finalising the accommodation issues with Pacific Court. Festival of Wellbeing getting approval.</p>
General updates	<p>I had a meeting with Martin Batstone and members of the Membership Services team. They were very supportive and very enthusiastic about the idea, essentially stating that they will help me out wherever they could, even going as far as offering to organise a joint budget! After discussing my plans they are going to organise getting all of the external companies as well reducing my workload significantly.</p> <p>After reviewing it would seem that Pacific Court have made some considerable changes from last year. They rated three stars out of five as opposed to their former zero, they also seemed to have ambitions to reach four. Although The Portland achieved a rating of five and also offered free bus passes for students.</p> <p>I have completely finalised my three primary objectives:</p> <p>The Festival Of Wellbeing Charity collection Supporting liberations to run four campaigns out of the campaign budget, which brackets:</p> <p>Black History Month LGBT Night Cyberbullying video International women's day</p>
Update on my objectives	Sorted them out
I need support with	Organising the Festival of Wellbeing I will require the help of all the Student Officers to get aspects of all of their zones involved.

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

UEC REPORT - WEEK ENDING 26 AUGUST 2016

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

NAME: Amy Jackson	
I'd like to thank	Liz (Membership Services Director) and Chelsea (Research & Campaigns Co-ordinator) for their work on the HUSAH external speakers form that we've now been able to approve. Fran (Ents) for helping me out with booking in a mature student event I was asked about. Kevin (Finance Manager) for being as wonderful as always in explaining finance to me in a way I can understand.
Things I'm proud of	After a really productive meeting with Martin Batstone the first Faith Forum of the year has been planned and all attendees have been informed. Gilbert and Sullivan Society for winning five awards at the international Gilbert and Sullivan Awards. Members of Torch TV for all their hard work on set for the short student film Cash in Hand. Dani and Jess for being fab representatives at the RAG conference this week.
General updates	Societies training has been planned – just waiting for room bookings to become available in September.
Update on my objectives	Reward and Recognition – Societies accreditation due to go into design this week, already had conversations with Charley as to how it will look on the website. Employability – Still waiting for Norman Day to return from leave, however have more of a direction in regards to how degree+ would look – need to discuss with Norman who has ownership of the project. Engagement – RAG, Media and SEC all working on their marketing for WelcomeFest and semester 1.
I need support with	Making sure everything I'm getting ready for the new semester is simple and easy to understand.

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
26/08/16	40 (Monday afternoon in lieu made up by clearing weekend)	6.5	Clearing weekend, engaging with international students asking questions and helping with Netball affiliation with Vicky and Matt B out of the office.	16.25%

UEC/SEC REPORT - WEEKS ENDING 2 SEPTEMBER

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NAME: Si Hernandez	
I'd like to thank	Jon Day – For his engaging sessions on volunteers, this content will undoubtedly shape part of the Scarborough Exec training.
Things I'm proud of	Being on top of the workload.
General updates	<p>Continued developing the social calendar for Achieve 2016 with Adele Duffield (Student Success Advisor) and Gill Brown (University Marketing). This will be communicated in leaflet form, when they arrive for the week. HUU are hosting a quiz, karaoke, and games night in Calvino's.</p> <p>Began putting together Scarborough Exec training, which involved a series of projects that each Exec can pick up. The training sessions will be across two days at the end of September. It might be worth co-ordinating a day in Hull to show them around HUU and meet the team.</p> <p>Attended the Jon Day session on motivating volunteers, this proved to be very useful.</p>
Update on my objectives	<p>Discussed ideas for how joint community and student activity groups might work. One suggestion is where it is not possible to have it on campus, we can offer discounts to established groups in the town.</p> <p>Currently working with Campus Sport and Active Coast and Country further our participation sport programme. Awaiting feedback from students via an online poll.</p> <p>Have begun planning the Student Forums, which will replace the Rep Forums and Open Forums. Room bookings are clear, have contact Jack Baldwin (Marketing) with brief for poster designs to go with them. The Forums will not start until November.</p>
I need support with	With the changes to mini-bus driver requirements, all the mini-bus volunteers are no longer qualified to drive. This will have a huge impact on both WelcomeFest and our GIAG calendar.

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
26/08/16	33 (Monday off, bank holiday).	N/A	N/A	N/A

UEC/SEC REPORT - WEEKS ENDING 19TH AND 26TH AUGUST

NAME: Si Hernandez	
I'd like to thank	Active Coast and Country – For their willingness to bring participation sport to campus. Marketing (both HUU and University) – For all their support with WelcomeFest and Achieve 2016 materials respectively. Campus Management Team – For good feedback during our catch up meeting.
Things I'm proud of	Very productive week, I'm proud of all of it.
General updates	<p>Spoken with Active Coast and Country. They are a community initiative who specialise in participation sports. We discussed plans with them to work with HUU and Campus Sport to provide a programme of events on campus.</p> <p>Met with Sant'Angelo Events leaders. Talked about plans for the We Are Scarborough event, which they will be providing music for, to be budgeted with the University. We also discussed events during WelcomeFest and where they will be providing opportunities.</p> <p>Put together content for the WelcomeFest booklet. With the events planned, I edited the content by adding details and blurbs, as well as information of the Scarborough Exec and campus staff.</p> <p>Spoke with Jackie regarding objectives for the year. This was a constructive session, helping to ensure a plan going forward.</p> <p>Liaised with Amy (VPA), Josh Baker (HullFire), and Chris Knott (Chair SEC) regarding how we could link up the Activities Zone in Scarborough. Ideas including visits from Torch TV and cross campus societies.</p> <p>Worked with George (VPWC) to advance the Equality and Diversity policy. This seems to be taking shape.</p> <p>Worked with Adele Duffield (Student Success Advisor), regarding a social events programme for Achieve 2016. This is a week of employability workshops, open to students from both Scarborough and Hull. The events programme itself consists of quiz, karaoke, and games nights.</p> <p>Had a catch up meeting with the Campus Management Team. This proved very productive, as plans for staff contingency, feedback procedures, and budgets are emerging.</p>
Update on my objectives	<p>Objectives have now been established. See below for an overview of each.</p> <p>Objective One: Lobbying to ensure academic contact time and staff contingency standards are upheld in the final year of the transition, by chairing a series of Student Forums from October to April.</p> <p>Objective Two: Increase campus vibrancy by improving links with local events, sports, and common interest groups (aka, activity groups), with an established selection of a minimum of four by the end of semester one.</p> <p>Objective Three: Increase awareness of equality and liberation on campus by the end of semester two, by addressing issues of minority groups and how society reacts to such.</p>
I need support with	Keeping up this level of productivity.

ENGAGEMENT BREAKDOWN

Week ending	Total hours worked this week	Hrs spent engaging with members (ie time spent face to face with students)	Type of engagement (description)	Engagement hrs as % of total hrs
19/08/16	41	N/A	N/A	N/A
26/08/16	N/A (Holiday)	N/A	N/A	N/A