

MINUTES OF UNION EXECUTIVE COMMITTEE MEETING
Held at 2pm on Tuesday 7 March 2017

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

Attending: Membership Services Director (MSD), Communications Manager (CM), Executive Support Co-ordinator (ESC, minutes)

1. **Apologies**
Received from Vice-President Scarborough (VPSc) and Chief Executive (CEO).
2. **Minutes of previous meeting**
Approved as a correct record.
3. **Matters arising - see attached.**
 - 3) VPWC advised that the Research & Campaigns Co-ordinator is unable to research student engagement opportunities at other universities due to a high workload and the number of surveys currently taking place. MSD to see if there is capacity elsewhere in the SVOT team for this research. **Action: MSD**
 - 4c) VPS and MSD reviewed support for Varsity. VPS to ensure staff and Officers are aware of sports events, to provide support as required.
 - 6) VPA will attend the Talk Scarborough event on 14 March, VPE is hoping to attend the April event. VPWC and VPS to check their availability and confirm with VPSc. **Action: VPWC/VPS**
4. **Zone reports – circulated and taken as read (see attached)**
 - a) **Vice-President Welfare & Community**
 - VPWC updated on the success of the litter pick in the Newland area last week, feedback from residents has been positive.
 - MSD recommended VPWC works with Volunteering Co-ordinator to create fundraising links with charities as part of the community handbook project. **Action: VPWC**
 - VPWC and VPSc have now completed a poll to establish the main issues facing students from an equality perspective. SVOT assistants will be collating the data, VPWC and VPSc will then aim to resolve these issues.
 - b) **Vice-President Education**
 - UEC asked VPE what support they can offer; VPE has reviewed projects and has been unable to delegate any further work. Any availability in the calendar is often filled by student engagement or unscheduled urgent meetings.
 - VPE is reviewing academic representation alongside the outcomes of the Student Voice Project and Governance Review.
 - c) **Vice-President Sport**
 - VPS is returning his focus to objectives now Varsity has taken place. VPS will share ideas and objectives with Officers, to consider any possible joint projects.
 - d) **Vice-President Activities**
 - VPA has started work on a Student Opportunities project, to raise awareness of the services offered by HUU to staff within the University. VPE has highlighted the project with members of the University Executive Group. VPE added that approval has been sought for HUU posters to be displayed in faculty hubs.

- VPA is meeting with Student Recruitment, to explore the involvement of sports teams and societies to improve the atmosphere on campus during applicant and open days.

e) **Vice-President Scarborough**

- Officers to clarify the support required with Student Sofa tea forums. **Action: Officers**

5. **Chief Executive & SMT update**

- MSD and HRM visited Durham Students' Union to review their learning and development practice. MSD learnt more about their approach to student employability.
- SMT are working on health and safety, ensuring all staff receive appropriate training for their roles; with completed training being recorded on People HR.
- SMT are reviewing budgets in line with the objectives set by staff during their performance reviews.
- FRM attended a SUMS stakeholder meeting in Lincoln, and will now review other functions that HUU could use.

6. **Direction of Organisation**

- VPE was concerned about the retention of Part Time Officers (PTO). UEC were keen to improve the information given to successful candidates as part of their training for this year. VPS added that some PTO roles require a set number of hours each week.
- VPA suggested implementing a volunteer agreement, were a PTO would agree to dedicate a set number of hours to the role each week, along with a list of key responsibilities to complete. VPE queried the effectiveness of using an agreement and the consequences if a volunteer did not adhere to the agreed terms. VPA suggested linking responsibilities to manifestos, so PTO's can be held to account. MSD to discover whether other Students' Unions use volunteer agreements and how these are implemented. **Action: MSD**
- VPE reiterated the importance of PTO's understanding their role at the time of election, a more comprehensive guide to the responsibilities of the role should be included in information packs in future years. CM suggested including updated lists within information provided to new PTO's once they have been elected or during training. MSD reminded Officers that core role information is included in all Standing Orders, which can be found online.
- VPWC agreed to review the responsibilities of PTO's, to identify the core elements of a PTO role and the additional variations between roles. UEC agreed that this could be done alongside VPSc's ongoing work to PTO training. **Action: VPWC**
- UEC agreed that a PTO handbook on the basic elements of the roles could be created and uploaded to the website, for all volunteers to view. MSD reminded Officers that some Standing Orders may need updating to accurately reflect role responsibilities.

7. **Items for Discussion**

a) **Elections Engagement & Nominations**

- The Officer team agreed to prioritise engaging with students throughout the nominations and voting period of elections. ESC to ensure key voting dates and the results night event are in all Officer calendars. **Action: ESC**
- CM suggested visiting The Lawns, following the recent positive response to RYU promotion there.

b) **February Volunteer of the Month**

- UEC considered a large number of nominations for February. UEC agreed there would be two volunteers of the month; Kim Houghton for her work on Varsity and Rebecca Devine for hosting the first Post-Graduate Research Forum.

c) **Trustee Board & AGM**

- VPE gave an overview of arrangements for the AGM this week, VPE will be presenting the AGM, along with the Deputy Chair of Union Council. Officer team to promote the AGM to students and volunteers within their zone. **Action: Officers**

- VPA reminded Officers to meet with their Student Trustee buddy to review papers prior to Board and sub-committee meetings. ESC to ensure all Officers know who their buddy is. **Action: ESC**

d) **Campaign Funding Request**

- VPWC went through the detail of his campaign funding request to purchase banana costumes for the Officer team to wear while handing out fruit and bottled water during exam period.
- VPWC clarified that £75 would be required to purchase 5 costumes; with a further £100 requested to cover the cost of fruit and bottled water. A total spend of £175 was approved by UEC.
- VPWC & Officer team to seek permission from the University to hold the event in the library or exam spaces. **Action: VPWC**

8. **Marketing Update**

- The first Student Officer newsletter will be circulated on 17th March. CM encouraged Officers to consider names for the newsletter. **Action: Officers**
- At the most recent monthly staff meetings, Digital Communications Co-ordinator (DCC) gave an update on the website redevelopment.
- There are a number of staff from the Marketing department off ill this week.
- CM is outsourcing the website and social media for End of Year Ball.
- A poll to shortlist alumni for the cultural themed Walk of Fame opens online this week. The most popular 10 options will feature in the display on the ground floor of Student Central. The poll will close before the start of the elections voting period.
- HUU Awards nominations are now open, artwork for the event is the same as last year. Officers were encouraged to nominate students for awards, and to promote nominations to students.
- Preparations are continuing for Fringe Friday's, Officers to let VPA know if they have any students who would like to perform. **Action: Officers**
- VPWC asked if it is possible to amend or remove signage around the first floor that no longer shows the correct information.

9. **Any Other Business**

None reported

10. **Reserved Business**

None reported

11. **Next Formal Meeting** – Tuesday 21 March 2017, 2pm.

UEC REPORT - WEEK ENDING 3 March 2017

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

NAME: George Bainbridge	
I'd like to thank	Jeni Day and Samantha Page for co-organising the spring clean up. The Boathouse for the free drinks and food.
Things I'm proud of	Fifteen students coming to volunteer for the Spring clean-up and local landlords, council staff and University staff! Si and I getting a strong amount of polls and student feedback regarding the liberation education campaign.
General updates	As previously mentioned the spring clean-up was a massive success.
Update on my objectives	Festival of Wellbeing is complete. Support four Liberation campaigns: Three completed, International Women's day is 8 th March, which I am supporting. Community Handbook: Content is still being reviewed, yet steady progress is still being made. Charity Collection: Research complete, I will be contacting local charities over partnerships shortly.
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
03/03/17	40	22	Varsity Liberation Education Spring Clean Up	55%

UEC REPORT - WEEK ENDING 3 MARCH 2017

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NAME: Matt Thorneycroft	
I'd like to thank	Jackie Berry for her supportive comments throughout my University Exec meetings. Tania Struetzel for her hard work on the Education Survey launch and preparation work for Elections.
Things I'm proud of/ Marketing Update	<ol style="list-style-type: none"> 1. Education Survey Launch with over 200 responses on the first day. 2. iHull development is going well and we are looking at the push notifications for timetable changes. 3. The Student Voice Project initial proposal has been sent to the University for review and consultation.
General updates	<ul style="list-style-type: none"> • Student Voice Project on point! • Senate presentation went well and was well received by the University. • NSS conversations are ongoing with the University, but so far there doesn't seem to be any feedback from students regarding it. • Organising innovative teaching focus groups with Course Reps and TEL – particularly in regards to technology and digital practice. • Reviewing all HUU academic representation positions in terms of roles and remits.
Update on my objectives	<p>Technology</p> <p>iHull is being developed and I'll be having further conversations regarding the Students' Union tile. We should be able to get the 'Homepage' of the tile sorted so students will have three options: HUU Homepage, Your Idea Scheme, and Representation.</p>
I need support with	It would be nice to have a life and go to the gym again.

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 February	56	12	Union Council, Online Course Rep Forum, Student Sofa.	22%
3 rd March	50	7	Education Survey Launch, meeting VPE Candidates, meeting Students regarding representation issues.	14%

UEC REPORT - WEEK ENDING 6/3/2017

NAME: Matthew Bramall	
I'd like to thank	Officer team for advice on my other projects Tania Struetzel for her support when I'm stressed.
Things I'm proud of	The support offered by staff, officers and exec before and during Varsity.
General updates	AU Council on 7 th March – To include debrief of Varsity & Elections Push. Defeat at Varsity. Over 500 students, mainly international, made it to the Hull City game last week; response appears to be overwhelmingly positive. Have requested a list of upcoming partnership events in the interest of HUU. Trying to arrange another Code of Conduct Working Group meeting. Finalising Sports Alumni Event with Ben Butler. 3 Teams in Finals this Wednesday.
Update on my objectives	Improving profiles of clubs on campus – Nothing to update. Improving Match day Experience – Nothing to update. Sport Facilities Investment. Sports Hall Build approved. FAQs to be distributed at AU Council.
I need support with	My objectives – February was incredibly busy and I wasn't able to dedicate the time I'd have liked to building my objectives. I will be allocating some time of my own to brainstorm new things, but would welcome any further input.

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
5/3/17	22 (Away 2nd & 3rd)	20	9	45%

UEC REPORT - WEEK ENDING 3 MARCH 2017

NAME: Amy Jackson	
I'd like to thank	<p>Emily Normington for her support in organising the trustee interviews. Everyone who took part in the interviews for both student and external trustees.</p> <p>University SMT for involving us in the Vice-Chancellor recruitment process.</p> <p>Patrick John for meeting with Matt T and I to discuss working together in supporting events.</p> <p>Ben Butler for his work on the media alumni event.</p> <p>Marianne Lewsley-Stier for agreeing to provide support for a student film project.</p> <p>Matt Bramall and The AU Exec for a fantastic Varsity.</p>
Things I'm proud of/ Marketing Update	<p>Fringe Festival had a fantastic two week launch period, I couldn't be prouder of everyone who helped, supported and took part, it gave such a wonderful atmosphere to downstairs!</p> <p>Matt T and I met with Vice-Chancellor candidates and presented our opinions and findings in order to hopefully influence the final decision.</p> <p>Hullfire Radio now has two engineers after a successful interview process.</p> <p>Took part in trustee interviews, interviewing some great candidates.</p> <p>Details of the media alumni event have been finalised – just waiting on confirmation from speakers.</p> <p>Torch TV in collaboration with the film department are being given funding and support for a film project they are doing telling a story based in Hull.</p>
General updates	<p>Met with Patrick John and will be looking at how we work with the University equality and diversity team as most of their work currently concerns staff.</p> <p>Have had two VPA candidates shadow me so far.</p> <p>Met with P&MM, a company that provides rewards and perks.</p> <p>Still working on a solution to room bookings.</p> <p>Started a new project on how to ensure that University members of staff are aware of the services we provide and can pass this knowledge on to students.</p>
Update on my objectives	<p>Membership: We have engineers for Hullfire Radio!</p> <p>Reward and Recognition: Torch TV have submitted a number of nominations for NaSTA and I am currently in conversation with Birmingham SU who are hosting, in regards to securing tickets. Submitted a number of volunteer of the month nominations, as our volunteers have worked exceptionally hard this month!</p> <p>Employability: Media alumni event is planned, waiting to know the response from alumni and then we will be allowing people to book their places through SUMS. Still in conversation with Hannah Cooper about rewarding students for their volunteering in the Students' Union.</p> <p>City of Culture Opportunities: Fringe Fridays are now up and running – still looking for performers. Crystal Clear have been given funding for their 12 year anniversary event. Torch TV have been given funding and support for their Hull-based film project.</p>
I need support with	<p>My new student opportunities project.</p> <p>Finding performers for Fringe Fridays.</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
24/02/2017	40	17	Fringe Fest, Rate Your Union, Student Complaints Panel, Hullfire engineer interviews, student trustee interviews, meeting with chair societies.	42.5

03/03/2017	40 (Day off Friday covered by Varsity)	16	Varsity, Student complaints panel, VPA candidate shadowing, student meetings with alumni and culture campus.	40
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UEC/SEC REPORT - WEEK ENDING 3RD MARCH

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

NAME: Si Hernandez	
I'd like to thank	<p>Matt Bramall and the AU Executive – For all their efforts during Varsity.</p> <p>Kathryn – For keeping our spirits up, no matter what comes along through the latest episode of the transition.</p> <p>George and Connor Massey (Co-LGBT+ Officer) – For all their help with Liberation Education.</p>
Things I'm proud of/Marketing Updates	<p>Received over fifty responses in around two hours for Liberation Education. It was great to see how eager people were to get involved.</p> <p>Attended Senate, where Matt Thorneycroft delivered a great presentation about the Student Written Submission.</p> <p>Caught up with Ally Dunhill (Associate Dean Student Experience for FACE) to discuss Academic Support Tutor processes and HUU Elections.</p>
General updates	<p>Supported Varsity, by overseeing students competing in athletics, football, and swimming.</p> <p>Attended Governance Zone, where the impact of the Zone was discussed.</p> <p>Promoted the International Women's Day trip to the Hull Campus, where students will have will be to fundraise for ActionAid.</p> <p>Begun making a plan for social events for the rest of the semester.</p>
Update on my objectives	<p>Caught up with the Campus Management Team, to discuss student feedback around the transition.</p> <p>Collected feedback for Liberation Education.</p>
I need support with	Co-ordinating the Student Sofa "tea forums".

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
03/03/17	46	11	Varsity, Governance Zone, Liberation Education.	23.91%