

MINUTES OF UNION EXECUTIVE COMMITTEE MEETING
Held at 2pm on Tuesday 16 February 2016

Present: Vice-President Education (Chair) (VPE), Vice-President Activities (VPA), Vice-President Sport (VPS), Vice-President Welfare & Community (VPWC), Vice-President Scarborough (VPSc)
Attending: Chief Executive (CEO), Membership Services Director (MSD), Marketing & Communications Manager (MCM), Administration Co-ordinator (AC)

1. **Apologies**
Received from President
2. **Minutes of previous meeting**
Approved as a correct record.
3. **Matters arising**
 - VPA and MSD to clarify the roles and responsibilities of UEC with HUSAH president. **Action: VPA & MSD**
 - VPA to invite HUSAH president to meet with VPA and VPWC to explain the external speaker decision made by UEC on 19 January 2016. **Action: VPA**
4. **Sabbatical Engagement**
Not discussed.
- 5 – 10 **Zone reports – circulated and taken as read** (see attached)
6. **Sports Zone**
 - The price of the sports pass is being reduced to encourage more students to join sports teams. VPS to inform marketing for use in the impact report. **Action: VPS**
 - The sports tab is now live on hullstudent.com, VPS thanked Digital Communications Co-ordinator.
8. **Activities Zone**
 - Students from the Scarborough campus will be attending the media event on 17 February.
 - The fundraising target for RAG week has been met. The total amount raised will be announced once counting has finished.
9. **Scarborough**
 - VPSc has received complaints from staff and students about the Faculty of Education and the Business School, VPSc to bring these to the attention of Glenn Burgess before the open forum event this week.
11. **Chief Executive & SMT**
 - Rate Your Union survey is launched this week, Sabbs to promote online. **Action: Sabbs**
 - Impact report will now be online and will be updated every 2 months.
 - MSD will be visiting other students in the next few weeks, including Leeds Metropolitan and York St John.
 - CEO is working with Finance Manager on making the year end report and accounts easier to read.
 - A new external trustee has been appointed, Stuart Ferguson will take over from Andrew Gurr. CEO is also working with the Business School to find local people with relevant experience to sit on the Finance, Audit and Risk Committee.

12. **Any Other Business**

a) **Associate & life membership application**

- It was agreed that the administration fee would go into the coaching fund or societies grant, depending on the member's reason for joining. MSD to talk to Finance Manager to check whether associate membership administration fees paid in June or July can be carried over to the next financial year. **Action: MSD**
- Life memberships were approved for Katie Henson and David Ager. Associate membership was also approved for Alexander Findlay, a student at a partner institution.

b) **Awards proposal**

- Sabbs proposed paying for commercial staff to wear uniforms to be used for award ceremonies and formal events. This was agreed in principle, VPA asked that once a uniform quote has been obtained, it is circulated to UEC for formal approval. Commercial Services Director (CSD) to look into the possibility of using sponsorships to pay for the proposed uniform for commercial staff. **Action: CSD**

13. **Reserved Business**

Reported separately

14. **Next Formal Meeting**

Tuesday 1 March 2016

UEC/SEC REPORT - WEEK ENDING 5 FEBRUARY

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>Kathryn – For finalising preparations for the WelcomeFest Reunion and RAG Week.</p> <p>Sue Hull (CEMS) – For helping promote The Deep trip to CEMS students.</p> <p>Matt and the Education Zone volunteers – How coming up and promoting the Education Survey and SLTAs.</p> <p>The Exec – For all their help during the Welcome Back Fair and Quizaoke.</p>
Things I'm proud of	Promoting WelcomeFest Reunion, through social media and lecture shout outs.
General updates	<p>Attended Board Buzz, where final preparations for WelcomeFest Reunion events were discussed.</p> <p>Promoted the Education Survey with Matt and some of the Education Zone volunteers. We received over forty completed surveys in one day.</p> <p>Discussed issues within SCHCS (Scarborough Centre for Health Care Studies) and Faculty of Education in Scarborough with Alison Purdy and Wendy Joliffe respectively.</p> <p>Attended Trustee Board, discussing how services could be utilised better between HUU and the University.</p> <p>Hosted the first Quizaoke night of the semester. Quizaoke is a combination of pub quiz and karaoke session.</p> <p>Discussed campus plans at SCEX (Scarborough Campus Executive) Committee regarding transition and NSS. Presentation slides have been sent to HUU and HoDs to communication to students.</p> <p>Have collected all raffles donations for RAG Week. The "Scarbstudent" Snapchat is now up and running, which will also feature as part of a photo exhibition.</p> <p>Promoted and sold tickets for the Stephan Joseph Theatre and GIAG The Deep/Asylum trips.</p>
Update on my objectives	Lecture shout outs have begun taking place for the semester.
I need support with	Co-ordinating RAG events.

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
05/02/16	39	3	Lecture shoutouts, Quizaoke.	7.69%

UEC REPORT - WEEK ENDING 5 Feb 2016

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

NAME: Ashleigh Davies	
I'd like to thank	Chloe Reid (Advice Centre Advisor) – for always being able to help me whenever you can! Sally Bates – without you, this week wouldn't have happened with the trustee interviews. Thank you! Matt Evans (VP, Education) – constant support. Louise (Membership services assistant) - for your help with SHAG this week.
Things I'm proud of	SHAG Day – This was extremely successful and worked really well. Getting to know external trustee applicants.
General updates	Attended my first Task and Finish group this week. It's really exciting going to a meeting about placements as I can give a student perspective, and a personal perspective. Board was productive. It's a shame to see the input coming from the same members of the team, but at least we get our voices heard, and the students are at the heart of our decision making.
Update on my objectives	Mental Health – I have a meeting with careers next week to finalise the content for our employability session. Housing – Housing Fair report is complete – I'll send this round☺.
I need support with	Writing a lot of policy – so just making sure I don't get distracted.

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
5/2/2016	37	10	Fairs, SHAG, Big Fun	



UEC REPORT – WEEK ENDING 12 February 2016

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

NAME: Matt Evans	
I'd like to thank...	<p>Jacob Zobkiw (Education Co-ordinator) & Chelsea Baxter (Research & Campaigns Co-ordinator) for helping in the planning of the feedback campaign and the first week of the semester with the SLTA push and the trip to Scarborough – They've been super helpful!</p> <p>Emily Normington (Admin Co-ordinator) and Sally Bates (PA to CEO) for all of their amazing help to make sure I'm in the right place at the right time.</p>
Things I'm proud of...	Getting Jeannette Strachan (URS) to come to Union Council to talk to students about the Shape and Size Review.
General updates...	<p>Lots of catching up with University staff at the minute in faculties regarding course reps and general education things.</p> <p>Shape and Size response is ongoing and is taking up a lot of time. Student comms have gone out from University and from HUU, I am collating responses into an FAQ sheet for the University to respond to students with.</p>
Update on my objectives...	<p>350 education survey responses.</p> <p>300 SLTA nominations.</p> <p>Feedback campaign day went well, with Matt-about-Campus focused all on promoting the feedback charter.</p>
I need support with...	Keeping on top of work when in the office especially now deadlines are looming for papers and presentations for Senate and S&S.

ENGAGEMENT BREAKDOWN

Week ending	Total hours worked this week	Hrs spent engaging with members	Type of engagement (description)	Engagement hrs as %
12.02.16	38 (Friday off)	6	Pancake day, Education Zone photo	15.79

UEC REPORT - WEEK ENDING 12 February 2015

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

NAME: Kathleen Brook	
I'd like to thank	Vicky Dean (Sports & Societies Co-ordinator) for all of the work she puts in to keep societies running. Louise Gilpin (Membership Services Assistant) for helping with so much. Angie Drinkall (Volunteering Co-ordinator) she has been my rock during the past week and RAG week wouldn't have happened without her. Jack Taylor-Stafford, Charley Ivill and Georgia Van Der End (Marketing) for all of their work on the HUU Expo, they've really helped me pull this together. RAG Committee for their tireless efforts over the past week, it was incredibly tough but they should all be so proud.
Things I'm proud of	Finalising HUU Expo plans. RAG Week – the final total is over £5500 – final total TBC. Teamwork – I feel as though we've all really pulled together over the past few weeks.
General updates	Media Expo on Wednesday – the event has been finalised and just requires more promotion. Activities awards theme has been chosen, and work has started on the final plans for the event, nomination forms should go out this week. The City of Culture volunteering meeting is looking very promising, there will be lots of opportunities for students to get involved. Standing orders are being rewritten across the whole zone, and with hopefully cover all the current inaccuracies. Many societies have started to hold balls and large scale trips and events, with society stripes in mind, we are also seeing many guest speaker forms coming through. Faith Forum was successful, with students motivated for faith awareness week in April.
Update on my objectives	I'm currently in the process of writing a dialogue and analysis for my objectives, which I will bring to the next informal UEC.
I need support with	Media Expo – please help me to get as many people there as possible!

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
12/02/16	40+	20+	Stalls, flyering, fundraising, supporting volunteers, candidate meetings	50%+

UEC/SEC REPORT - WEEK ENDING 12 FEBRUARY

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	The Exec – For all their work promoting RAG, as well as supporting each other's remits. RAG Donators – Everyone who donated and gave for The Rainbow Centre.
Things I'm proud of	RAG Week – With all the food and clothing donations, we also raised £145.54.
General updates	<p>Supervised at WelcomeFest Reunion events including the cinema night in town, trip to The Deep and Asylum (Friday pm, Saturday am and pm).</p> <p>Launched RAG Week via the charity raffle, which included donations from local business and staff. As part of the launch, was our Snapchat challenge, where people would take pictures as part of our gallery and the one of the most donations (or "votes") won HUU vouchers.</p> <p>Attended RAG events including Open Mic, the Treasure Hunt and Extreme Karaoke. Extreme Karaoke consisted of Sports Day style relays students participated in whilst singing.</p> <p>Have been speaking with a lot of students regarding complaints against the University. Several students from HUBS and Education have been visiting the office throughout the week regarding department and transition problems. It seems lecturer access, feedback and approachability are proving problematic at a high level. A number are looking into further action. I have passed these concerns onto Giles and Karen Thornton (Operations Manager), regarding how we can approach academic staff.</p> <p>RAG came to a close with the Bed Push. We collected a number of food and clothing donations from staff before stopping at Tesco where the Manager donated six trays worth of food, before taking our donations and collections to The Rainbow Centre.</p>
Update on my objectives	A Diversity Day has been planned for 19 th February, where "What does diversity mean to you?" will be the theme.
I need support with	Preparing for the Open Forum. Students have been submitting questions already asking for refunds from the University.

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
12/02/16 (Including Friday pm and Saturday am and pm.)	51	18	RAG Week, HUBS students, SSE students.	35.29%