



UNION EXECUTIVE COMMITTEE MINUTES

Tuesday 15th January 2019 2pm

Present: Osaro Otobo, President of The Students' Union (PRES); Andrew Costigan, President of Welfare & Community (PWC), Nicholas Wright, President of Sports (PS), Isobel Hall, President of Education (PE), Thomas McNamara, President of Activities (PA)

Attending: Jane Stafford, Chief Executive (CEO), Rachel Kirby, Marketing and Communications Manager (MCM), Leanne Spencer, Administration Co-ordinator (AC)

1. Apologies

Liz Pearce, Membership Services Director (MSD).

2. Minutes of previous meeting

Taken as read.

3. Matters arising

- PS confirmed BUCS conference details regarding mental health to be sent to PWC. **ACTION: PS.**
- PWC and PA confirmed PTO budgets will be circulated. **ACTION: PWC and PA.**
- PWC updated group on associate life memberships for LINKS. PWC to approve memberships going forward.

4. Chief Executive & SMT update

- CEO will be attending a workshop on the building plans for the Student Union and suggested that the President Team attend.
- CEO discussed how Lincoln University worked with their leaders, CEO and MSD will bring on update on this to the next formal meeting. **ACTION: CEO and MSD.**
- CEO delivered an update on the next president residential.
- CEO summarised governance works and will share with the president team by Thursday 17th January. **ACTION: CEO.**
- CEO making progress on the Trustee Handbook.
- CEO and MCM delivered an update on the End of Year Ball.

5. Marketing Updates

- MCM reviewed Student Pulse and will email results to President Team. **ACTION: MCM**
- MCM said that social media over Christmas was very positive.
- MCM delivered an update on the Digital Media Strategy and suggested looking at how students use digital media.

- CEO questioned how MCM would like the President Team to get involved; MCM will be putting dates in President Teams' calendars for a meeting to discuss it further. **ACTION MCM.**
- MCM requested as much support as possible for Welcome Fest from the President Team.
- MCM informed group about the Celebratory Dinner for Team GB.
- MCM delivered communications update.
- MCM updated group on Brand Brunch. MCM asked President Team to attend if they had time and requested that they keep looking for out of date branded materials. **ACTION: President Team.**

6. Team Objectives

- PRES announced that team objectives would be discussed at the informal UEC meeting.

7. Weekly Reports & Accountability

a. President of the Students' Union

- PRES updated the committee on what they have been doing this week.
- PRES will be meeting with Marketing this week to discuss Referendum marketing.
- PE expressed concerns about engaging wider student population in referendums.

b. Welfare & Community President

- PA and PWC met the Vice Chancellor before Christmas.
- PWC is consulting someone to write a suicide strategy.
- PWC attended a Mental Health working Group.
- PWC took part in a Complaints Panel.
- PWC updated the team on the lighting for Salmon Grove.

c. Sports President

- PS has no update due to Christmas holidays.

d. Education President

- PE taken as read.
- PE voiced an interest in welfare training. **ACTION: PWC and AC**

e. Activities President

- PA taken as read.
- PA delivered a room bookings update.
- PA informed the group of commercial updates.
- PA delivered a student media update.
- PS and PWC suggested putting the student newspaper online. MCM expressed an interest.
- PE questioned what is being done to improve profile of media; PA answered that there would be a greater social media presence.
- PS expressed concerns that the Sports Editor position for the newspaper was not advertised; PA responded that there was a position for it and there were people interested.
- PE questioned how many listeners there were for Jam Radio; PA said they cannot confirm how many students tune in..
- The committee discussed how Jam Radio could improve; PWC suggested podcasts.



8. For Discussion & Decision

a. Your Ideas

- PE is meeting The Democracy and Governance Co-ordinator next week to discuss Your Ideas.

b. Displaying photos on the ground floor

- PE discussed displaying photos of course reps on the ground floor of Student Central.
- PE asked the President Team if they have anything they would like to display.
- MCM voiced a concern at the lack of wall space.
- MCM suggested using the notice board in Sanc lobby. CEO suggested using corridor walls on first floor.
- PRES suggested each President send any pictures to Marketing. **ACTION: President Team**
-

9. Any Other Business

a. SO 8005

- CEO summarised the changes to Standing Order 8005.
- CEO requested the President Team to review the changes made and inform CEO of any amendments so that the Standing Order can be ratified by the end of January.
- PRES suggested that the President Team use the informal UEC meeting next week to do so. **ACTION: President Team.**

10. Reserved Business

11. Three Big Things

- a. Celebrating students within the building by displaying photos of student reps.
- b. Welfare training for the President Team.
- c. We're back and ready to go.

12. Next Formal Meeting

Tuesday 29th January 2019

UEC FORTNIGHTLY REPORT 14/12/2018

NAME: Andy Costigan	
I'd like to thank	<p>Alex Tute for their constant support with me walking in to ask where people are and/or spend time asking questions.</p> <p>Rachel Kirby and Jane Stafford for their continued guidance.</p> <p>Kate Jude for their particular support with personal issues.</p> <p>Tom McNamara for their company in the final December week when Osaro, Nick and Isobel were away.</p>
Student president notable events/meetings	<p>Met up with the Vice-Chancellor (Tues 18th Dec) for informal discussion/catch up. Used as an opportunity to discuss the continued development of mental health/period poverty.</p> <p>Suicide strategy development discussion (Wed 19th Dec)</p> <p>First meeting of the "mental health working group" (Thurs 20th Dec)</p> <p>Student complaint panel (Fri 21st Dec)</p> <p>Meeting with AU exec/ Nick Wright/ Rachel Kirby regarding Facebook post by student (Fri 11th Jan)</p>
Update on my objectives	<p><u>Mental health</u></p> <p>Establishment of mental health working group (fairly big commitment but a concern for loss of focus). 5 sub-groups created at first meeting:</p> <ol style="list-style-type: none"> 1. 'Suicide safety' 2. Training and communications 3. Office for students bid 4. Governance and reporting with data protection 5. Curriculum <p><u>Increased use of services</u></p> <ul style="list-style-type: none"> • Need to re-chase the marketing department on their commitment with this as they agreed on Thursday 8th November to do this in time for January exams • Need to identify top issues being dealt with by the advice centre and plan videos on this for use on social media <p><u>Other projects</u></p> <ul style="list-style-type: none"> • Sanitary products have been delivered – awaiting paper bags. • Council have signalled renewed commitment to update lighting on Salmon Grove. • Funding proposal for a participation grant, hardship packs, and rolling funding for sanitary products scheme being written to be put forward to Student Services by 22nd January. • Co-writing a new tab on union website with marketing for information regarding support for sexual assault similar to the page for mental health. • "Wellbeing packs" being led by the SEC welfare officer, just waiting assembly.
Things I'm proud	

**of/
I need support
with**

Didn't look at my emails during my holiday

Writing the funding proposal – critical friends would be appreciated (thanks Isobel lol)

ENGAGEMENT BREAKDOWN

Week ending	Total hours worked this week (max 40 hrs p/w)	Hrs spent engaging with members (i.e. time spent face to face with students)	Type of engagement (description)	Engagement hrs as % of total hrs worked
14 th Dec	40	6	Student trustee meeting JAM radio show PTO 1 to 1	15%
21 st Dec	40	0.5	PTO 1 to 1	1.25%
28 th Dec	0	Holiday	-	-
4 th Jan	0	Holiday	-	-
11 th Jan	0	Holiday	-	-

UEC FORTNIGHTLY REPORT **January 07th** 2018

NAME: Isobel Hall	
I'd like to thank	<p>Liz, Rachel, Nicole and Benedict for helping and supporting me to plan out my Academic Representation Review.</p> <p>Jane for helping me plan my review session</p> <p>Gina for supporting paramedical nursing students when there exam was in a couple of hours time.</p>
Student president notable events/meetings	<p>Monday 7th:</p> <p>Catch-up meeting (ops)</p> <p>Replying to Facebook Messages (8) and Facebook post 1 hour</p> <p>Planning Trimester 2 objectives</p> <p>Tuesday 8th:</p> <p>Planning Trimester 2 objectives</p> <p>Replying to emails</p> <p>Academic Representation Workshop planning session</p> <p>Replying to Facebook Messages (7) 45 minutes</p> <p>Wednesday 9th:</p> <p>Replying to emails</p> <p>Writing Nursing Report</p> <p>Writing Languages Report</p> <p>Replying to Facebook Messages (8) 45 minutes</p> <p>Thursday 10th:</p> <p>Writing Languages Report</p> <p>Paramedical Sciences Students situation (1 ½)</p> <p>Student Voice Operations Group Meeting</p>
Update on my objectives	Planning Trimester 2 Objectives
Things I'm proud of/ I need support with	<p>Things I need support with:</p> <p>Getting money for the Education Zone</p>



	Providing training for PTO's Writing Handbook for PTO's Providing training for Councillors of Scrutiny Recruiting Reps
--	---

ENGAGEMENT BREAKDOWN

Week ending	Total hours worked this week <i>(max 40 hrs p/w)</i>	Hrs spent engaging with members <i>(i.e. time spent face to face with students)</i>	Type of engagement <i>(description)</i>	Engagement hrs as % of total hrs worked
10 th January	32 hours (Monday to Thursday)	4 hours	Facebook Messages Face-to-face	12.5%

This does not include all my email communication with students and some of the wins we have had from the University!

UEC FORTNIGHTLY REPORT 10TH JANUARY 2019

NAME: Tom McNamara	
I'd like to thank	<p>Joe Raw – For his help sorting out both the Student Media Office and the Radio Engineering Cupboard, as well as reimaging some repurposed desktops for the office.</p> <p>Jane Stafford – For our catch up in the last week before Christmas break & for the invite to join Formal SMT. It was really interesting despite it lasting longer than planned.</p> <p>Liz Pearce – For offering a lot of clarity and advice when discussing my plans for this Trimester.</p> <p>Ian Aylett, Sue Sargeson and Nicky Robinson – For being a massive help with Society Room Bookings</p> <p>The Activities Zone – For all their hard work last trimester and the great team spirit that they've demonstrated so far.</p> <p>SVOT – For inviting me to their Christmas Lunch in the last week.</p>
Student president notable events/meetings	<ul style="list-style-type: none"> • Trustee Board • Hullfire EGM: Election of a New Editor • HullCVS: Volunteer Manager and Support Meeting • Formal SMT • Helped Student Media sort out their Office & Engineering Cupboard. • Meeting with Andy King regarding society sponsorship • Union Staff Briefing • Meeting with Marketing about Alumni In Media event(s) • Catch Up with the new Hullfire Editor • Commercial Team Meeting • Meeting with Alumni Relations regarding Alumni in Media event(s)
Update on my objectives	<p>1) Society Representation and Support</p> <ul style="list-style-type: none"> - Meeting with Society Mentors on the 16th to discuss what training we should give Societies. In particular focusing on New Societies and helping them build momentum. - Presidents Handbook didn't go out in week 12 but we are proofreading, ready to have it sent out towards the start of Trimester 2. - All dates for Societies Council in Trimester 2 have been released, with events created in the Presidents Group. Agendas to go out the Friday before. - Spoken to the MedSoc President regarding working with HYMS PA to elect a HYMS Societies Rep to be co-opted in February. <p>2) Room/ Facility Bookings</p> <ul style="list-style-type: none"> - Sat down with Nicky from Reception during the last week before Christmas to confirm all remaining room bookings. - Interestingly enough, I have found a report by Amy Jackson on her T Drive detailing conversations with Anji Gardiner about Room Bookings. They discussed a short term approach to open up more rooms to students to use and a long term approach to overhaul the room booking system. - While I can see some of the improvements discussed in the



	<p>report, it would be interesting to see where we can progress further with the Room Booking system.</p> <p>3) Commercial</p> <ul style="list-style-type: none"> - Sponsorship package that was proposed to Andy King for Societies to social in Sanctuary has been approved by SMT and the Commercial team. Need to discuss with Nick Wright. - From talking to Joe Raw, I've realised that we have a serious skills shortage when it comes to students with Technical skills wanting to be SLT's. This is mirrored in Student Media where we are struggling to find Radio Engineers. I'm going to raise this as a concern at the next Commercial meeting and see if there could be a combined approach on this. <p>4) Finance</p> <ul style="list-style-type: none"> - Motion to update the Financial Procedures governing Societies passed at Union Council on 10th December 2018. To be circulated to the Trustee Board for approval later this month. - Following the end of this round of Open Days, I've discussed with Liz about reviewing how this year has gone and proposing to Student Recruitment a possible increase in the number of Clubs/ Societies that are paid at each Open Day. This seems like a Win-Win scenario for both us and the University. - <p>5) Student Media</p> <ul style="list-style-type: none"> - Started a new objective: To improve the profile, impact & sustainability of Hull Student Media. - With the recent election of our Newspaper Editor, The Hullfire committee is close to being up and running. To pre-empt this, I've helped gut and sort out the Student Media office so that it is good workspace for them to operate in. - We are putting several motions together for Union Council: <ol style="list-style-type: none"> 1. To amend the standing orders governing Student Media to amend role responsibilities and also the election process for the Editor of the Hullfire and Station Manager of JAM Radio to Interview. 2. To make commitments to further reviewing how Student Media operates to establish if it is practical or sustainable in the long term. - I'm also planning an Alumni in Media event for second Trimester. Whether this is a full week, weekend or day; I'm still deciding on. I've been in touch with Amy Jackson and she has advised I just stick to a day. Alumni Relations are also keen to be involved with this. - I also pushing to get work on the new Student Media website underway as they have budget set aside for this. I think it will help them be far more reactive in the future with them being able to publish articles online for example.
<p>Things I'm proud of/ I need support with</p>	<ul style="list-style-type: none"> - Surviving 2018 - Surviving 2019

Week ending	Total hours worked this week <i>(max 40 hrs p/w)</i>	Hrs spent engaging with members <i>(i.e. time spent face to face with students)</i>	Type of engagement <i>(description)</i>	Engagement hrs as % of total hrs worked
14/12/18	23.5 (3 days)	4	-	17%
21/12/18	35	4	-	11.4%
11/01/19	36	4	-	11.1%