

**MINUTES OF UNION EXECUTIVE COMMITTEE MEETING  
Held at 2pm on Tuesday 18 August 2015**

Present: President (Pres) (Chair), Vice-President Welfare & Community (VPWC), Vice-President Sport (VPS), Vice-President Education (VPE), Vice-President Activities (VPA), Vice-President Scarborough (VPSc)

Attending: Marketing & Communications Manager (MCM)

1. Apologies  
Received from Chief Executive (CEO) and Membership Services Director (MSD)
2. Minutes of previous meeting  
None
3. Matters arising  
See attached
4. Sabbatical Engagement
  - Agreed to keep Sabbatical engagement on the agenda for future meetings.
- 5 – 10 Zone reports – circulated and taken as read (see attached)
9. Scarborough
  - VPSc thanked Kathryn Oram-Robinson, Student Activities Co-ordinator, for coming in on days off to help.
  - VPSc advised that a course rep co-ordinator should be appointed. MCM suggested VPSc speaks to MSD about how this will work in Scarborough. Action: VPSc
  - VPSc asked for support from VPWC with prostate cancer campaign and asked Sabbs for fundraising suggestions.
11. Chief Executive & SMT update
  - Marketing & PR Co-ordinator and Research & Campaigns Co-ordinator are working on their plan for the next 8 weeks. Timelines for campaigns will be circulated and Sabbs should advise Marketing if there are any queries.
  - The layout for the marquee during WelcomeFest has been changed this year so it can be used as an overflow and to increase capacity for evening events.
  - MCM asked that Sabbs help to promote the three WelcomeFest cards. Action: Sabbs
  - MCM clarified that first year students who haven't got their student number yet are able to buy a card.
12. Any Other Business
  - a-c) Reserved business
  - d) Video blogs
    - VPA would like RAG totals for the year including; VPA to send figures to MCM. Action: VPA
    - MCM suggested including a welcome to returning students who are already back on campus and to clearing students, and this was agreed.
    - UEC agreed that an update on the refurbishment should be included and promotion of the WelcomeFest cards.

- VPE would like to include the replacement for ebridge. MCM to see Education & Representation Co-ordinator. Action: MCM
- Pres, VPA and VPE to be in the video blog; MCM to advise once a suitable date for filming has been agreed. Action: MCM

f) Award ceremony invitations

- VPS suggested Sabbs work together to send joint "save the date invitations" to the Registrar for SMG attendance at award ceremonies. Sabbs to send details of who they would like to attend to Admin Support Intern who will then liaise with MCM to send to SMG. Action: MCM and Sabbs

13. Reserved Business  
Reported separately

14. Next Formal Meeting  
Tuesday 1 September 2015

## U.E.C. REPORT – WEEK ENDING 7<sup>TH</sup> AUGUST 2015

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

NAME: Gurmok Sanghera	
I d like to thank	<p><u>Vicky</u> for helping do the training times and being an all-round star</p> <p><u>Emily</u> for updating my outlook and keeping me up-to-date</p> <p><u>Adam</u> for attending our meetings and giving me advice on my objectives but don't tell him because he will get a big head</p>
Things I m proud of	<p>That I'm nearly finished my objective planning</p> <p>That I've nearly finished training times and will be sending emails out to the club presidents</p>
General updates	<p>Went to NUS Lead and Change – really enjoyed it!</p> <p>Booked date for presidents training on the 21<sup>st</sup> September, sending out an information email out soon to all my club presidents about what I want from them come September</p>
Update on my objectives...	Meeting with sports science to discuss coaching opportunities
I need support with	<p>My 100 emails</p> <p>Having some free time to get my objectives written down and formalised</p>

### ENGAGEMENT BREAKDOWN

Week ending	Total hours worked this week	Hrs spent engaging with members	Type of engagement (description)	Engagement hrs as %
07.08.15	40	2	Engaged with students from rugby league and phone calls from netball squad	5%



## U.E.C. REPORT – WEEK ENDING 7 AUGUST 2015

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NAME: Matt Evans	
I d like to thank	<p>Steve – For a really productive operational support catch up after the last UEC. And debriefing after meetings to help me learn what I need to work on in terms of being in meetings and my impact in them going forward.</p> <p>Emily – For having the patience with me when keeping my calendar well stocked and helping me with organising my life better! Also for having patience with the University when requesting meetings.</p> <p>Katie Shaw (NUS) – For helping me catch up on the important points missed at HE Lead and Change, and for giving me the opportunity to reflect on some of the things I've learnt so far. Katie really helped me understand the importance of having time to reflect on what we're doing – and being able to have the headspace even though we're busy to actually keep learning as we're going. A really useful hour on the phone, and a contact that I am going to keep, she made me feel really supported.</p>
Things I m proud of	Helping a PhD Student (currently in China) with their Graduate school locker situation after he'd received communications from the University about the changes going on there.
General updates	CR & Staff Handbooks – PVC Intro Designed placards and found locations round campus to use for CR engagement and recruitment during Welcome Fest.
Update on my objectives...	<p>Objective 1 – Department and Faculty rep Training/Support: planning for training going well with Steve's help, with most dates now in the calendar. The University are keen to have involvement wherever they can help – either through Deans/Assoc. Deans (Learning &amp; Teaching) or through the Hull Award/Skills Team (LLI).</p> <p>Objective 2 – Planning still on going with how to best action the things I want to do around the Feedback Charter.</p>
I need support with	Feeding back (either to staff or other officers) after a meeting and remembering to continue filling in meeting preparation and feedback forms (especially for big meetings like Senate etc.) – I think we could all do with getting into this habit?

### ENGAGEMENT BREAKDOWN

Week ending	Total hours worked this week	Hrs spent engaging with members	Type of engagement (description)	Engagement hrs as %
07.08.15	40	1	Engaged with students via email/phone in order to start looking at Faculty Co-ordinator training and how they want that to look.	2.5%