

MINUTES OF UNION EXECUTIVE COMMITTEE MEETING
Held at 2pm on Tuesday 17 November 2015

Present: President (Chair), Vice-President Welfare & Community (VPWC), Vice-President Sport (VPS), Vice-President Education (VPE), Vice-President Activities (VPA), Vice-President Scarborough (VPSc)
Attending: Chief Executive (CEO), Membership Services Director (MSD)

1. **Apologies**
Received from Marketing & Communications Manager (MCM).
2. **Minutes of previous meeting**
Approved as a correct record.
3. **Matters arising**
None reported.
4. **Sabbatical Engagement**
 - NUS Love SUs campaign on Friday, engagement rota circulated to Sabbs.
- 5 – 10 **Zone reports – circulated and taken as read** (see attached)
6. Sports Zone
 - VPS will visit Scarborough on 26 November to promote Tour. VPS to send information to VPSc and Student Activities Co-ordinator (Scarborough Campus). **Action: VPS**
10. Welfare & Community Zone
 - EN to see when Sabbs are free to help VPWC with White Ribbon campaign set up next week. VPWC to see if Volunteering Co-ordinator could offer any support. **Action: EN & VPWC**
12. **Any Other Business**
 - a) **Gender neutral toilets**
 - UEC agreed to run a trial period for gender neutral toilets alongside an information campaign. LGBT+ would be keen to be involved in the marketing process. The proposal for gender neutral toilets to be taken to Union Council on 30 November.
 - VPWC to share MCM's research and recommendations with LGBT+ committee, to show HUU's plans.
 - All recommendations were agreed by UEC. MCM to start work on gender neutral toilets. **Action: MCM**
 - b) **Disabled Student Officer**
 - VPA and VPWC raised concerns about the role of mental health representative. VPWC said any candidates would need to be trained in mental health support. VPA was concerned by the separation of disabilities.
 - UEC disagreed with the proposal in principle. VPE suggested replacing the social secretary with a liaison officer or having a second campaigns officer. President, VPA and VPWC to discuss proposed changes to standing order with Disabled Student Officer. **Action: President/VPA/VPWC**

d) **Cross campus event days**

- Scarborough students will be visiting Hull on Wednesday afternoons until Christmas. VPSc is currently co-ordinating events across all zones.
- VPS said Sports and Fitness Centre may run some sessions on Wednesdays. VPS and VPSc to co-ordinate sporting events for cross campus visits. **Action: VPS/VPSc**

h) **Volunteer of the Month**

- VPA asked about the procedure for Volunteer of the Month. EN to circulate information on prizes, dates and cost codes to Sabbs. **Action: EN**

14. **Next Formal Meeting**

Tuesday 1 December 2015

UEC REPORT - WEEK ENDING 6 NOVEMBER 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 the ISA again. Jackie Berry (CEO) for the amazing away day. Liz Pearce (Membership Services Director) for all of the help this week with Hullfire, societies and the away day.
Things I'm proud of	The away day, I think it went really well and we came up with some amazing ideas for the next six months. Resolving the problems with Performing Arts. Finding storage space for societies. Pulling together a final format for the faith forum. Having a really constructive zone.
General updates	Day to day operations are running well. Training IS now organised, additional training will be happening for the areas of the zone that need extra support. Currently writing example questions for the campaign.
Update on my objectives	The campaign will be starting soon (after I've met with Gurmok (VPS)). Media training is postponed. The website is updated, there are just a few things that need to go on. I have a few ideas for engagement tactics – will discuss in AOB.
I need support with	Coming together to start the campaign!

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
6/11/2015	40 (late nights Tues & Thurs, Friday off)	12	Meetings, chatting to students, lots of face to face.	30%



Your Union

UEC REPORT – WEEK ENDING 6 NOVEMBER 2015

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NAME: Matt Evans	
I'd like to thank...	All of our amazing course reps – record breaking academic council was great to see so many students actively participating in the projects the University is undertaking. Steve Ralph - for supporting and guiding me through the Academic Council meetings!
Things I'm proud of...	Getting Jeannette Strachan (URS) and John Hemingway (ICT Director) to come to the next academic council. Splitting the Academic Council meetings into 2 – it really worked and students' feedback was positive about this, as it meant more of them could attend!
General updates...	Getting some interesting student feedback on the FASS Hub – and working with Daniel Walker (FASS Faculty Co-ordinator) to gather student opinion and formulate a plan of how to progress this within the faculty.
Update on my objectives...	We now have over 300 course reps and have run unique one off training sessions for departments whose course reps weren't able to make the training initially!
I need support with...	Keeping on top of admin work and report writing for things – there's lots of it, feel like we need special report writers for us!

ENGAGEMENT BREAKDOWN

Week ending	Total hours worked this week	Hrs spent engaging with members	Type of engagement (description)	Engagement hrs as %
06.11.15	37	9	Academic Council(s), Education Zone meeting, meeting students 1:1	24.3%

UEC/SEC REPORT - WEEK ENDING 6 NOVEMBER

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NAME: Si Hernandez	
I'd like to thank	Gavin – For chairing the first Rep Forum. The Sabb Team – For a great Away Half Day, especially Chuby's speech. Glenn Burgess – For coming for talking to the Scarborough students. Giles – For helping me follow up student feedback from both NSS and the Open Forum. Students – For giving great feedback.
Things I'm proud of	The Open Forum, which had a good attendance. Having a very productive week.
General updates	<ul style="list-style-type: none"> • Had a NSS feedback meeting with Giles and the Campus Management Team, where we set goal in response to comments made on the survey. • The Rep Forum was well attended, including representatives from sports teams and societies. Gavin took feedback on issues, Adele (SSA) was introduced to the reps and I gained some feedback that will lead to the Contact Time campaign. • Second Exec meeting happened, where everyone voted for the proposed Sports Officer (to be presented at Union Council). • Had a meeting with Charley regarding updating the scarboroughstudent.com site. • Attended Migration of Programmes Working Group, where each department have now been actioned to write an open letter in response to the SLA. • Attended Equality and Diversity Working Group, where the Inclusive Sport event was discussed, how the University should approach Prevent (making sure not to racial profile students) and a Human Rights Day were discussed. • The UEC Away Half Day was a great way to bring us all together and get talking about the bigger picture of student representation. Reminding us of our strengths and what we're here for. • Chaired Open Forum with Glenn and Giles. I gave an update on the SLA and how it should be used, Giles updated from last Open Forum and Glenn took the Q&A session, including questions emailed to me in advance. • Held addition Exec training for Charlotte (E&D Officer), Nathan also attended (proposed Sports Officer). Was really great to see their enthusiasm. • Had a meeting with Kathryn and Joanne Parker (Marketing and Communications Manager) on plans for co-ordinating upcoming Christmas events. • Had a catch up meeting with Cayley Halls students. The meals at The Cask have been very popular, however food options at Calvino's have been limited and services have been cut during half term period.
Update on my objectives	<ul style="list-style-type: none"> • One of the biggest requests from the Open Forum is the opportunity to link up with Hull. The University are now working with us on how we can make this happen. • The first "SU Tour" (like Sabb Sofa) happened. Used the opportunity to see which sports and societies students would like to sample in Hull and sign people up for our upcoming Children in Need RAG Day.
I need support with	Linking up Sabbs with the Exec.

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
06/11/15	43	6	Rep Forum, Update Shout Outs, SU Tour, Open Forum, Cayley Halls catch up.	14%

UEC REPORT - WEEK ENDING 6 Nov 2015

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NAME: Ashleigh Davies	
I'd like to thank	The team and Jackie (CEO) and Liz (MSD) – This week has been a lot more productive in terms of us all working together. Hannah Crookes (Marcoms) – getting Chuby and I up to speed for the Students' Forum which is happening Monday.
Things I'm proud of	Shortlisting the HullSTARS applications for awards. Getting loads of raffle prizes for the event, with some still to come in.
General updates	Students Forum this Monday, will give a verbal update. HullSTARS advisory committee is on Wednesday but will be missing it due to Senate away day! Trying to get the housing fair sorted out, with requirements needed from landlords/us.
Update on my objectives	Housing – see above. Mental Health – getting closed to the employability workshops so need to get thinking about how they are going to work. White Ribbon – Had a really successful day looking for raffle prizes on Wednesday, loads of exciting stuff!
I need support with	Lots of papers to read – I'm going to struggle with staying concentrated enough to read them!

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
6/11/2015	30 (ill)	4	Emails, chats with LINKS and other students	

UEC REPORT – WEEK ENDING 6/13 NOVEMBER 2015

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NAME: Gurmok Sanghera	
I'd like to thank...	<p><u>Vicky</u> sports co-ordinator, for booking buses and dealing with the AU when they want stuff.</p> <p><u>Sabb team</u> we've been dealing with a lot of stuff, stay strong, stay positive and let's get on with what we were elected to do.</p> <p><u>Marketing</u> Making me laugh, doing naked calendar and promo for AU Ball.</p>
Things I'm proud of...	AU Ball is all mostly sorted should be a cracking night!
General updates...	<p>Sorted out problem with the SFC and training times that were affecting our clubs. Went to the boat club indoor BUCS comp which was a great success well done to the boat club and Matt.</p> <p>Met with Jackie (CEO) about subvention and understood where we lie.</p> <p>Kathy and I will be campaigning soon to see how much our zones affect the student experience.</p> <p>Tour has started selling however need a bit more of a push.</p> <p>Naked calendar was on Monday and was great we had more teams participate thanks to Emma (Graphic Designer) for sending a draft, can't wait till the nakedness is out for everyone to see.</p> <p>Spoke with dance riding, swimming, football about planning their finances they feel a bit more comfortable now, will be catching up with them again to make sure they are keeping on top of everything.</p> <p>Also sorted out training issues that riding had which stopped them for a week, thanks to the regional riding NGB Lyndsay Dring.</p> <p>Drove netball league to Manchester they won and continue to storm through to the next round of the cup.</p> <p>Had people cut my hair for charity I now look a bit of a mess and miss my beard.</p>
Update on my objectives...	<p>Planning with Kathy speaking to local uni's about how they are funded for sport.</p> <p>Sending SMG invites for the winners and planning out old boys event.</p>
I need support with...	TOUR, GETTING PEOPLE TO BUY A PLACE require another 300-400 people to pay up.

ENGAGEMENT BREAKDOWN

Week ending	Total hours worked this week	Hrs spent engaging with members	Type of engagement (description)	Engagement hrs as %
06.11.15	38	6	Meeting with presidents about their club and supporting them in the best way I can.	15%
13.11.15	30	12		40%

UEC REPORT - WEEK ENDING 13 NOVEMBER 2015

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NAME: Chubike 'Chuby' Okide	
I'd like to thank	*The whole organisation for pulling together during a tough week.
Things I'm proud of	Keeping my cool and focus. Being able to get a lot of tasks done.
General updates	*Four members of our sabbatical team including myself attended the University's senate away day and senate meeting on the 11 th . *Had a meeting with the Vice Chancellor.
Update on my objectives	*The first President's pick of the month happening on Wednesday 18 th November and the challenge will be to dress up in a Harry Potter outfit all day while doing my activities. * Kicked off my Accessibility campaign with me and our disabled student officer going round campus all day in wheelchairs, we will be doing more days like this before the semester is done. Video documenting this activity will be released soon. *The first faith forum is all ready to go for 23 rd November. * Info leaflets template has been approved will be sent off for printing.
I need support with	Getting through the week. Getting ready for University Council. Staying positive.

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
13/11/2015	38 hrs	8hrs	*Various topics	21%

UEC REPORT - WEEK ENDING 13 November 2015

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NAME: Kathleen Brook	
I'd like to thank	<p>Vicky Dean (Sports and Societies Co-ordinator) for all of the work she puts in to keep societies running.</p> <p>Louise Gilpin (Membership Services Assistant) for helping with the ISA.</p> <p>Liz Pearce (MSD) for all of her support throughout the week.</p> <p>Si Hernandez, Kathryn Oram-Robinson and the Scarborough Exec – for making me feel so welcome at Scarborough and for giving me the opportunity to engage with so many students.</p> <p>The Whole Sabb team, Rachel Kirby (MCM) and Jackie Berry (CEO) – Last week was really tough for all of us, and we worked together and pulled through. I'd like to thank everyone for trying so hard and for reminding me personally why HUU is a great place to work.</p>
Things I'm proud of	<ul style="list-style-type: none"> • Being part of this team. • Visiting Scarborough and making arrangements for their Societies and Projects.
General updates	<ul style="list-style-type: none"> • Last week wasn't the norm, the day to day activities continued business as usual. • The Hullfire has been finalised and is in the process of being printed, training is being organised for the radio following a few concerns. • Operation Clean-up was a success for all the societies involved. • Societies Training went well, and societies are now being chased to submit all paperwork and to gain 15 paid members. • Societies have been asked whether they require extra insurance for their activities, I am awaiting responses. • The handbooks and stripes for societies are in the process of being edited and uploaded to Hullstudent.com. • Spent a large amount of time discussing the Tower events with students. • Held many mediations and handled several complaints within the zone. • I am outreaching to students in the wake of the events in Paris, particularly in the ISA. • RAG countdown was a huge success, as was the bake sale for Children in Need.
Update on my objectives	<ul style="list-style-type: none"> • Dates are being discussed for the rescheduled external training for media. • Rewards for societies and fundraisers are being relaunched. • After reaching out to Scarborough, and thanks to Si's work on the shuttle service, Scarborough societies should now be able to attend Societies Council.
I need support with	Getting my head down and getting on with a mountain of Admin.

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
15/11/15	40+	18	Face to face, meetings, attending events.	45%

UEC REPORT – WEEK ENDING 13 NOVEMBER 2015

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NAME: Matt Evans	
I'd like to thank...	Steve Ralph, Liz Pearce, Lynne Braham & Jane Iddon (LEAP) – For amazing and quick work with recruiting students to take part in the Higher Education Review.
Things I'm proud of...	<ul style="list-style-type: none"> • The boat club & the really successful BUCS Indoors rowing event on 7.11.15 • Getting a really good action plan written with LEAP/University from the Student Written Submission.
General updates...	Lots of University heavy days this week. Senate away day and meeting was really useful & positive. Matt about campus!!
Update on my objectives...	Taken a bit of a back burner this week due to the massive week of back to back meetings with the University and with students.
I need support with...	Managing my time a bit better when I'm in the office so as not to get as easily distracted – this could be more to do with my separation anxiety as Steve leaves in a week! ☹

ENGAGEMENT BREAKDOWN

Week ending	Total hours worked this week	Hrs spent engaging with members	Type of engagement (description)	Engagement hrs as %
13.11.15	40	4	Students dropping in & queries	10%

UEC/SEC REPORT - WEEK ENDING 13 NOVEMBER

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NAME: Si Hernandez	
I'd like to thank	The Exec – For helping promote the Children in Need talent show.
Things I'm proud of	Getting the University to fund the weekly shuttle service to Hull. Keeping students engaged with events.
General updates	<p>Attended Remembrance Day memorial service at Oliver's Mount, laid wreath.</p> <p>Hosted Quiz Night for Caley Halls and Hull placements students (from the Primary Teaching course). Was well attended and gave out WelcomeFest t-shirts as prizes.</p> <p>Caught up with Marketing regarding The Big Scarborough Shout Out campaign. Corex boards are ordered and designs have been finalised.</p> <p>Had Campus Management Team catch up. From here, we agreed on funding for the cross campus days. They will provisionally be happening on Wednesday afternoons and have been booked between 25th November and Christmas. Very, very happy with this result.</p> <p>Had a chat with Chuby regarding ideas for Union Council and accountability, still in early stages.</p> <p>Attended Senate Away Day where we discussed the issues of student's economic backgrounds in relation to the Green Paper.</p> <p>Spoke with Kathy regarding setting up HUSSO projects in Scarborough. We also discussed ideas for sport, society and volunteering opportunities with Scarborough students.</p> <p>Set up and co-ordinated the Children in Need talent show.</p>
Update on my objectives	<p>Shuttle to Hull, discussed above.</p> <p>Did SU Tour with Kathy regarding opportunities discussed above.</p> <p>Getting The Big Scarborough Shout Out going.</p>
I need support with	Linking up Sabbs with the Exec.

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
13/11/15	48	5	Quiz, SU Tour.	10.42%

UEC REPORT - WEEK ENDING 13 NOVEMBER 2015

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NAME: Ashleigh Davies	
I'd like to thank	<ul style="list-style-type: none"> - The whole Sabb team – this week has been extremely difficult and we've all come together as a team and supported each other. - Steve Ralph – Education and Representation – You ARE a fountain of knowledge and I'm so happy to work with you. - Angie – Volunteer Co-ord for all your help with the world record attempt! - Liz and Jackie – Membership Services Director and Chief Exec – your support for the team is incredible, and I wouldn't be able to be as positive as I am without you. - Andy King – You're amazing and the work you put in for this organisation is second to none. - Rachel – Marketing Manager – for helping us as the team to get through this past couple of weeks with a smile! - Toni – HullSTARS manager – General ops support which I need to get through the week!
Things I'm proud of	<p>Dealing with the press as a team, and having a unified approach. Helping with the World Record Attempt. Sorting out the majority of the housing fair with Toni, and shortlisting the HullSTARS awards.</p>
General updates	<p>Senate away day/Senate went really well. I think it was a fantastic networking event, and I made sure that the voice of the students was heard – this could be seen through my group being the only to feedback voicing concerns about the ways in which the TEF will/could affect students. General feeling around the office is quite low, feel confident that we can all work together and build morale – watch this space.</p>
Update on my objectives	<p>WR – waiting on the ribbons from White Ribbon Campaign UK – keep checking on this! Need to start working on what the actual night is going to look like its self. Housing – been informed that landlords are being quite aggressive in how they are approaching students. Will be focusing on seeing this first hand to help me understand where students are being annoyed. Mental Health – have a meeting with Tina Flanagan from the University about the stress control workshops they are putting on, and how we can promote these.</p>
I need support with	<p>General morale. I feel extremely down and I'm really struggling with the press coverage!!</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
13/11/15	40	6	Emails, Zone meeting, RAG countdown	