

MINUTES OF UNION EXECUTIVE COMMITTEE MEETING
Held at 2 pm on Tuesday 6 October 2015

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

1. **Apologies**

Vice-President Activities (VPA)

2. **Minutes of previous meeting**

Approved as a correct record

3. **Matters arising**

See attached

5 – 10 **Zone reports – circulated and taken as read** (see attached)

Additional comments made:

9. Scarborough

- VPSc asked for help with ideas for Black History Month – CEO searched on Google and said there appeared to be a number of events planned in the Scarborough area which VPSc might be able to tie in with.

VPS and VPWC to amend their engagement hours.

Action: VPS & VPWC

11. **Chief Executive & SMT update**

CEO updated UEC on current activity.

Membership Services.

- MSD attended a University meeting about change management processes – the University want to ensure there is a joined up approach in future. MSD said we need to find a way to get our projects into the pipeline.

12. **Any Other Business**

a) **Union Council**

- VPSc asked when Union Council would be held in Scarborough. It was agreed for 16 November. **Action – EN to check there are no events scheduled which would affect attendance.**
- Standing order amendments - proposed changes to the titles of some Chair positions. VPE said these would bring us into line with the sector and give a more accurate representation of what the roles require. Steve Ralph had circulated a spreadsheet for Sabbs to complete but only VPE had amended so far. **Action: Sabbs**
- VPE and MSD will speak to the University about the proposed two separate post graduate positions and how this would fit with Senate representation.

Action: VPE/MSD

Next Formal Meeting

Tuesday 20 October 2015



Your Union

UEC REPORT - WEEK ENDING 25 SEPTEMBER

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	Georgia – For our marketing and promotion discussion. Jackie – For coming to meet the Exec.
Things I'm proud of	The Exec training has finally happened.
General updates	<p>The Exec are back. Throughout Monday and Tuesday I carried out training sessions with them, covering how the Scarborough Executive Committee works, how Zones work, Union Council, how to prepare for meeting and how to effectively lobby the University. Jackie did a segment on engagement, Georgia on marketing and Elaine on the Advice Centre.</p> <p>I attended my first SSE transition committee and spoke on what standards should be maintained now the transition has started.</p> <p>Met with the Hull College group students. Following on from this I spoke with Lee Pearson (HCUK Union President) about questions we can propose to the HCUK Scarborough Principal about future plans for recruitment.</p> <p>Kathryn and I have booked a BBQ, bouncy castle and Bucking Bronco for the Family Fun Day on 3rd October.</p> <p>Met with Howard Foster and the leader of Scarborough's YMCA to discuss volunteer and activities groups which students can get involved with. This seems very promising.</p> <p>Welcomed returning and new students on campus at the weekend as they collected keys, this is where I handed out welcome packs.</p>
Update on my objectives	<p>To promote transparency on campus I'm aiming to update the presentation of the "Principles Of An Excellent Student Experience" document to make it more student friendly. As part of this, the document will be widely circulated to student so they know what to expect from now until 2017.</p> <p>At long last I now have all the timetables from every department to begin lecture shouts. These will start after WelcomeFest.</p>
I need support with	Marketing and promo during WelcomeFest.

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
25/09/15	44	4	Key collection and arrivals	9.1%



Your Union

UEC REPORT - WEEK ENDING 2 October 2015

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

NAME: Chubike 'Chuby' Okide	
I'd like to thank	<p>*EVERYONE!!! Both Sabb team and staff for all the work we have done for WelcomeFest. It has been an awesome experience.</p> <p>*I also want to thank everyone for supporting me through the passing of a loved one.</p>
Things I'm proud of	<p>*Having a good trustee board last week.</p> <p>*Hosting MMA fight night.</p> <p>*Having an incredible WelcomeFest even through a tough period.</p> <p>*Meeting a lot of amazing students.</p> <p>*Run after a bus across campus, lol.</p> <p>.</p>
General updates	<p>*Alan Johnson MP replied to our letter and has committed to fighting against the cut.</p> <p>*Scarborough Freshers fair went very well, awesome atmosphere.</p> <p>*WelcomeFest has been so on point this year from International welcome to Arrivals to all the events that have been put up.</p>
Update on my objectives	<p>*Will having a meeting with Bob from student support to talk about learning differences.</p> <p>* Have put Accessibility in four phases throughout the year.</p> <p>*Will be meeting Rachel to talk about the information leaflet.</p> <p>*Writing a paper on 'Hullisation'.</p> <p>* Been working on the structure for the Student faith forum.</p>
I need support with	Feeling a bit exhausted but getting back my energy.

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
02/10/2015	35 hrs	Unknown	*Welcome Fest	

UEC REPORT – WEEK ENDING 2 October 2015

NAME: Gurmok Sanghera	
I'd like to thank...	<ul style="list-style-type: none"> • <u>Careers</u> for helping me create content for my workshops. • <u>SMT</u> keeping me motivated and enjoying my WelcomeFest. • <u>Vicky</u> for helping me with anything and everything, keeping the AU up-to-date while I have been extremely busy. • <u>WelcomeFest volunteers</u> thanks for moving in freshers and keeping yourselves motivated throughout the day. • <u>Welcomefest staff / club reps</u> well done on keeping a cool head with the queues and directing people to the right place. As well as promoting the club, without you Asylum would not be as big as it ever has been!
Things I'm proud of...	<ul style="list-style-type: none"> • Helping freshers make friends, making them feel less nervous. • Really enjoyed moving freshers into the Lawns and then helping the commercial team when needed. • Made sure students enjoyed the paintballing GIAG session. • Athletic Union Fair was a great success. • Beach Tower was great, was good to see some teams back for socials, this creates a safer environment for them than other places. • HYMS and Taylor Court welcome parties/fairs were great to attend, was a great opportunity for engagement.
General updates...	<p>Training times confirmed with Dave Windley presidents, social secs and treasurers have been trained up.</p> <p>Sports passes are at £20 until 19th October.</p>
Update on my objectives...	<ul style="list-style-type: none"> • All committee training is complete. • Workshop on how to attain sponsorship was delivered by Kristen Rumble from careers. • Met with Trudi about the model of sport at Hull University • Facilities have been approved in exec, will be meeting with AU council to discuss the current fixes of the sports centre and the future fixes affecting our students.
I need support with...	Getting back on track with my objectives.

ENGAGEMENT BREAKDOWN

Week ending	Total hours worked this week	Hrs spent engaging with members	Type of engagement (description)	Engagement hrs as %
2.10.15	18 12	35 35+	WelcomeFest, talk 1-1 in groups, lecture shouts and at fire safety talks talking in queues	190% 290%

UEC REPORT – WEEK ENDING 2 OCTOBER 2015

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NAME: Matt Evans	
I'd like to thank...	<p>Steve – For making sure I have kept sane and kept eating this week during the manic and busy welcome week. And for his help with the two days of recruiting course reps – I couldn't have done it without him!</p> <p>ALL of Team HUU for making this week a great welcome for all of the new and returning students!</p>
Things I'm proud of...	<p>Us all pulling together as a team when things have been busy and tough this week – there are a few examples but the stand out one for me is the AU Fair where we all chipped in and were able to help support Vicky and Gurmok to run a really successful fair.</p> <p>Actually doing my job – going out and talking to students may be knackered, but this week has reminded me how good it is and what a difference it can make.</p>
General updates...	<p>We're getting more and more Course Rep nomination forms by the day. This year departments have played a larger role in the recruitment of CR – this means as part of inductions and welcomes, students have been exposed to the CR system by their home academic department as well as by HUU. We were able to more effectively get people to go away from the Societies and Volunteering fairs and actively find out who their CR is over the next two weeks.</p> <p>The online nomination process has been a success with departments pushing this as well as the paper forms – we had c10 nominations by close of play Friday.</p> <p>SWS – ULTAC date brought forward by a week (<i>verbal update</i>).</p>
Update on my objectives...	<p>Chatting to Si this week about a date for the Feedback campaign in Scarborough – will have to be in February due to HER in November and time constraints then. Will aim to send materials up to Scarborough in November time to coincide with Campaign in Hull.</p>
I need support with...	<p>Catching up on emails and general admin stuff – will be using the Emily catch up time wisely this week.</p>

ENGAGEMENT BREAKDOWN

Week ending	Total hours worked this week	Hrs spent engaging with members	Type of engagement (description)	Engagement hrs as %
02.10.15	Inc. Arrivals Saturday: 70 (Exc.: 50)	35	Arrivals Saturday, SHES Fest, Lecture shout outs, 2 days of CR Recruitment, AU Fair, walking round campus with Club Reps	50%

UEC REPORT - WEEK ENDING 4 October 2015

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NAME: Kathleen Brook	
I'd like to thank	Vicky for being my rock all week, for stepping in when there was nobody else and for helping me keep it together Steve for stepping in, being incredibly organised and giving me amazing advice The whole team – we've really banded together this week and I really appreciate there always being someone I can chat too Liz – Stop saying sorry! You've been there to queue bust and to help with everything this week – thank you! Louise – for helping co-ordinate everything and just generally being there to rant at through such a stressful time
Things I'm proud of	Getting the IO to come to HUU Having two amazing fairs, with such a good turnout and atmosphere! Finishing training for societies, the SEC and chairs (three more sessions and the whole zone is done!) Hullfire finally being out round the building Charity of the semester has been chosen
General updates	The media training may be delayed due to a family crisis (touch and go at the moment) Society paperwork is finally coming in On top of emails finally! Hullfire are interviewing Martin Green this weekend Lollipop moments!
Update on my objectives	Working on these throughout the week, they have been delated due to WelcomeFest
I need support with	Keeping up the positivity, reading up and writing up everything over the next week (back to the Admin!)

ENGAGEMENT BREAKDOWN

Week ending	Total hours worked this week <i>(max 40 hrs pw)</i>	Hrs spent engaging with members <i>(ie time spent face to face with students)</i>	Type of engagement <i>(description)</i>	Engagement hrs as % of total hrs worked
4/10/15	40+	25+ (not sure)	Chatting, Meet and greet, training, fairs, karaoke	62.5%

UEC REPORT - WEEK ENDING 2 OCTOBER

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NAME: Si Hernandez	
I'd like to thank	<p>Zoe Speight – For helping me co-ordinate the Cayley Halls catering issues.</p> <p>Catherine Mason and Howard Foster – For acting quickly on student feedback.</p> <p>Chuby – For taking the time to come and speak to our students. They very much appreciated it.</p>
Things I'm proud of	The WelcomeFest fair was quoted as “the best one ever”. Proud can't begin to describe it.
General updates	<p>Moved in arrivals for Cayley Halls with help from Zoe Speight (off site warden). After having issues with Calvino's lack of events and early closure I took them all out for an Italian.</p> <p>Following on from this, it turned out that they could only purchase a hot evening meal three days a week. The rest being a hot snack from Calvino's. After having a meeting with Howard and Catherine Mason (Student Experience Manager), there will now be the option of catering during weekend or to claim back a meal eaten in town.</p> <p>Kathryn and I gave a welcome talk to our new international students.</p> <p>Attended a Q&A session with the new HCUK principal. From this, it emerged that he had “not thought about an SU” at the moment. Jackie and I will be arranging a meeting with him to address this.</p> <p>Attended the Health and Safety Committee, fire warden training to follow for some HUU staff.</p> <p>Had the WelcomeFest fair, with a visit from Chuby. This is the turning point we all needed. Students and staff loved it. The morale was at a massive high. Showed a photography from the Scarborough Evening News around to take pictures. Feedback couldn't have been better.</p> <p>Booked in dates and rooms for the Course Rep training. Will be holding five sessions on the 20th, 21st and 22nd.</p>
Update on my objectives	Lecture shout outs and SU sofa tour will begin next week.
I need support with	Coming up with ideas for Black History Month.

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
02/10/15	45	12	Cayley Halls, WelcomeFest Fair	26.6%



UEC REPORT - WEEK ENDING 2 OCTOBER 2015

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NAME: Ashleigh Davies	
I'd like to thank	Every single member of this organisation. We've had an incredible two weeks, and it's been something to be so proud of!
Things I'm proud of	Getting through Welcome Fest. Having a brilliant time on the GIAG Deep and Paintballing trip, and getting to know some students who I probably wouldn't have met otherwise. Organising/finalising the World Mental Health Day. Welcome Sat! What a fab day.
General updates	Welfare is absolutely crazy at the minute! There are so many students having accommodation concerns, and so many sad students who are stressed about the changes to university life. We're getting through it all though, and I really appreciate all the help everyone has been involved in regarding seeing students around campus who look sad. We have someone who wants to become chair BAME!!! Steve and I are extremely happy with this!
Update on my objectives	White Ribbon – Luke Campbell cannot come, but that's okay! We're working on getting a press release video from him. Set out a whole day next week to go and ask for raffle tickets. Mental Health – World Mental Health Day is Thursday! Have most of it sorted out, but feel like I'm really nervous!
I need support with	World Mental Health Day.

ENGAGEMENT BREAKDOWN

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2/10/2015	600			3000%