

MINUTES OF UNION EXECUTIVE COMMITTEE MEETING
Held at 2pm on Tuesday 1 September 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: Chief Executive (CEO), Membership Services Director (MSD), Marketing & Communications Manager (MCM)

1. **Apologies**
None reported
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)
6. **Sport Zone**
 - VPS said the University have agreed to give club presidents a free sports pass. MCM said this should be communicated to students. **Action: MCM**
7. **Education Zone**
 - VPE is currently planning material for lecture shouts. Sabbs to send any ideas to VPE or Education & Representation Co-ordinator (ERC). **Action: Sabbs**
 - VPA has received comments on library opening hours from students who have been on placement during the summer. VPE said the library is open longer hours from today.
10. **Welfare & Community Zone**
 - VPA said HullFire media would be interested in promoting the White Ribbon Campaign. VPWC and VPA to meet with HullFire to discuss details. **Action: VPA/VPWC**
11. **Chief Executive & SMT update**
 - Interim Finance Manager has completed handover week. VPS said he has still not had a budget session with Finance Manager. CEO advised that FM would meet with all Sabbs individually about budgets. **Action: FM**
12. **Any Other Business**
 - a) **Volunteer Conference**
 - VPE would like the volunteer conversation to provide a forum for members to find out more about HUU. The event could be linked with the AGM to help improve attendance at both. VPE would like to see zone volunteers sharing their experiences; VPA said alumni could be guest speakers. Buses could be laid on for Scarborough volunteers.
 - Due to WelcomeFest and elections in early 2016, Sabbs would have to promote this event. MCM asked that planning for this is done before Christmas, as it is a quieter time for Marketing.
 - VPE asked all Sabbs to think about how the event could link into their objectives. **Action: Sabbs**

- b) Video blogs
- VPE added online induction and course rep nominations to the video blog. MCM asked that Sabbs send any additional content by Thursday 3 September. **Action: Sabbs**
- c) Scarborough Standing Order
- VPSc would like to replace the International Officer with an Equality and Diversity Officer. The standing order was passed by UEC, with amendments to grammar in section 2 and section 4G.
Action: VPSc to amend document and take to next Union Council
- d) NUS
- NUS have contacted President and CEO about lobbying MPs on about maintenance grants. CEO asked if Sabbs would be supporting the campaign. Marketing material has been sent by the NUS. Sabbs to meet this week to discuss. **Action: Sabbs**
- e) Flyers
- President recommended introducing a standard flyer to promote HUU services to be used as an engagement tool. Sabbs to send content ideas to President.
Action: Sabbs
 - Sabb objectives leaflet has not yet been produced. Sabbs to send individual and team objectives to MCM by Welcome Week, leaflets to be ready by end of October.
Action: Sabbs

13. **Reserved Business**
Reported separately

14. **Next Formal Meeting**
Tuesday 15 September 2015



Your Union

UEC REPORT - WEEK ENDING 21 AUGUST 2015

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

NAME: Chuby Okide	
I'd like to thank	Marketing for helping me get the vlogs up and running. The Sabb team for helping me in better shaping my objectives. Commercial services for allowing the Sabb team to help with the shop refit. EVERYONE for making my return back to work a lot easier.
Things I'm proud of	Helping with the shop refit. Some parts of my objective 1 have been ticked off.
General updates	Had a meeting with Tracey Harsley who works for Hull City Council about the Hull Student Forum and its terms of reference. Had an introductory meeting with Jeannette Strachan.
Update on my objectives	The first of the bi-weekly vlogs has gone up. I have spoken Jeannette Strachan about Sabb Sofa/Coffee table and she liked the idea very much and is on-board with it. We just have to give her a 2 week notice of where we will be on campus when we do them.
I need support with	

ENGAGEMENT BREAKDOWN

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UEC REPORT – WEEK ENDING 21 AUGUST 2015

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NAME: Gurmok Sanghera	
I'd like to thank...	Andy for keeping me motivated and on point
Things I'm proud of...	Helping out in the shop it looks amazing.
General updates...	Dave Varley has been away, meeting with Steve on Thursday instead.
Update on my objectives...	Andy and I are going through my objectives in an excel sheet, just discussing who can help me with them and what each of them will need.
I need support with...	Making sure I'm putting the right information in the Athletic Union handbook, it would be helpful if I could get some ideas from you guys.

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21.08.15	40+	30mins	Phone calls to presidents	0%

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NAME: Matt Evans	
I'd like to thank...	Adam Sheridan – For helping me realise that I need to work more effectively and prioritise our members over everything else. And for finally getting me to watch the 'Lollipop Moments' TED Talk on YouTube.
Things I'm proud of...	Getting "Course Rep Interest" as part of the STEMs online induction for new students. I have had about 15 emails from new starters asking about our CR system, how it works and how to get involved. About 50% of these students are from the Faculty of Health and Social Care – a typically under engaged faculty. This tied in with their induction event during WelcomeFest will hopefully prove for a better year in terms of engaging with the faculty, Jacquie White (Assoc. Dean L&T) is keen to help us achieve this as well as having better student engagement with the staff in the faculty as well. Outside of work being formally invited to be a speaker at the British Rowing Conference in Leeds in October.
General updates...	This week I have: <ul style="list-style-type: none"> - Worked with LEAP to produce a better monitoring and reporting structure for Student-Staff Committees. - Met with Andy King to firm up some plans for the Student Led Teaching Awards in May. - Met with the Associate Deans for Learning & Teaching in the Faculty of Health & Social Care, and the Faculty of Science & Engineering to discuss plans for the year, how they can help HUU and how we can help them increase their activity and student engagement at a faculty level. - Started plans for a new "forum" where the Faculty Co-ordinators will meet with myself and Alan Speight (PVC Education) regularly to get better student representation direct to SMG. - Worked with Steve in order to start developing plans for a revamped 'student conference' that will encompass all of our membership services and be more engaging than in previous years! - Took Sally for a tour of the library.
Update on my objectives...	The objectives session with the rest of the team on Wednesday was really useful, I just need the time now to pull out the HOW and the actions that are going to form the rest of my feedback campaign, and my objective around that.
I need support with...	"Student Conference" or... THE CONVERSATION! Watch this space...

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21.08.15	40+	4	Catch up coffees with Postgrad students about PGR and PGT Representation & issues that they are currently having including engaging with a medical student about placement issues.	10 %



Your Union

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NAME: Si Hernandez	
I'd like to thank	
Things I'm proud of	Wrote Standing Orders for Equality and Diversity Officer, all ready to go.
General updates	<p>Spoke with Liz regarding CRC situation, hoping to get feedback so handovers can take place if need be.</p> <p>WelcomeFest plans needed updating as certain events have changed times or altered entirely. One such incident included a trip to Waterworld in York which has recently closed down. Also, made some additions to WF Fair as more students and clubs have requested stalls.</p> <p>Had a meeting with Glen Burgess to discuss plans for the year ahead.</p> <p>Visited the Hull Campus to discuss our objectives and arranged which committees we sat on. As expected, this was mostly the Scarborough committees.</p> <p>Liaised with Giles Davidson (Acting Principal) regarding expectations for NSS and what avenues we could take.</p> <p>Sat on the first SCEP (Scarborough Community Equality Panel – name may change). Here, we discussed hate crime on Campus and in the local community. Plans are in place to create a survey where participants can easily report hate crime, prototype of said form looks promising.</p> <p>Also at SCEP, discussion of the return of Scarborough Pride. This will take place next summer. The main focus will be of celebrating diversity, inclusive of both liberation and non-liberation groups. HUU to encourage attendance and possibly provide some form of entertainment to assist in the event.</p> <p>Unfortunately, we were not able to secure payment for the Open Mic Night students. Proposals were made before my term to pay these students but due to no confirmation between HUU and the University no agreement was made.</p>
Update on my objectives	Finally started getting feedback for timetables, though University staff keep passing the buck. E&D Officer – see above.
I need support with	<p>I'm concerned with our WF plans. The events we're offering do not seem on-par at all. Looking at a couple of trips to those advertised in Hull WF to help remedy this.</p> <p>I would like to get some marketing for the by-elections. Particularly if the new E&D Officer is elected as this will most likely be only two weeks after Union Council.</p>

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21/08/15	39	2	Sports funding, events funding	5%



Your Union

UEC REPORT - WEEK ENDING 21 AUGUST 2015

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NAME: Ashleigh Davies	
I'd like to thank	Emily for helping me organise my emails. All Sabbs for being honest and open in our objectives session. Liz for helping me prepare to be on the interview panel. Toni for helping me with the meeting with the landlords!
Things I'm proud of	WRITING MY OBJECTIVES! The unbelievably scary meeting I had with all the landlords about the housing fair. Being on an interview panel.
General updates	I've been busy contacting people and getting in touch with the liberation officers for their content for marketing. I have been writing the content for my different campaign booklets, and sat on two interview panels this week. Rob Young confirmed attendance to training for LGBT+
Update on my objectives	White Ribbon – Still waiting on hearing back from Danny regarding Kirk Yeaman attending our event. Mental Health – Samaritans have confirmed attendance, and I have been writing content for my booklet which I will provide to students on world mental health day. Housing – Meeting with landlords went well. Although the university are no longer willing to put any houses into HullSTARS – but they support the program fully. – I will expand on this.
I need support with	I feel happy! I need support with keeping this up!

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21.8.15	40+	2	Emails to various members of liberation groups.	2%



Your Union

UEC REPORT - WEEK ENDING 28 AUGUST 2015

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NAME: Chubike 'Chuby' Okide	
I'd like to thank	*Sally and Emily for helping me sort out my emails, you are superheroes.
Things I'm proud of	*Catching up on my emails.
General updates	*Ashleigh & I will be having a meeting with the students who brought up the BME attainment gap this week. *Message has been sent to Mike Lammiman about the external speaker, still awaiting his response. *Team feedback for the University strategy has been sent off to Jeannette.
Update on my objectives	*Will be attending the City of Culture review workshop this week. *Been working on details for Sabb Sofa with marketing.
I need support with	I am good at the moment but will let you guys know if I need help with anything that comes up.

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
28/08/2015	34 hrs	3	*Emails about jobs and Union activities. *Welcome Fest *Prayer room	12%

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NAME: Gurmok Sanghera	
I'd like to thank...	Emily- helping me delete and sort out 1000's of emails
Things I'm proud of...	Planning the workshops for committee training Having a productive SFC meeting
General updates...	We have agreed that presidents will get a free sports pass and we have agreed that we can bundle our membership together Coaching fund is being sent out the deadline for this is the 14 th September
Update on my objectives...	Meeting with Kathy next week to discuss what we want for funding Sorting out committee training, Chuby has sent an email to Jeannette about it Steve Curtis is helping me source coaches
I need support with...	This week Vicky is back so I should be fine.

ENGAGEMENT BREAKDOWN

Week ending	Total hours worked this week	Hrs spent engaging with members	Type of engagement (description)	Engagement hrs as %
28.08.15	35	2	Phone calls to presidents	5%

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NAME: Matt Evans	
I'd like to thank...	Jack Taylor-Stafford & Chelsea Baxter – for coming up with some great marketing and design ideas for recruiting course reps during WelcomeFest that are new and different and will really engage students with the CR system and how students interact with us.
Things I'm proud of...	Filming the second of the sabbatical blogs – it was really fun and I had a great time talking about all things WelcomeFest. Helping a HYMS Student earlier this week after HYMS did not help him out with placement issues due to exams.
General updates...	I have organised a Faculty Co-ordinator training day for Thurs. 17 th Sept to get them ready for the year ahead, as well as inviting members of staff from each of the faculties to attend and meet the student representatives informally to foster the relationship between students and staff more, in order to help effectively represent students.
Update on my objectives...	Still in the process of writing them up with the SMART setting and formulating the action plan for each of the projects.
I need support with...	What things I can bring up with Alan Speight in my 1 to 1 next week on behalf of the team, in addition to my own items.

ENGAGEMENT BREAKDOWN

Week ending	Total hours worked this week	Hrs spent engaging with members	Type of engagement (description)	Engagement hrs as %
28.08.15	35 (Friday off)	3.5	Engaging with new students about the Course Rep system via email and reassuring them ahead of Welcome Fest and generally answering their questions.	10%

UEC REPORT - WEEK ENDING 28 AUGUST 2015

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NAME: Ashleigh Davies	
I'd like to thank	Emily and Sally for always being amazing and helping me with whatever I need. UEC for being understanding around the issues that I have raised. Graham for everything he has done for me over the past couple of months as a mentor. Wishing you all the best for the future. Everyone who worked at the shop this weekend for making it fun and enjoyable!
Things I'm proud of	This week Gurmok and I went and engaged with Chinese students in the Haven. It was very nerve wracking but I am proud that we did it. I feel proud of the work I have done on my campaigns already, I have booked a lot of the necessary guests/rooms/facilities, and feel extremely organised! The fantastic shop. Seeing the difference we've made is amazing, I can't look at shops the same now that I know how to put up shelves.
General updates	I gathered the rest of the team together and had a look at the objectives for the Community Strategy for Students as Citizens. We went through these as a team to make sure that we were entirely happy with what we were agreeing to from our side. Been working a lot on different trainings for liberation groups, and how they are going to run. LGBT+ and LINKS have had their WelcomeFest marketing confirmed.
Update on my objectives	White Ribbon – I have spoken to Danny Scott from Hull FC, I will be arranging a meeting with the presidents of men's RU and RL, to see if I can get them on board with the cause. Mental Health – I have contacted Norman Day and I am awaiting a response regarding the employability workshops I will be running. Housing – I have sent a quote to Rachel to check and edit before we send this to Trudi. This will go in all first year housing to raise awareness of the need to not rush for housing.
I need support with	Staying as happy as I am! ☺

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28.8.15	40	5	Spending time with LINKS. Many emails to various students. Chatting to students over Twitter and on Facebook regarding ents. Chatting to LGBT+ and arranging their marketing. Chatting to Chinese students in the Haven.	