



**MINUTES OF UNION EXECUTIVE COMMITTEE MEETING**  
**Held at 11 am on Tuesday 5 May 2015**

Present: President (Chair), Vice-President Sport (VPS), Vice-President Welfare & Community (VPWC); Vice-President Scarborough (VPSc), Vice-President Activities (VPA)  
Attending: Finance Manager (FM), Membership Services Director (MSD)

1. **Apologies** – Vice-President Education (VPE), Chief Executive, Marketing & Communications Manager
2. **Minutes of previous meeting**  
The minutes were approved as a correct record.
3. **Matters arising** (see attached)  
The outcome to action points from the last meeting was noted.
4. **Sabbatical Engagement**
  - It was agreed that sabbatical engagement would be the postcard campaign for Sport and General Election.
- 5-10 **Zone Reports – circulated and taken as read** (see attached)
  - Reports not received from VPE and VPSc.
  - 5) President said Commercial Services Manager and Cleaning Co-ordinator had done a great job with the Green Impact submission and it looked as though we had passed with flying colours. He said the subvention paper would be sent to the University shortly and thanked MSD for her help.
  - 8) VPA thanked everyone who had helped with the Activities awards. She mentioned that she had had to spend time putting covers on chairs before the event and it was suggested she speak to the commercial/ents team to ensure that in future, they take responsibility for room/furniture dressing. Action: VPA
  - 9) VPSc gave a verbal update. He thanked everyone who had helped with the preparations for the Scarborough awards. President suggested he and VPSc meet before the Hull College meeting on Thursday and discuss the agenda and outcomes. Action: President
  - 10) VPWC said a Communications Officer had been recruited.
11. **Chief Executive & SMT update**
  - FM circulated the performance summary for period 9. He said two zones were of particular concern - Activities were £11.5K behind budget and Sport £4.5K behind. FM said ISA events were the issue with Activities zone and asked VPA to check what was made/lost on the Scarborough trip and whether there were any further trips planned. Action: VPA
  - FM asked VPSc to check as £5.5K income which was budgeted has not yet been presented. Action: VPSc
  - FM asked that Sabbs let him know by Friday this week whether there are any further costs likely to come in to be included in this year's figures. Action: All
  - MSD said she would be working with everyone on next year's budgets and would include the co-ordinators and Membership Services Operations Manager.

## 12. **Any Other Business**

### a) Officer Priorities (attached)

Sabbs reviewed their priorities and updated the meeting on current progress.

#### Governance:

- President said MSOM and Governance & Democracy Intern were working on the Governance review and the vision and recommendations paper would be ready for the May Board meeting. The next stage would be the implementation plan.

#### Education:

- MSD said Student Written Submission should be in with this and Higher Education Review. Meeting to be arranged with VPE, President and VPSc. Action: EN

#### Scarborough:

- Working with Hull College Group on Scarborough based union, working with the University on social space (work commenced on Waves). VPSc continuing to get message out about student experience.

#### Welfare & Community:

- Community strategy – comms officer recruited to undertake stakeholder engagement. Mental health policy for students will not go ahead. VPWC to meet with MSD on disciplinary procedures. Action: EN

#### Activities:

- VPA said HUSSO should go to Union Council and she will speak to MSOM about pitching for projects. Action: VPA

#### Sport:

- Postcard campaign will be complete by end of May. Up & Go is not happening but a sports day is being organised. VPS is still working on the National Governing Body Partnership but has not had any interest to date.

MSD said the Sabbs have a lot of work to do and reminded them to ask for help if required. She will liaise with Marketing & Communications Manager when work has been completed.

### b) May and June Board meeting

- President asked for an update from Sabbs on the pieces of work they did not think would be completed in time for the May Board meeting. VPA said she was working on a safeguarding policy which she would want to present in June as she would not be at the May Board. MSD queried whether this would have to be approved by the Trustee Board. President would be presenting the Governance review. SB said this additional meeting would be solely for Sabbs' items and would not be a normal meeting. FM said he had not been expecting to prepare financial reports for a June meeting, as well as for May and July meetings. It was agreed that President should discuss the June meeting with CEO, given that there were fewer items than anticipated and the costs, time and effort involved, particularly for external Trustees. Action: President

### c) End of Year Ball

- MSD asked Sabbs to let her or MCM know if they have any suggestions for VIPs.

## 13. **Reserved Business** – none reported

## 14. **Next Formal Meeting** - Tuesday 19 May at 2.30 pm



**UEC REPORT - WEEK ENDING 24 April 2015**

*This report should be completed weekly each Friday and emailed to Sally the Friday BEFORE the formal UEC together with any agenda items*

NAME: Richard Brooks – President	
I'd like to thank...	Everyone for all their support over the last couple of months. It's meant a lot.
The three things I'm proud of	<ol style="list-style-type: none"> <li>1. I did an election thing</li> <li>2. ...</li> <li>3. ...</li> </ol>
Update on my objectives	<ol style="list-style-type: none"> <li>1. ...</li> <li>2. ...</li> <li>3. ...</li> <li>4. ...</li> <li>5. ...</li> </ol>
I need support with...	Catching up.

**ENGAGEMENT BREAKDOWN**

Week ending	Total hours worked this week <i>(max of 40 hrs per wk)</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 hours worked
24/4/2015				





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NAME: Nichola Jackson 😊😊😊😊😊	
I'd like to thank...	Vicky (for her amazing help with all things Trophy Pres), AU Exec (for helping with Trophy Pres on Saturday and leading up to the event), all the sabb team (for their help on Saturday, especially Jeni for helping me set up during the afternoon and keeping me sane!)
The three things I'm proud of	<ol style="list-style-type: none"> <li>1. Releasing/starting the Postcard Campaign...woooooo!!!! (Already got 50 postcards back!)</li> <li>2. Trophy Pres, it went well and everyone seemed to have a fantastic night!</li> <li>3. Going to FIC to explain about sports/sports facilities and why it's so important that we need to invest in them!</li> <li>4. Also getting called into the registrar's office twice in the space of two weeks about sports facilities... we are doing a great thing!</li> </ol>
Update on my objectives	<ol style="list-style-type: none"> <li>1. Postcard Campaign released, will continue to mid-May to get as many respondents back as possible, going well so far and I haven't even begun getting out and about yet!</li> <li>2. Research going into NGB's, but my focus is on postcards at the minute!</li> </ol>
I need support with...	Promoting/getting students on board with the postcard campaign...tweets, helping me around campus, training sessions. Etc.

### ENGAGEMENT BREAKDOWN

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24/4/15 including Trophy pres	40 + (50 ¼)	12	Postcard campaign, hockey matches, presidents, Trophy pres, 1-1's with AU members	30%