

MINUTES OF UNION EXECUTIVE COMMITTEE MEETING
Held at 2pm on Tuesday 20 October 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), Marketing & Communications Manager (MCM), Commercial Services Director (CSD), Interim Finance Manager (IFM)

1. **Apologies**
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)
11. **Chief Executive & SMT update**
Commercial
Venue Bookings
 - A new venue booking system is being introduced, which will cover the cost of staffing events. Once commercial services receive details of an event (location, date, expected attendance, staff required), the cost of holding the event would be sent to the organiser. This cost would then be covered by bar takings during the event. If an event made a loss, the difference would be paid by the organiser.

CEO updated UEC on current activity.

Marketing
 - MCM said the WelcomeFest survey is going well, they are on track for reaching their response target. The Marketing team have found it easy to engage with students due to an increase in students using social spaces within the building. This year the survey contains questions from the University about City of Culture and inductions.
 - Due to a high workload in Marketing, weekly individual campaign meetings will be reduced to 30 minutes a week.
12. **Any Other Business**
 - a) **Lawns Housing Pop Up**
 - VPS agreed to help VPWC with distributing posters at the Lawns, along with some members of the Advice Centre team.
14. **Next Formal Meeting**
Tuesday 3 November 2015

UEC REPORT - WEEK ENDING 9 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	*Kathy and the RAG committee for an amazing Take Me Out event. *UEC for mandating me to take an afternoon off.
Things I'm proud of	*Having a great WelcomeFest. *Smashing my open day speeches.
General updates	*Open day was a massive success. *Team gave feedback to University about its strategy. *Attended the FASS faculty board, most of the discussion was focused on their internal governance structures.
Update on my objectives	*Met with Bob from student support to talk about learning differences and he will be working with me on promoting support. * Have put Accessibility in four phases throughout the year. * Kathy and I met with Martin Batstone and we were able to confirm the date for the first faith forum, it will be Nov 23 rd . I will be writing its terms of reference. *Still working on a paper for 'Hullisation'.
I need support with	Doing fine at the moment just handling a few issues but it will be sorted.

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
9/10/2015	30 hrs	8hrs	*WelcomeFest *Various topics	27%

UEC REPORT - WEEK ENDING 11 October 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	Everyone for having such an amazing WelcomeFest Vicky for being my Rock Angie for being there The whole team for supporting me through a really difficult week – especially Ashleigh and Chuby
Things I'm proud of	The Faith Forum – we have a structure and a date, its finally going to happen! RAG Take Me Out – it was a huge success and I'm really proud of everybody. Hullfire – they've had a difficult week and they handled it really professionally.
General updates	Training Medsoc this weekend – in both how to run society and the benefits of the union. Hullfire will be interviewing Martin Green. Hullfire will also be receiving the new regulations (pending the FARC). Societies Council took place, societies are now aware of the new stripes system of accreditation. RAG had a successful Take Me Out, they raised over £400 for Teenage Cancer Trust the new Charity of the Semester!
Update on my objectives	Sending more website updates to Marketing. Re-running training for those that missed the first round.
I need support with	Keeping people happy!

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
11/10/15	37	16	Chatting with students, volunteer meetings, student questions, Events	43%

UEC REPORT – WEEK ENDING 9 OCTOBER 2015

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NAME: Matt Evans	
I'd like to thank...	Steve – for keeping my morale up even when he wasn't here. Liz, Jackie and Chuby – for a positive meeting and forming an action plan with the student hub
Things I'm proud of...	First ULTAC and UREC (Big senate Committees) and being able to get more student rep on ULTAC
General updates...	SWS action plan being written by me and the secretary of ULTAC.
Update on my objectives...	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 send materials up to Scarborough in November time to coincide with campaign in Hull.
I need support with...	Keeping a better to-do list and keeping on top of my tasks. As well as being able to fit in going out and talking to students in with all the University Committee meetings.

ENGAGEMENT BREAKDOWN

Week ending	Total hours worked this week	Hrs spent engaging with members	Type of engagement (description)	Engagement hrs as %
09.10.15	40	4	Big Fun	10%

UEC REPORT - WEEK ENDING 9 OCTOBER 2015

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NAME: Si Hernandez	
I'd like to thank	Kathryn – For making me laugh and being a second Mum.
Things I'm proud of	More successful WelcomeFest events, massively pleased.
General updates	<p>As myself and Kathryn do events and promo, we have been under pressure with WelcomeFest. Having a number of well attended events including our Town Tour with three course meal and Family Fun Day (aimed at mature students with children) was a massive pay off. Really good start to the year.</p> <p>Sat on the Faculty Board for Education, discussed the possibility of arranging trips for Scarborough students when relevant workshops are hosted by departments.</p> <p>Had meeting with Tracy White (Head of Accommodation and Estates) and the student experience staff regarding the Cayley Halls meals. We decided that we will consult with the Ambassador Spa Hotel and The Cask Inn to see if they will do a deal with the University for weekend catering.</p> <p>Sat on interview panel for the new Student Success Advisor role. Submitted questions before which were incorporated into discussion. We had three candidates, with one performing as a clear stand out.</p> <p>Attended a HCUK "relaunch" event where half of SMG turned up to. This consisted of the new HCUK Principal outlining his plans for recruitment and keeping Scarborough's heritage and reputation intact after UoH.</p> <p>Brought some of the Exec to Hull to visit HUU to get a better understanding of the organisation. This included the meeting with Calie regarding the Strategic Plan and outlining an awareness campaign with Georgia about the SLA.</p>
Update on my objectives	To help keep the SLA at the front of both staff and student's minds, I am planning a campaign requesting each department's commitment to the document in writing. I would like to get the SMG of the University to back this up.
I need support with	Getting our Vlogs up and running. We still have had none uploaded.

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
09/10/15	38 (Friday, on holiday)	9	WelcomeFest events, drop ins	23.7%

UEC REPORT – WEEK ENDING 9/16 OCTOBER 2015

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NAME: Gurmok Sanghera	
I'd like to thank...	<p><u>Vicky</u> for helping me it was a busy week and we were both were put under pressure but dealt with it quite well.</p> <p><u>Liz</u> for being able to talk to about the problems the University are giving me.</p> <p><u>Andy</u> had our mentor meeting, it was good to get a few things off my chest and then move on.</p>
Things I'm proud of...	Well done to Netball League for winning their first ever BUCS game 55-5.
General updates...	<p>Had our first breakfast meeting as the new Sabb team. Met Sarah from NUS and let her know what I was doing. Sorted out who will be providing game of the week .</p> <p>Met with various presidents to sort out their problems Table Tennis, Boat Club and HYMS being the largest ones. Helped set up Go Karting, Baseball and Pole Fitness. Talked to someone from Nottingham Uni about my objectives and what they thought.</p> <p>Helped Football and Fencing with an EGM for president. Pole fitness are now looking for a president, I will be helping them next week.</p> <p>Went to St Stephens and Big Fun and met new fresher's, was great to see that they have settled in quite well.</p> <p>Showed the presidents the university sports strategy and the facilities plan.</p>
Update on my objectives...	<p>Spoken to the exec about my objectives and they have taken them on board quite well.</p> <p>The exec are starting to plan AU ball, Tour and the event oldboys/girls weekend.</p> <p>Spoke in the breakfast meeting about how communication needs to be better between us and sports centre and in fact senior management need to recognise sports teams better, this was fed into university strategy with the VC.</p>
I need support with...	

ENGAGEMENT BREAKDOWN

Week ending	Total hours worked this week	Hrs spent engaging with members	Type of engagement (description)	Engagement hrs as %
09.10.15	60	15	Students at big fun and St. Stephens	25%
16.10.15	50	10	Presidents meetings and individual enquires	20%

UEC REPORT - WEEK ENDING 16 OCTOBER 2015

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NAME: Chubike 'Chuby' Okide	
I'd like to thank	<ul style="list-style-type: none"> *Marketing for helping me with putting together Sabb sofa. *Everyone for giving Sarah Edmunds a great welcome.
Things I'm proud of	<ul style="list-style-type: none"> *My visa interview in Liverpool. *Getting through a list of tasks.
General updates	<ul style="list-style-type: none"> *Liz and I attended the student Hub presentation *Attended the Institutional Performance Group meeting where the proposed KPIs for 15/16 were given.
Update on my objectives	<ul style="list-style-type: none"> *Met with Bob from Student Support to talk about learning differences and he will be working with me on promoting support, will be following up with him to see where he is at with it. * First Sabb Sofa to happen on Tuesday 20th October. * Research on Accessibility to start this week with the help of Marketing.
I need support with	Getting through the week.

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
16/10/2015	30 hrs	8hrs	*Various topics	27%

UEC REPORT - WEEK ENDING 16 OCTOBER 2015

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NAME: Kathleen Brook	
I'd like to thank	<ul style="list-style-type: none"> • Rachel – for being so helpful especially in our mentor session. • Liz- for dealing with all of the fallout from societies so well with me. • Louise - for helping with all the ISA booking drama. • Vicky – for dealing with the never-ending stream of societies queries. • Jackie – for being there and helping us to deal with the issues with had with venue bookings. • The whole Sabb team, for always being so understanding.
Things I'm proud of	<ul style="list-style-type: none"> • The first zone meeting was a success. • The open communication that we have with societies, everyone seems very pro-active which is a great sign. • The SUMs grant charges have been fixed – thanks to Vicky.
General updates	<ul style="list-style-type: none"> • Last week was a lot of damage control and general queries. • The Hull fire have had successful interviews with Martin Green and Steve Bruce. • The radio has been almost completely booked up. • Oxfam takes place this week and is set to raise at least £5000 for Oxfam. • There have been issues with ISA bookings but I will be meeting with Liz to book all of those in next week. • Unfortunately the ISA trip had to be cancelled. • The faith Forums are set and ready to Launch. • I have been part of a national working group for student media, as a result of this Hull fire is now NASMA accredited and has access to all of the NASMA resources.
Update on my objectives	<ul style="list-style-type: none"> • This will be my focus for the coming week. • The website updates have gone through, societies activities are now included in the newsletter so we can only wait to see the response. • Gurmok and I will be meeting with Liz and Jackie to discuss retention, then meeting to discuss how we approach the student experience campaign together. • The training sessions will be picked up and chased down this week and the training sessions for societies will be rerun. And the Whole zone will have one large training session next week.
I need support with	Just getting my head down and getting on with work, while 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
16/10/2015	40+	12	Chatting with students, volunteer meetings, student questions	30%

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NAME: Matt Evans	
I'd like to thank...	<p>Steve – For coming back from annual leave and quickly getting a grip of elections ready for next week. Amazing as usual.</p> <p>University Staff Development Team – For a great “Coaching Conversations” workshop this week and helping me think about how to be impactful while having those difficult conversations.</p> <p>Emily – Where the hell would I be without Em? Helping me sort my prioritisation of tasks, colour co-ordinating my calendar, sorting out the filing cabinet with me, and just generally being ace when I decide to throw problems at you! Thanks ☺</p>
Things I'm proud of...	<p>Working with Liz and the University Registrar to make the Fitness to Study policy better and more relevant to student needs ahead of Senate.</p> <p>Talking Gill Anderson (University Governance Office) through the representative and governance structures we have in place after faculties and departments had gone to her with problems.</p>
General updates...	<p>Staff development workshops or opportunities should definitely be looked into by the rest of the team. The one I went to was great and provided a really good opportunity to have a few hours away from HUU to reflect on what we're doing here and how we can improve it!</p> <p>http://www2.hull.ac.uk/administration/staffdevelopment/programme.aspx</p>
Update on my objectives...	<p>There is now a poster of each faculty co-ordinator in every department on campus, bespoke to their faculty so everyone knows who to contact for bigger faculty wide issues (both staff and students).</p>
I need support with...	<p>Not working from 08:30 till 18:30... It's not healthy and I need to stop and get a life!!</p>

ENGAGEMENT BREAKDOWN

Week ending	Total hours worked this week	Hrs spent engaging with members	Type of engagement (description)	Engagement hrs as %
16.10.15	40	2	Walking round campus chatting to people, Indoor rowing meetings.	5%

UEC REPORT - WEEK ENDING 16 OCTOBER

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NAME: Si Hernandez	
I'd like to thank	Katy Graley – Of HUBS, for helping me co-ordinate Reps in that department.
Things I'm proud of	Course Rep elections. Brilliant to get so many reps elected, I feel people are really invested in their own experience.
General updates	<p>Attended Breakfast Meeting with SMG, brought up the importance of the Scarborough SLA and possible collaboration with them for a campaign.</p> <p>Course Rep elections took place, as above.</p> <p>Trip to Hull Fair took place, with a full minibus. WelcomeFest events are now over.</p> <p>Attended a welcome period review with University staff. Really good feedback, with SU staff being noted for being friendly, definitely happy with this.</p> <p>Attended Finance, Audit and Risk Committee, relating to the Board of Trustees.</p> <p>Liaised with Lisa Player of Brighton University regarding SU provision for small HE/FE institutes.</p> <p>Liaised with Tom Rowland (head of Med Soc) regarding HYMS representation during Scarborough placements.</p>
Update on my objectives	Many lecture shout outs happened, Course Reps were elected and HUU updates were made.
I need support with	Promoting events, there sometimes can be an overkill with social media.

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16/10/15	45	5	Hull Fair, Course Rep elections, one to ones	11.1%

UEC REPORT - WEEK ENDING 16 OCTOBER 2015

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NAME: Ashleigh Davies	
I'd like to thank	Jackie and Liz for all their help with the complaints! Toni for just being Toni and letting me rant – a lot! Rachel and Gee for their wonderfulness. Hannah Crookes – going above and beyond in all she does! Charley – it really helps having social media about!
Things I'm proud of	World Mental Health Day was amazing, it was great to get all the support from the university and the outside businesses. Some great working relationships have been made. SHAG – Went really really well, it was lovely to have the chance to meet the agencies out there in Hull. Meeting with Anne Mwangi and giving the input on the SES Review – it felt great to talk about the BME attainment gap and really get the opinions of the girls out there.
General updates	Hannah helped me look through the university disciplinary procedures, and we found what we needed – students can be disciplined under university regulations for noise! Tried to arrange a zone meeting for Union Council but no one came as they were all busy/forgot. Will be chairing the first Union Council from my zone. Met with Hull Children's University – they were amazing and Angie will be able to sign post people in the right way with them now!
Update on my objectives	Mental Health – World mental health day was a huge success! White Ribbon – Received a lovely promotional pack, will now be bugging Ikram for more goodies! Housing – have a housing fair meeting Monday with everyone involved, heading to the Lawns next week!
I need support with	Feeling quite down at the min, bit over whelmed! Also may need help with the housing stuff at the Lawns next week please!

ENGAGEMENT BREAKDOWN

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16/10/2015	24 (Thurs and Fri off ill)	5	Netball Match SHAG Day	