



MINUTES OF UNION EXECUTIVE COMMITTEE MEETING
Held at 2.30 pm on Tuesday 27 January 2014

Present: President (Chair), Vice-President Sport (VPS), Vice-President Welfare & Community (VPWC); Vice-President Scarborough (VPSc), Vice-President Activities (VPA), Vice-President Education (VPE)

Attending: Finance Manager (FM), Interim Commercial Services Manager (CSM), Marketing & Communication Manager (MCM)

1. **Apologies**

Received from Jackie Berry (CEO)

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**

- Agreed to help President with electoral registration events next week. Admin Support Intern to put information in calendars and create a rota. Action: Admin Support
- M&CM suggested the two day electoral registration event should link into the NUS #generationvote campaign for National Voter Registration Day on 5 February. Action: President
- All Sabbs to take part in the '4 out of 6 Sabbs' quiz on 3 February, as many as possible to be at the Lawns from around 5pm. President to ensure Sabbs know the rules before the event. Action: President

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

- All Sabbs to adapt schedules to include more student engagement as students return to campus.

5b) Governance principles (circulated)

- President gave background to governance principles document.
- There are two sets of principles. The first page is based on student feedback, the second page uses responses taken from the HUU governance survey and looks at how students want decisions to be made. Most want to be represented by faculty. Update to be taken to Union Council, focus groups are to be held. Final page is based on data.
- President and MSOM to liaise with R&CC to check the demographics of the survey. Action: Pres/MSOM

8b) RAG procedures

- VPA raised issues about how RAG process any money they raise, notes from the last meeting have been considered and the procedure has been amended. Before fundraising, students will have to complete a fundraising form, activities need risk assessments for insurance purposes.
- HUU did not want to turn students away who have raised money, the new system provides options. Suggested that if money was brought without a fundraising pack, there could be a temporary form to go with the money.

- By accepting the money without a risk assessment, HUU is potentially liable for the fundraising activity. Endsleigh will not allow retrospective risk assessments.
- VPE suggested that point 6 on the FAQ list regarding contacting the charity, should be moved further up the list, so it happens before a charity form is completed and submitted.

10) Welfare & Community Zone

- VPWC is looking to train 20 members of staff across HUU and the university about stress and anxiety. VPWC asked that if anyone has any suggestions for HUU staff members who would benefit from the training, that they email names to VPWC by Monday 2 February, 5pm. Action: VPWC
- Student staff could potentially be nominated, volunteers would not be eligible for the training. It is hoped that permanent members of staff could train student staff and volunteers at a later date.

11. Chief Executive & SMT update

- M&CM asked that Sabbs help to promote and attend WelcomeFest the Reunion events.

12. Any Other Business

a) Volunteer cafes

- President explained how the sessions would work, with three tables run by Sabbs.
- VPSc is unsure of what days he will be in Hull next week. President will talk to VPSc to find a suitable date to host a workshop for volunteers based at the Scarborough campus.
- President asked all Sabbs to promote the volunteer cafes and encourage the volunteers within their zone to attend. Action: all

b) AGM

- The AGM will be held on Tuesday 3 February at 3pm in Asylum. President asked all Sabbs to attend. Action: all

c) Elections

- M&CM asked for feedback on ideas for elections marketing material. M&CM would like to have 10 more things that would not have happened without sabbatical officers. Ideas were discussed
 - Free cash machine at the Lawns
 - Wifi
 - Advice Centre – opening hours
 - HullISTARS
 - Bus passes
 - Post graduate school refurbishment
 - Varsity
 - Tour
 - New kit provider
- Email other ideas to M&CM as soon as possible. Action: all

13. Reserved Business

Reported separately.

14. Next Formal Meeting

Tuesday 10 February 2015



UEC REPORT - WEEK ENDING 23 January 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	
I'd like to thank...	Everyone for helping and calming me down about Hannah's presents!
The three things I'm proud of	<ol style="list-style-type: none"> 1. The work we're doing in getting involved in HYMS 2. The fact that the Digital Democracy event is almost ready to go. 3. The work Angie in particular has done on Green Impact. She's fantastic.
Update on my objectives	<ol style="list-style-type: none"> 1. 32K Funding bids in final stages 2. Meeting with Careers about volunteer modules was successful 3. Governance paper written for Board of Trustees! 4. Scarborough negotiations and work around it is ongoing 5. General Election plan in draft stages
I need support with...	General Election Actually Engaging with students Pulling together as a team.

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
23/1/15	40 +	4	Face to face, volunteer drop ins,	10%



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NAME: Nichola Jackson	
I'd like to thank...	Vicky (as always, for everything she's done this week for Tour, Re-freshers, Varsity), Sabbs (as always a great help), Hayley at Lincoln, for all the prep she's doing for Varsity, It's no easy task! Gee & Susan, for getting the first lot of posters ready for the Fixtures Boards on Monday! AU Exec, for all their help with Tour and the final payment deadline.
The three things I'm proud of	<ol style="list-style-type: none"> 1. Varsity all coming together with Lincoln, going through final fixtures with Hayley on Wednesday. BUS tickets being sold next week and the Varsity packs the week after. Nice of Lincoln to produce a video....all in vain as we'll bring home the trophy! 2. Around 570 students have paid up for Tour this year! 3. Attending 2 Graduation Ceremonies where I didn't feel like I was going to faint because it was too hot! (Only 1 mishap - sorry Jonathon!)
Update on my objectives	<ol style="list-style-type: none"> 1. First lot of fixtures and what's on? Will be going into the boards on Monday Morning. 2. Plans in place for Postcard Facility campaign, waiting on a quote and photos.
I need support with...	Nothing 😊

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23.1.15	40+	4	1-1s, presidents enquiring, finance queries.	10%