



MINUTES OF UNION EXECUTIVE COMMITTEE MEETING
Held at 3pm on Tuesday 24 March 2015

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: Chief Executive (CEO), Membership Services Director (MSD), Finance Manager (FM), Marketing & Communications Manager (MCM)

1. **Apologies** – none reported.

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 the next sabbatical engagement would take place week beginning 13 April 2015, due to the Easter break. Engagement was agreed as general election and is already in calendars.

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

5) President asked for Sabbs' support on 13 April with encouraging students to vote.

Action: All

8) VPA advised that the Devil's Kitchen event, due to take place on 26 March, was postponed by the charity as there were not enough guests.

9) VPSc said Comic Relief events held in Scarborough raised over £210.

VPSc was concerned that key update information he sent for the website was not uploaded due to Digital Communications Co-ordinator being out of the office. He asked for a plan for cover to be put in place to ensure there is always a member of Marketing team able to add content to the website.

Action: CEO to pick up with MCM

10) VPWC had a good meeting about the housing fair and will be preparing a report on future fairs. She said that the Student as Citizen preferred candidate was not able to take on the role and it had been offered to another candidate.

11. **Chief Executive & SMT update**

- FM reviewed the current financial situation and brought an update to UEC. The period performance summary was explained. FM will check with individual Sabbs if there are additional costs to come out of their budgets.

Action: FM

- MSD has been reviewing policies with Volunteering Co-ordinator and looking at the student written submission. She visited Leeds and Sheffield and attended a sports strategy meeting.
- CEO circulated information she will send to Trustees regarding the general election. The Charities Commission have been scrutinising students' unions' governance recently and she wants to ensure we are working to their guidelines. In summary she said care should be taken with what is put out on social media from personal accounts as well as HUU accounts – including re-tweeting; societies should not use money to campaign and we can't discriminate between parties.
- In response to Sabb complaints about the lack of a June Board meeting, CEO circulated the annual governance planner she introduced prior to the start of this academic year. Trustee Board dates were chosen based on the timings of other meetings and committees. Details of the dates were emailed out to Sabbs in August and December last year. President said he wanted a meeting in June because he did not anticipate being able to complete his governance work in time for the end of May meeting. CEO suggested the Sabbs discuss this after UEC and agree whether they want to move the May meeting to June or hold an extra meeting in June. She also said they should clarify what pieces of work they would be unable to complete in time for the May Board.
Action: President

12. **Any Other Business**

b) Sabb Code of Conduct (attached)

Whilst reviewing the code of conduct for minor changes to role titles, it was noted that there were demands on Elects' time and attendance at meetings before their contracts start which seemed to be unreasonable. It was agreed that these should be amended. VPE advised that the reference to a Union Council in Week 2, Semester 2 should be removed.

UEC agreed that the amendments to the code of conduct should go to Union Council if this was considered necessary.
Action: President

c) Elections (attached)

President asked all Sabbs to provide feedback on the elections paper and complete the actions within the document.
Action: All

13. **Reserved Business**

Reported separately.

14. **Next Formal Meeting**

Tuesday 7 April 2015

UEC REPORT - WEEK ENDING 13 March 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...	Liz for dealing with my whiteboard madness Tom and Wayne for their leadership on Scarborough things Tory for the great work she's done on Priority Campaign Gaz and Steve for SLTAs
The three things I'm proud of	<ol style="list-style-type: none"> 1. Writing on Liz's whiteboard twice – about the future of membership services and volunteer training plan 2. Tom and I lobbying senior manager of HCUK about students' union representation (and getting a lift with Calie) 3. Wrote a paper for student communications for sports facilities
Update on my objectives	<ol style="list-style-type: none"> 1. Elections Review is happening in earnest 2. Volunteer training plan paper will be written 3. Lobbied Calie on subvention – in a good place 4. Set a direction of travel for City of Culture 5.
I need support with...	Engaging with students! Let's keep the goodness going

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
13 02 15	40 +	6 hours	In Scarbs, SLTAS, Volunteers, 1 – 1's.	15%



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NAME: Nichola Jackson	
I'd like to thank...	Vicky (as usual for everything she does), sabbs (as usual), Emily, Adam & Sally (for their help around Tour, t-shirts and coaches)
The three things I'm proud of	<ol style="list-style-type: none"> 1. A productive Priority Campaign meeting with Jeni and Careers, lots of ideas and support of how we can add to our network of contacts. Support from current staff and external trustees as well. 2. Along with Richard and Rachel written a paper for the upcoming Sports, Health and Well-being Group. 3. Along with Ellie and Gee, briefed design around Trophy Pres tickets and posters!
Update on my objectives	<ol style="list-style-type: none"> 1. Continuing with Sports Facilities commitment from University, hopefully something comes out of group next week. 2. Postcard campaign due to start after Easter. 3. Link in Up & Go (waiting on confirmation) with active lifestyle/participation.
I need support with...	Nothing ☺

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13/3/15	40 +	6	AU council, sports zone, BUCS matches, presidents, student enquiries, questions around Tour & trophy Pres.	15%