

**MINUTES OF A UNION EXECUTIVE COMMITTEE MEETING**  
**Held at 10 am Tuesday 26 April 2011 at University House**

Present: President (in the Chair)  
 Vice-President Community  
 Vice-President Education  
 Vice-President Sport  
 Vice-President Scarborough

Attending: Paul Tatton, Chief Executive  
 Julie Watson, Director Membership Services & HR

		<b>Action</b>
1	<u>Apologies</u> – VP Welfare, James Brooks, Wayne Cullen.	
2	<u>Minutes of Previous Meeting</u> - agreed.	
3	<u>Matters Arising</u> - none.	
4	<p><u>Community Zone</u></p> <p>a) <u>Achievements &amp; Progress</u></p> <ul style="list-style-type: none"> <li>• Big events coming up in the next few weeks.</li> <li>• VPC would like to do a video of people saying thanks for the Volunteer Awards.</li> <li>• Holding a “police day” on 9 May – mocking up a bedroom to show what can be stolen and trying to steal bikes etc to raise awareness.</li> <li>• Working on Budget.</li> </ul>	
5	<p><u>Education Zone</u></p> <p>a) <u>Achievements &amp; Progress</u></p> <ul style="list-style-type: none"> <li>• VPE had meeting with Chris Cagney, Quality Office – working group now taking our ideas on board. Had long productive meeting, hoping to create an annex to the Code of Practice on assessment and feedback as a best practice guide to giving feedback.</li> <li>• Auditor role sorted for QAA. VPE also applied to help with engagement in Student Unions – paid position, but he would be happy to put back into Education Zone.</li> <li>• Working on Budget.</li> </ul>	
6	<p><u>Governance Zone</u></p> <p>a) <u>Achievements &amp; Progress</u></p> <ul style="list-style-type: none"> <li>• Attended NUSSL but found it irrelevant and thought the AGM was disgraceful – only found out prices were increasing after AGM. President thought it may be better just to attend the awards night next year.</li> <li>• Working on Budget.</li> <li>• Has given AC proposal to Frances and will give Education one too.</li> </ul>	

6	<p>c) <b><u>Chief Executive Update</u></b></p> <ul style="list-style-type: none"> <li>• Planning for 2 external SUEI audits and next Board meeting.</li> <li>• CE apologised for bringing budget deadline forward but wanted to ensure a meaningful meeting with Trustees. Requested top line figures only with just enough detail to persuade each other why funding was required.</li> </ul>	
7	<p><b><u>Sport Zone</u></b></p> <p>a) <b><u>Achievements &amp; Progress</u></b></p> <ul style="list-style-type: none"> <li>• The Tour has been completed with a lot of friendly matches and trophies won. Preferred the location to Salou. Will get proper feedback from the clubs.</li> <li>• Trophy presentation coming up on 13 May – will probably just use Facebook for publicity as the event sells out anyway.</li> <li>• VPS has written a BUCS handbook.</li> </ul> <p>b) <b><u>Procedure for stall booking</u></b></p> <ul style="list-style-type: none"> <li>• VPS raised the issue of students fundraising round the offices when they have stalls on the ground floor. The suggestion was made for a form to be completed stating what they will be doing and advising students they will have to stay by their stall and not disturb the staff and shop customers. Amended booking form and procedures to be brought to UEC for approval.</li> </ul>	
8	<p><b><u>Welfare Zone</u></b> - no report.</p>	VPS/HH
9	<p><b><u>Scarborough</u></b></p> <p>a) <b><u>Achievements &amp; Progress</u></b></p> <ul style="list-style-type: none"> <li>• Went round Scarborough handing out information about advertising in Scarborough Tide.</li> <li>• Working on the Budget.</li> </ul> <p>b) <b><u>Standing Orders</u></b></p> <ul style="list-style-type: none"> <li>• Discussed the Standing Order governing the Scarborough Sport Council and minor amendments were agreed.</li> </ul>	
10	<p><b><u>Any Other Business</u></b></p> <p>a) <b><u>End of Year Ball</u></b></p> <ul style="list-style-type: none"> <li>• Approval sought by JB for closing the ground floor on the afternoon of Friday 3 June to allow for preparation for the EYOB. Approval given.</li> </ul> <p>b) <b><u>Ratification of Societies</u></b></p> <ul style="list-style-type: none"> <li>• Ratification approved for Model United Nations and HU Formula Student Team.</li> </ul>	
11	<p><b><u>Reserved Business</u></b></p> <p>Meeting closed.</p>	