

**MINUTES OF A UNION EXECUTIVE COMMITTEE MEETING
Held at 10 am on Tuesday 9 August 2011 at University House**

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

Attending: James Brooks, Director of Commercial Services & Marketing
Sally Bates, Minute Secretary

Action

1 **Apologies**

Received from Paul Tatton, Wayne Cullen and Matt Brown.

2 **Minutes of Previous Meeting** - agreed

3 **Matters Arising**

- VPC is meeting with James Richardson to confirm plans for International Welcome Week.
- President will put proposal on voting times to next Union Council.
- VPW said it was likely that NUS Student Safety Net would be replacing Campus Watch and he is working with VPC on preparation for the launch and series of events, publicity and website content.
- DCSM advised that Kexgill would be sponsoring AU but unlikely to sponsor us centrally.
- President said cross campus charity events would be discussed at the Scarborough away day. VPW to compile a list of events and dates.

VPW

4 **Community Zone**

a) Achievements & Progress

- Halls Wars will be a good event – publicity being worked on.
- VPC liaised with VPSc on societies in Scarborough.
- Met with Frances Owen and Simon Attwell. The Street Rep scheme was discussed – they were very receptive and it was agreed there would be a University rep at Ward forums. VPC has made a great deal of progress with the scheme and will be encouraging volunteers to get involved.
- VPC is preparing publicity material for Rosie and could do with help kick-starting Rock Band – particularly with contacts.

All

b) Fundraising update

- VPC's fundraising update was circulated (see attached). President recommended that VPC and CE monitor the profit figure and he asked for any feedback to go to VPC.

c) Hi-Lights budget proposal

- VPC circulated a proposal for £2,000 to be carried over from last year's budget to settle invoices that were not received in time for the end of the year. DCSM advised VPC to see Graham Jackson who would be able to resolve this.

VPC

d) SAC proposal

- VPC to discuss with CE.

VPC

5 **Education Zone**

a) Achievements & Progress

- VPE attended NSS Ambassador training. He has chosen Leeds, Leeds Met, Sheffield, Northumbria and Durham to visit and FE Colleges including Hull, Selby and Doncaster. The NSS is out on 17 August.
- VPE met Glenn Burgess regarding the Learning & Teaching awards. He would like joint awards: student led, staff led and joint.
- The NUS are undertaking a national project for which we will need to bid, with a cost of £1500.
- Interviews have taken place for the design team for the library development. The best two out of four had done their homework well and propose engaging with students as part of the process.
- Ongoing projects include: Academic support and retention, course rep publicity, Student Written Submission, lining up guests for the Conference, creating a charter for students for library behaviour and he is updating standing orders. President said the student charter should be kept brief so it can be incorporated easily into the Institution's.

6 **Governance Zone**

a) Achievements & Progress

- Content for parents' guide has been done. He will liaise with Leigh.
- Frances Owen and Glenn Burgess have not accepted sabbatical years as equivalent to placements.
- President has 11 helpers organised for Needler arrivals on Saturday.
- Following the NUS Extra visit, he is confident that we will improve sales.
- Student Panels will be running from week 3. A weekly questionnaire will be sent out on Mondays to students who sign up. Hannah and Sophie will run it and it will be managed by President and DCSM – questions should be run past them first. The aim is to sign up 250 students.
- NSS Plus – the vehicle for the education survey - will go ahead. This was our idea at the Senate away day.
- Student Aid continues to be a struggle.
- President reminded everyone about 45 second videos for the website and he will book time out for the videos.

President

7 **Sport Zone**

a) Achievements & Progress

- VPS has finished his budget and KPIs with more accurate details, particularly for BUCS.
- NUS at Loughborough was a good networking opportunity and gave VPS ideas for campaigning for sport funding.
- Ongoing work includes sending off more kit orders, and chasing clubs for content for mini-sites. Hall Wars is coming along well and he is working with VPC and Alex O'Brien to finalise. He will be involved with the induction of a new AUC at the Sports Centre who will be working with them on Hall Wars and they will pay for advertising.
- The first GIAG event will be 12 October, lacrosse and a follow-up on 13 October. The first BUCS event is also 12 October.
- President asked VPS for his budget plans and to ensure CE sees them.

VPS

8 **Welfare Zone**

a) Achievements & Progress

- VPW will email dates out for the Student Safety Net action plan.
- Fresher parent pack has been done. Will speak to Leigh about website.
- VPW is monitoring his printing costs for budgeting.
- Liberation Chairs have been contacted and action points made.
- He has sent out his second monthly email update on what he has been working on. President asked that this is copied to him and also suggested that all Sabbs do a similar regular email update.
- VPW is going to Scarborough with Gina and will meet Madonna and the student support staff there.
- Ongoing work includes ensuring the website is updated with all relevant information by 18 August.
- Black History month – President asked for a plan to be produced for next meeting.
- Other projects include Liberation Chairs, disability sports, mental health awareness.
- VPW is attending a Support and retention meeting this afternoon and will give feedback to Julie Chambers who is unable to attend.

VPW

All

VPW

9 **Scarborough**

Not present but President went through his weekly report.

10 **Any Other Business**

a) Sabb email intros / Communication

DCSM said communication was highlighted as a weaker area on the SUEI audit. He would like 6 emails to be sent out by Sabbs before students arrive, starting with President and then the next one should be linked to the previous one, culminating in a big what's on just before students are back. Sabbs should do a blog too – Hannah will advise them of deadlines.

DCMS

Discussion took place about Hullfire and how Sabbs' contributions would be obtained. DCSM reminded Sabbs that Hullfire should be a form of media to convey their views and it was agreed that VPC should discuss with Editor Hullfire to agree the best method to achieve this.

VPC

11 **Reserved Business**

Discussed separately.

12 **Next Meeting**

Monday 15 August 2011 at 10 am.