

MINUTES OF A UNION EXECUTIVE COMMITTEE OPERATIONS MEETING
HELD
AT 10.00 AM ON MONDAY 29th JUNE 2009, IN MEETING ROOM 2

Present: President (in the Chair)
Union Secretary & Treasurer
Vice-President (Academic Representation)
Vice-President (Scarborough Campus)
Vice-President (Sports & Leisure)
Vice-President (Welfare & Equality)
Chair HUSSO (Student Community Action)
Chair International Students Association

Attending: President elect
VP Community elect
VP Sport elect
VP Welfare elect
Chair Scarborough elect
Paul Tatton, General Manager
James Brooks, Commercial & Marketing Manager
Julie Watson, Human Resources Manager
Sarah Blount, Minute Secretary

255. **Welcome** The Chair welcomed the incoming UEC team to the meeting and thanked the outgoing UEC team for their hard work this year.
256. **Apologies** received from VP Education elect. UST would be arriving later in the meeting.
257. **Wins of the Week**
- (a) **VP(S&L)**
 - Getting through the sabbatical year!
 - (b) **VP(W&E)**
 - Had positive meeting with Anthony Allen who was very complimentary about HUU Marketing and offered to work more closely with us.
 - (c) **VP(AR)**
 - At the Student Participation Working Group, Richard Heseltine persuaded the University to fund the student rep course system next year. Big thanks to him and a great win for us.
 - Got through my 21st birthday alive!
 - (d) **VP(Scarb)**
 - Interviews for Assistant to Chair Scarborough went well – one more interview planned for this Wednesday.
 - Had very productive meetings with the University with regard to Welcome Week arrangements.

Action

- Scarborough School of Education will be changing their procedures following a mix up.

(e) **Chair HUSSO**

- In the process of de-registering HUSSO as a charity.

(f) **President**

- Had a constructive meeting with James Brooks on the way forward to achieve a gold in the Sound Impact Awards. As a result, have set up the Environmental and Ethical Action Group which James Brooks, Pres elect and Sandra Johnson will be part of.

258. **Review of Actions Points from the Previous Meeting**

(a) **Apology from UST** VP(AR) confirmed that he had checked the minutes from this which were confidential so will be speaking to UST separately about this.

VP(AR)

(b) **Feedback from Exams Campaign** VP(AR) confirmed that VP Education elect and K Pasik would be writing this paper over the summer. Following the Student Progress Committee, there is lots of work to be done – need to put a proposal together for Derek Ord.

VPEduc
Elect/
K Pasik

(c) **Jane Crosby – Leaving Presentation** HRM confirmed that an invite had gone out to Jane for a leaving presentation on 30th July 2009. Gave UEC members elect background to this and confirmed that they are invited to the presentation.

(d) **Standing Orders** The Minute Secretary confirmed she had met with UST to go through the Standing Orders last Thursday. Stated that there are various Standing Orders that are outstanding and UST stated that he would be bringing these to the meeting for agreement.

(e) **UEC Goodbye Drinks** President confirmed that the UEC team would be using the Student Activities Office for their leaving drinks as Sanctuary is booked for a private function.

(f) **Reports for Board of Trustee Meeting** All members, apart from President, had forwarded their reports. President confirmed she would action today.

Pres

(g) **Discontinue the role of Patron of HUU** President confirmed she had looked into the protocol with regard to discontinuing patrons and could not find examples of any. Gave the current UEC team background to this issue. Confirmed she had also spoken to GM about the background to this appointment. GM explained that the current patron, Lady Armstrong, was appointed 5 years ago by the then UEC team. Lady Armstrong is a big supporter of URNU and has good PR links. After further discussion, it was agreed to vote on this issue. The President, therefore, proposed the following:

- To remove the current Patron, Lady Armstrong:

Votes for: 5
Votes against: 1
Votes in abstention: 0

Carried

- It was also agreed that the President would contact Lady Armstrong to arrange a meeting in London to inform her of this decision and explain that the student trustees believed the role of patron was moving in a different direction and that the role would be described differently. Pres
- (h) **Scarborough Laptop** VP(Scarb) reported that he would be speaking to James Brooks today about purchasing the laptop. VPScarb
- (i) **Third Floor Redevelopment** The President reported that she had arranged for herself and VP(W&E) to meet with the V-C on Wednesday to discuss the redevelopment of the third floor. After lengthy discussion, it was agreed that a proposal be put together for this meeting explaining the reasons why HUU would like this redevelopment to be postponed for 1 year. Reasons to include the concerns of how this will affect the student experience; the volume of traffic that will be produced to student finance; the effect it will have on events planned in the open area; and concerns for staff morale. To also state that HUU want to support the introduction of other University services in University House but ask that this be considered when the second floor is updated next year. This proposal to be forwarded to the V-C so he is prepared for the meeting. Pres and GM to draft. Pres/GM

UST arrived in the meeting and explained that he had overslept. The Chair went through the action points from the last meeting relating to UST as follows:

- (i) **Honorary Life Membership Committee** UST stated that he had drafted the letters to those awarded membership but had not sent them out. To action. UST
- (k) **Standing Orders** UST confirmed he had met with the Minute Secretary and had gone through the Standing Orders. Stated that those Standing Orders that were outstanding would have to be agreed by next year's UEC team. The President asked that UST ensure that the Standing Orders that are outstanding be prepared for agreement at next week's UEC meeting so that the incoming team are aware of them. UST
- (l) **Men's Officer – Proposal to abolish the Position** UST confirmed that he had deleted reference to the Men's Officer in the relevant Standing Orders.
- (m) **Standing Orders with regard to the responsibilities of UEC and the Board of Trustees** UST stated that he had not yet done

these.

UEC

- (n) **Annual Report** President brought up that she required articles from all members of UEC for this year's Annual Report. Asked that these be forwarded to her this week. GM proposed that the title of this publication be changed to avoid confusion with the Annual Report and Accounts. Proposed that it be renamed "Impact Report". This was agreed.

259. **Events and Actions to be taken for the Week Ahead**

(a) **VP(AR)**

- Handover all week.
- Attending lunch at Table 13 today.
- Student Progress Committee today.
- Collaborative Programmes Approval Meeting on Tuesday.
- Handover dinner on Tuesday evening.
- Board of Trustee meeting on Wednesday.
- Going to Scarborough on Thursday.

(b) **VP(W&E)**

- Handover all week.
- Attending lunch at Table 13 today.
- Student Progress Committee today.
- Handover dinner on Tuesday evening.
- Board of Trustees on Wednesday.
- AHSG Support Service Ethics Committee on Tuesday.
- Scheme Action Plan meeting on Thursday.

(c) **VP(S&L)**

- Handover all week.
- Attending lunch at Table 13 today.
- Handover dinner on Tuesday evening.
- Board of Trustee meeting on Wednesday.
- Meeting with Steve Curtis this week.

(d) **Chair HUSSO**

- Handover all week.
- Attending lunch at Table 13 today.
- Handover dinner on Tuesday evening.
- Transferring HUSSO money to HUU.
- Finalising the Charity Commission forms for deregistration of HUSSO as a charity.

(e) **UST**

- Handover all week.
- Attending lunch at Table 13 today.
- HUU Services Ltd Board meeting today.
- Handover dinner on Tuesday evening.
- Board of Trustee meeting on Wednesday.

(f) **VP(Scarb)**

- Handover all week.

- Attending lunch at Table 13 today.
- HUU Services Ltd Board meeting today.
- Trustee Board meeting on Wednesday
- On interview panel for Assistant Chair Scarborough interview on Wednesday.
- Farewell drinks with the University on Wednesday as this is my last day.

(g) **Chair ISA**

- Handover all week.
- Attending lunch at Table 13 today.
- Handover dinner on Tuesday evening.
- Board of Trustee meeting on Wednesday.
- Together with Ch ISA elect, meeting with Ting from the International Office.

(h) **GM**

- Handover dinner on Tuesday evening.
- Board of Trustee meeting on Wednesday
- Attending North East GM meeting on Thursday in Bradford.

(i) **President**

- Handover all week.
- Attending lunch at Table 13 today.
- Handover dinner on Tuesday evening – working on table settings for this.
- Board of Trustee meeting on Wednesday.
- Working on section for the Impact Report.
- Meeting with the V-C as reported earlier.
- Working on Equal Opps issues.

260. **Pres/UST Meeting** Did not take place.

261. **Scarborough Support for the Week**

(a) **VP(AR)** Going on Thursday this week.

262. **Holidays/Absences/Concerns**

(a) **VP(Scarb)** Taking Thursday and Friday as annual leave as previously agreed at UEC. Last day on Wednesday.

263 **Approval of Staff Matters/Management Issues/Standing Orders**

(a) **UEC Elect Training Programme** As there was some confusion over attendance at sessions during this handover week, HRM went through the timetable in detail. HRM also reminded the outgoing team to recommend to their incoming elect the NUS training courses that they would suggest going on. These training courses have to be booked by the individual so it is their responsibility to do this.

(b) **Mark Clayton – Birth of Baby Boy** J Brooks informed

UEC

Pres

the meeting that Mark Clayton's wife Clare had given birth to a baby boy today. Congratulations were passed on to Mark and Clare with the President to get a card on behalf of UEC to send on to them.

- (c) **Standing Orders 6101 governing Scarborough Executive Committee** VP(Scarb) reported that he had amended the above Standing Orders with the main changes being as follows:
- Taking out the word "Zone" in the title of the Exec members and including membership of zones in their duties.
 - Societies rep to be a member of the Education Zone.

A discussion took place on this with some objections being raised to the Societies Rep being on the Education Zone. It was, therefore, agreed that VP(Scarb) go through these changes with UST and Chair Scarb elect and individual members of UEC to ensure they are in agreement. The agreed Standing Orders to be then brought to next week's UEC meeting.

VPScarb/
UST/
ChScarb
elect

264. **Urgent Any Other Business for the Week**

- (a) **Disciplinary Panels** As the role of UST would no longer be in existence, a further member of UEC needed to be selected for the panel. After discussion, it was agreed that the panel would consist of the President, VP Welfare and one other UEC member selected at random. UST to update the rules with regard to Disciplinary Panels.
- (b) **Thanks to UEC and Staff** The President, on behalf of UEC, thanked Paul Tatton, James Brooks, Julie Watson and Sarah Blount for their support during their year. The President also thanked her fellow UEC members for all their work over the year.

UST