

**MINUTES OF A UNION EXECUTIVE COMMITTEE OPERATIONS MEETING**  
**HELD**  
**AT 11.30 AM ON MONDAY 2<sup>nd</sup> MARCH 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 International Students Association

Attending: Paul Tatton, General Manager  
James Brooks, Commercial & Marketing Manager  
Julie Watson, Human Resources Manager  
Wayne Cullen, Scarborough Union Manager  
Sarah Blount, Minute Secretary

120. **Resignation of Wayne Buisst as Vice-President (Media & Volunteering)** The Chair referred to Wayne Buisst's resignation last week as Vice-President (Media & Volunteering) for personal reasons and, on behalf of UEC, wished to thank him for his valid contribution to the role and the work done in his time in the position.

121. **Apologies** received from Chair HUSSO (Student Community Action).

122. **Wins of the Week**

(a) **VP(AR)**

- The Education Newsletter has been ordered and will be arriving tomorrow. Will be distributing these to all University Departments, Scarborough and around the Union.
- The University have organised for a student voice cafe in the Derwent Cafe where students can go along and discuss any issues with regard to the University. Amazon vouchers of £10 are being offered.
- Hull Academic Council will be taking place on 12<sup>th</sup> March 2009.
- At a University Committee meeting, Richard Heseltine confirmed that there will be money available in the University budget to fund extended library opening hours to 2.00am during semester and exam times next academic year.

(b) **VP(S&L)**

- Invitations to the AU Trophy Presentation will be going out. Have resolved the issue of budgeting this event which will discuss further under AOB.

**Action**

- (c) **VP(W&E)**
  - Had a very successful Equal Opps meeting which resulted in lots of new objectives.
  - Had a really good meeting with Simon Allison, Head of Student Welfare.
- (d) **UST**
  - Worked on the election edition of Hullfire all day Friday and, together with James Brooks, finalised this yesterday. This has now gone to print and should be arriving tomorrow.
- (e) **Chair ISA**
  - Trip to Newcastle was very successful at the weekend with 104 students going on the trip.
  - Attended the International Workshop in Sheffield which was really interesting and realise that ISA here at Hull is very good compared to other Student Unions.
- (f) **VP(Scarb)**
  - As part of Fair Trade Fortnight, judged a children's drawing competition from a local school.
  - The library at Scarborough have agreed to extend their opening hours in the evening and at weekends.
  - At the SSCG meeting, the University agreed to trial a prayer room at Scarborough.
- (g) **President**
  - Had a really productive meeting with the Dean at Scarborough. As a result, he has asked to meet with VP(AR) and Kasia Pasik to discuss the student written submission as he has a few issues with it.
  - Attended the International Workshop in Sheffield which was very successful. We completed our international strategy and presented this. Hull ISA came 80<sup>th</sup> out of 200 other Student Unions. Also, came away with some good action points. Together with Wayne Cullen, will be doing a presentation to staff and international students on our international strategy.
  - The new Vice-Chancellor was announced at University Council on Wednesday – his name is Professor Calie Pistorius and he is currently the Vice-Chancellor of the University of Pretoria. Congratulations were given to Professor C Pistorius on his appointment to this role.
  - Have received confirmation from NUSSL that they have received our application for the Sound Impact Award.

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

- (a) **Boat Club Policy** VP(S&L) introduced the attached policy. After discussion, this was agreed. President thanked VP(S&L) for her work on this. GM proposed that this policy be brought up at the beginning of next semester to ensure this is

- being adhered to.
- (b) **UEC Meeting re Scarborough** President confirmed these had been typed up and sent round to UEC and relevant members of staff.
  - (c) **Proposal for an Events Partnership at Scarborough** C&MM reported that a meeting had taken place with himself, the Scarborough Union Manager and the Ents Manager. Nothing was agreed at this meeting as he felt that this issue should be more of a UEC strategy decision and proposed that this be discussed at the next UEC strategy meeting. After discussion, this was agreed but in the meantime to allow Darrell Hooper to advertise his events through HUU marketing.
  - (d) **Environment Officer** UST to draft the amendments to the relevant standing orders by week 7.
  - (e) **Environment Strategy** This was discussed under AOB.
  - (f) **Resignation of Barry Nason as Chair Campaigns** President confirmed she had replied to Barry Nason confirming receipt of his resignation.
  - (g) **Resignation of Barry Nason from HUU Services Limited** UST stated that he had not yet sent a letter of acknowledgement but would do this for next week. UST
  - (h) **Election of new Director to HUU Services Limited** GM reported that there was no set ruling in Standing Orders with regard to VP(Scarb) being unable to be a Director of HUU Services Ltd. It had just been agreed in previous UEC meetings not to include VP(Scarb) due to the issue of being available for signing financial documents. Stated that as cheques are not used as much now, this would not now be such an issue. VP(S&L) and VP(Scarb) confirmed they would still like to volunteer for this directorship. These two names were, therefore, put in the draw with the following being drawn by lot as the new Director:
    - **Mark Alcorn, VP(Scarborough)**
 GM to action the above change with Companies House. GM
  - (i) **Education Newsletter** VP(AR) asked for clarification with regard to his request for funding. Asked if it had been agreed that funding from the Tide budget was for only one issue of the newsletter. This was confirmed as correct. After discussion, it was agreed that VP(AR) would bring an estimate of the amount of copies and funding required for this publication to next week's UEC meeting. VP(AR)
  - (j) **Proposal from Smartfixit.com** C&MM reported that this issue was ongoing and would report back when he had some information.
  - (k) **Disbursement Applications** VP(W&E) confirmed she would arrange a meeting with Maureen Brunton from the Alumni Office to discuss this further. Informed members that

she was already in contact with M Brunton regarding a review of convocation. This was a remit she had taken on from VP(M&V)'s role.

- (l) **RAG Mag – Scarborough** VP(Scarb) reported that he had tried to contact the Hull RAG rep but they were not available. VP(W&E) suggested contacting them via email instead.
- (m) **Societies Council/Exec** UST confirmed that he had taken over this responsibility from the VP(M&V) role and that a meeting was being held tonight.
- (n) **Videoing of Council Meetings** C&MM stated that he was under the impression that UEC were arranging for the video cameras to be set up and that J Dix and L Nicholson would then arrange for the footage to go on the website.
- (o) **Volunteer Awards** UST confirmed that he had taken over this responsibility from the VP(M&V) role and that he was currently liaising with the Sports Safety Co-ordinator and SAC Assistant. Suggested date was Thursday 14<sup>th</sup> May 2009.
- (p) **Walksafe** VP(W&E) reported that she had arranged for an advert to go up in the Volunteering Hub and that she had ordered fluorescent jackets from Arco.

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

##### (a) **Chair ISA**

- Have a meeting with Societies tomorrow regarding Culture Night.
- Have an ISA party on Friday.
- Will be working on preparations for Culture Night.

##### (b) **UST**

- Will be arranging for the nomination forms to be displayed on portable boards to be displayed in the library.
- Have Societies Council tonight.
- Have organised a rota for UEC members for the elections this week. T-shirts should be arriving tomorrow.
- Election edition of Hullfire will be arriving tomorrow. If they arrive in time, VP(S&L) volunteered to take these with her when she went to Scarborough tomorrow.
- Will be meeting the Assistant Returning Officers tomorrow at 9.45am. They will be helping people vote in the internet cafe. Will arrange for this area to be used for voting.
- Have emailed candidates reminding them that they cannot put stickers in any commercial areas.
- Thursday is results night in Sanctuary Bar. Kat Docherty will be attending as Returning Officer.
- Have a meeting with staff - GM, HRM, C&MM – and the

President tomorrow morning at 9.00am.

(c) VP(W&E)

- Will be attending the Mature Students Committee.
- Attending Advice Centre training on Wednesday.
- Will be writing the Nightline Standing Orders.
- Will be sorting out the Nightline budget.
- Will be finalising budgets in other welfare areas.
- Helping with elections.
- Preparing for the Advice Centre Adviser interviews next week.
- Finishing off work on Walksafe.

(d) VP(S&L)

- Attended the Sports Development Working Group today.
- Going to Scarborough tomorrow.
- Have an AU exec meeting on Friday.
- Helping with elections.
- Working on organisation of AU Trophy Presentation.
- Working on AU Tour arrangements.

(e) VP(AR)

- Working on weekly actions from the action plan set up at the Education Committee meeting.
- Will be distributing the Education Newsletter to University departments.
- Will be working on the promotion of the Academic Council to be held on 12<sup>th</sup> March in Hull and on 24<sup>th</sup> March in Scarborough.
- Will be working on promotion for the Voice Cafe event to be held on 11<sup>th</sup> March.
- Helping with elections.
- Asked C&MM if it was possible to change some of the questions on the NSS. C&MM confirmed this was possible.

(f) VP(Scarb)

- Have a meeting with the V-C in Scarborough.
- Will be representing a student at a University meeting.
- Will be presenting a prize to the winner of the fair trade leaflet competition at a local school. Congratulations were given to Kathryn Oram-Robinson for organising this with the local community.
- Attending a free electives meeting on Friday.

(g) President

- Working on action points from the subvention negotiations meeting.

- Have been asked to do a presentation for the next University Council meeting.
- Will be having lunch with the Queen and the Duke of Edinburgh on Thursday.
- Will be arranging a meeting with HRM to discuss staff/student protocol.
- Have started putting together a presentation on international strategy.

(h) **GM**

- Have a meeting with Frances Owen tomorrow on Risk Assessment. Have finalised our draft Risk Management Policy with help from Chris Sparshatt. Will be sending this to Frances Owen prior to the meeting.
- Have a fundraising meeting with Duncan Batty, HRM, VP(W&E), Naomi Alty on Friday.

125 **Scarborough Support for the Week**

- (a) **VP(AR)** Have organised a list of dates with VP(Scarb) for relevant dates and times to go to Scarborough.
- (b) **VP(S&L)** Going tomorrow.

126 **Holidays/Absences/Concerns**

- (a) **VP(AR) – Cancellation of Annual Leave** VP(AR) reported that he would not now be taking 6<sup>th</sup> March as annual leave.
- (b) **VP(S&L) – Trip to Milan** VP(S&L) confirmed that she now had the dates for her trip to Milan. These were 11 and 12<sup>th</sup> March 2009. This was agreed.
- (c) **VP(W&E) – Request for Annual Leave** VP(W&E) asked if members would agree to her taking 9<sup>th</sup> March as annual leave. This was agreed on the provision that VP(W&E) would be back in time for the Council meeting at 6.30pm.

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

- (a) **Outcomes from Meeting with Dean at Scarborough**  
Following the President's meeting with the Dean at Scarborough, GM asked what the list of outcomes were from this that the Dean would like to see take place? President reported that the issues of room bookings was discussed with the result that the University would put room bookings on the system for the Union to access. This would then avoid any confusion as occurred during refreshers week. Wayne Cullen also added that he had sent the Dean a copy of the draft strategy for Scarborough and asked for his comments. Had not yet received a response to these. Will also be setting up a working group with the University to plan for next year's

events.

- (b) **Confidential Staff Matter**
- (c) **Employee of the Month** HRM reported that the following employees had received nominations and asked for members' agreement to who should receive the award:
- **June Clayton** – Great progress in learning to lead the team in the absence of Jane Crosby.
  - **Charlie Garrod**: For outstanding leadership.
  - **Steve Curtis**: For his good work in organising events with the local community and being a focal point at the SFC.
  - **Vicky Dean**: For volunteering to cover reception and doing an excellent job and doing extra hours to cover this role.
  - **Daniel Harrison**: For the way in which he has dealt with a serious incident that occurred at his home without breaking any confidences and limiting any reputational damage to the Student Union
  - **Vicky Dean/Daniel Harrison**: For their conscientious and hard work in the AU office and always being in good spirits.

After discussion, the following employee was awarded employee of the month: **Steve Curtis**

- (d) **Cover for VP(M&V) Workload** Discussion took place on distributing the workload of the VP(M&V) role. The following was agreed:
- **Societies/Student Activities** - UST in liaison on with the Sports Safety Co-ordinator and SAC Assistant.
  - **Volunteering** – President
  - **Hullfire (to include proof reading)**: VP(S&L)
  - **JAM**: VP(W&E)
  - **Bassment/Tide**: VP(Scarb)

Pres

The President confirmed she would email all the relevant staff and students in the above areas to inform them of the above.

- (e) **Staff Party** HRM proposed that this year's staff party take place at the Sports and Fitness Centre on a provisional date of 29<sup>th</sup> May. The event would include a BBQ and various games, such as rounders. This was agreed.
- (f) **Comic Relief** This event taking place on 13<sup>th</sup> March 2009. C&MM proposed that the President do a sponsored silence for Comic Relief. The President surprisingly agreed to this although she would have to do this on a different date as she was not here on 13<sup>th</sup> March. Other UEC members to think of ideas to raise money for this event and discuss at next week's UEC meeting.
- (g) **UEC Strategy Day** HRM proposed that a strategy day be organised with the focus being more on SUEI. This was agreed, to take place during the last week of term. Minute

UEC

Minute  
Sec/  
HRM

Secretary and HRM to organise

128 **Urgent Any Other Business for the Week**

- (a) **AU Trophy Presentation** VP(S&L) reported that she had costed this event and, as a result, it was due to make a loss of £1,000. This was partly due to the cost of the speaker. Having spoken to GM, have agreed to lower the price of the tickets to £25 and use the budget allocation for 4 clubs who have not been active this year. This will then make up the cost.
- (b) **Council – 9 March 2009 – Reports** Minute Secretary reminded members that Council was taking place on Monday 9<sup>th</sup> March and she would, therefore, require their reports this week. UEC
- (c) **Board of Trustees – 10 March 2009 – Reports** Minute Secretary again reminded members that this meeting was taking place on 10<sup>th</sup> March and she would, therefore, also require reports this week from members. UEC
- (d) **Format of Reports for Trustee Meetings** VP(Scarb) referred to the selected trustees stating that they would like an agreed format for reports. Asked what this format should be? GM proposed that members use their strategy documents and either insert an extra action column, giving an update, or type updates in red to make them visible. UEC
- (e) **Proposal for Board of Trustees re South Lawn area** GM reminded UST that he would need a proposal to go to the Board of Trustees for the cost of £15k to fund the development of the south lawn area. UST
- (f) **Student Recruitment Conference** GM reported that the Student Recruitment Conference was due to take place on 11<sup>th</sup> March between 12.30 and 4.00pm and he was unable to attend. Proposed that HUU should have representation there. Due to other commitments, no-one was able to volunteer.
- (g) **Budgets** GM reported that budgets were required by Friday of this week. In the Finance Manager's absence, GM asked that members come and see him if they have any queries. UEC
- (h) **Second Floor Development** GM stressed that UEC need to agree what they want the second floor space used for to take this forward to the University when developing this area. VP(AR) reported that he would write a proposal, in consultation with members of UEC and GM, for next week's UEC meeting. VP(W&E) stated that she would also consult with Simon Allison regarding any welfare provision they wanted for this area. VP(AR)/VP(W&E)
- (i) **Environmental Strategy** The President referred to the Environment Strategy she had forwarded to members and asked for members' agreement to this policy:

Votes for: 5  
unanimously

Agreed

- (i) Confidential Staff Matter
- (k) Elections at Scarborough VP(Scarb) expressed his disappointment with UST with regard to the arrangements at Scarborough for the elections, in particular the following: no liaison with Peter Thompson; no confirmation of postering areas; and UST taking down a candidate's posters without telling the candidate. UST replied in answer to the above that it was up to the candidates themselves to clarify with departments where they can and cannot poster. UST clarified that only 2 colours are allowed on publicity. It was noted that UST should investigate before acting in future. UST to also clarify the poster colours in the Standing Orders.
- (l) Campus Working Group Meeting The President asked what UST was doing in Bill Bruce's office on Thursday? UST replied that he was attending the Campus Working Group meeting. The President stated that she did not believe that he was and that she believed he was helping Bill Bruce become the next Vice-Chancellor. The UST denied this and stated that he could show her the agenda papers and stated that it was also in his outlook calendar. The President stated that she had checked his outlook calendar and the meeting was not on there. UST suggesting going to look now. The President refused and stated that she believed the UST was undermining and betraying her. The President stated she always informed UEC whenever she had a meeting with the SMT and just wanted to know what he had been doing. UST stated that he believed the President was paranoid at which point VP(S&L) stated that the President could not be blamed for believing this. UST asked VP(S&L) what she meant by this and VP(S&L) did not respond. The President denied that she was paranoid. UST attempted to leave the room. The President stated that she wanted to talk about this, at which point the UST forced open the door causing the President to be forcibly pushed against the wall. The UST pulled the door open and left.

UST