

## OVERALL EXECUTIVE

Minutes of a meeting of the Overall Executive held on 1<sup>st</sup> August on the Jordanstown Campus.

## PRESENT:

Mark Bell (Overall President), Jane Murphy (Sports President), Jemma Dolan (VP Campaigns and Communications), John Cunningham (VP Magee), Robbie Banham (VP Coleraine), Chris Murray (VP Jordanstown), Malachy McCrudden (VP Belfast)

## IN ATTENDANCE:

Emmett Mullally (General Manager), Avril Honan (Student Engagement Manager), Kate Acheson (Marketing and Communications Officer)

## APOLOGIES:

None Received.

## 13.85 MINUTES

Minutes from September meeting were accepted.

## 13.86 OFFICER REPORTS

Mark asked the Officers to make sure they are still continuing with these. Jemma advised that a weekly reminder in your calendar helps to ensure Officers remember to do them. Mark again stressed that these reports could be used to show off the great work being carried out.

## MATTERS ARISING

## 13.87 Road Safety Campaign (Min 13.74 refers)

This has been planned at the Magee campus and the brand ambassadors will be assisting in the running of it.

## 13.88 Coleraine Shop Update (Min 13.69 refers)

Mark presented the figures for the first week of term: the sales are lower than in the same period last year, despite the move to the main building. This is particularly worrying as only a very small proportion was on items that can be sold throughout the year, with the majority being one off sales, such as stationary and clothing.

This will be raised again at U&SU Forum next week, the following actions were also required:

- Possibility of financial mediation between ourselves and the University, a process that would be facilitated by an external member of Council;
- Support gathered from students, through a petition;
- Campaign meeting to take place following the outcome of Forum meeting.

### 13.89 Campus Officers

Avril presented an update on these on behalf of William: the positions have been confirmed and will be open for students to nominate themselves by 14<sup>th</sup> October.

Officers were asked for feedback on these roles. Also the general decision making of the SU needed to be reviewed. The NUS workshop on 11<sup>th</sup> October will help to frame the Officers thinking.

### 13.90 Political Protocol Update

Mark updated the Officers on the process of ensuring all political societies agreed this protocol: it was not a straight forward process but the freshers fairs have so far passed without any major incident.

### 13.91 PRESIDENTS COMMUNICATIONS

Mark thanked everyone for their work to make freshers fairs a success so far, and wished Malachy well for Monday.

### 13.92 TEAM COMMUNICATION

Mark informed the meeting that he planned to introduce weekly video conferencing meetings across the campuses in order to improve communication amongst the team. This would also ensure that the OE meetings were more effective and dealt with core business, and did not become a discussion forum.

Kate advised that everyone should use group lists within outlook to facilitate email updates. Also reminded officers to use their social media to quickly tell students about what they are up to.

Mark has asked Kate to produce an internal communication strategy. Emmett noted that site meetings will be taking place soon for all staff, and commercial meetings will happen regularly.

Officers also reminded to share their calendars with each other and office staff to ensure they are aware of when you will be around in order to advise students.

### 13.93 MYSTERY SHOPPER PROGRAMME

Emmett will be introducing this scheme for staff across the organisation this year.

The Officers agreed that this would be a beneficial process and suggested that excellent feedback should be rewarded as well as challenging any negative feedback.

### 13.94 QUALITY STUDENTS' UNIONS

Avril gave the team an overview of the previous scheme – the Students' Union Evaluation Initiative, and how this new scheme differs.

The team agreed that this would be a positive thing for the SU to continue to engage with and should be reassessed in Autumn 2014.

### 13.95 NSS ACTION PLAN

Emmett presented the plan for 2013-14.

A discussion took place concerning the student issues database and its' efficacy.

Some Officers preferred to use a paper system, but all agreed the importance of updating the online one and having this information going forward.

#### 13.96 COLERAINE BAR SPACE

SU Management have raised a number of operational issues with the current plan for the new SU bar space.

These will be raised at Forum and Physical Resources have been asked for further meetings and communication going forward.

In general however, the space is looking promising and should be an exciting development.

#### 13.97 TRUSTEE BOARD

David Ryan has tendered his resignation from the board.

Mark formally recorded his thanks for David's excellent contributions to the team.

#### 13.98 ACADEMIC REPS & FORUMS

Avril presented the paper on this – Officers agreed with the structure of Senior Reps and the introduction of Student Rep Forums.

#### 13.99 NEW PRINTING PROCEDURES

These have been causing a lot of problems for students – officers asked to keep a record of these and pass them onto reprographics.

#### 13.101 OFFICERS & PERSONAL WELL BEING

John advised Officers to attend a counsellor on campus at least once a month to debrief on the issues that they have to deal with from students.

#### 13.102 HOLYLANDS BEHAVIOUR

Malachy reported on a sharp increase of student misbehaviour in the Holylands – the residents meeting was particularly heated.

Malachy will keep the team updated on developments in relation to this.

#### 13.103 MARKETING

Kate will be developing a marketing package for the whole Union in order to seek sponsorship for events and the organisation in general.

#### 13.104 DATE OF NEXT MEETING

22/10/13