

ULSTER UNIVERSITY STUDENTS' UNION STUDENT EXECUTIVE
Minutes of meeting held on 24th November 2016 through video conferencing

PRESENT:-

Colum Mackey (President), Micky Quigg (VP Campaigns and Communication), Kevin McStravock (VP Coleraine), Hannah Rooney (VP Jordanstown), Conán Meehan (VP Belfast), Ben Johnston (VP Magee)

IN ATTENDANCE:-

Stuart Cannell (Democracy and Campaigns Coordinator), Emmett Mullally (General Manager), Avril Honan (Student Engagement Manager)

APPOLGIES:-

Karen McKillip (Marketing Manager), James O'Mullan (Sports President)

1. MINUTES

The Student Executive approved and last set of minutes.

2. MATTERS ARISING

Update from Fresher Fayre meeting

As this meeting did not occur due to a conflict in calendars, this will be rearranged and discussed before the next Student Executive meeting.

Meeting to discuss the position of Brand Ambassadors

As this meeting did not occur due to a conflict in calendars, this will be rearranged and discussed before the next Student Executive meeting.

Backlog in resolving student financial issues

The President stated that there were no current updates as of yet, however, the Finical Advisor will come along to the meeting later on and discuss this as part of the Finance Management meeting.

Update of current policies passed this academic year

The President stated that the Democracy and Campaigns Coordinator could send around the Policy List, which can be reviewed by all Student Officers.

ACTION: For the Democracy and Campaigns Coordinator to send the updated Policy List around to Student Officers to review.

ACTION: Review the policies passed this semester and what outcomes have been achieved at the next Student Executive.

Wins List

The Democracy and Campaigns Coordinator introduced the Wins List that was currently being developed. The wins that were included within this document can be used in a variety of ways. It was suggested that as it was coming up to Christmas that we could include some wins on the back of Christmas Cards that will be sent out to students. This will have to be completed by week 11.

ACTION: Vice-President Campaigns and Communications to work with the Democracy and Campaigns Coordinator to create Christmas cards that will hold some of the wins from the 'wins list'.

ACTION: To send an updated 'Wins List' to each Student Executive to review current trending wins.

The President stated that if Student Officers have interest to write about a particular interest, they are welcome to write something that can be used for promotional material. This can then be sent out through a bi-monthly newsletter to students. This will collate all the information from Student Officer reports and blog posts.

BYO Policy update

The General Manager will send on the updated policy to the Student Officers after this meeting.

Minor amendments include that the BYO events, held within Student Union areas, that the person/s responsible for organising the event must fill in a risk assessment form, which has to be submitted up to 14 days in advance. Further information can be found by reading the BYO Policy.

It is recommended that BYO events will be held between 18:00 – 01:00 and can be done on every campus, including the Belfast Campus. Within the Coleraine Campus there may be a slight issue as the space is already licensed.

3. PRESIDENT COMMUNICATIONS

The Green Sub-Committee will have their first meeting on Thursday 24th November at 16:00 through video conferencing. This will be chaired by the Vice-President Campaigns and Communications.

RESPECT Conference will be held on Friday 25th November.

The Halls Survey will happen next week and the findings will be presented within the following two weeks. This will give the change to find out what issues current students are facing.

The next Student Council will be on Tuesday 29th November on the Jordanstown Campus. The President asked that if Student Council could vote to accept the Student Officer reports.

ACTION: To have Student Officer Reports as an agenda item on all future Student Council agendas so that they can be formally approved and acknowledged.

University Challenge deadline is Wednesday 30th November.

Friday 2nd December the Students' Union be hosting University Council for lunch on the Coleraine Campus.

Winter Graduations will be held on the 20th and 21st December and Student Officers will soon receive invitations to attend.

Deadline for national conference nominations will be Friday 2nd December at 12:00.

ACTION: For the Democracy and Campaigns Coordinator and General Manager to put out an all student email on Monday 28th November to highlight the nomination deadline for national conferences.

NUS-USI Fund our Future campaign has become and the Students' Union will work closely with NUS-USI to ensure that this is a success.

4. AUTHORITY OF FININICAL ADVISOR IN MAKING PAYMENTS

The procedures for this were formally approved by Student Executive.

5. CAP DEBT ADVICE

The Vice-President Academic and Student Affairs (Coleraine) give a brief summary of the debt advice service entitled Christians Against Poverty. This service is open to all person/s and they do not push their faith beliefs as part of the service. This is primarily a telephone service, however, you are able to arrange a face-to-face meeting at one of their offices. There are offices near three of the University campuses (Coleraine, Magee and Jordanstown).

The General Manager asked that we should perhaps discuss this service with Student Support as they might have some prior knowledge of what they do.

ACTION: For the Vice-President Academic and Student Affairs (Coleraine) to discuss the CAP with the Financial Advisor and Student Support in how this can be implemented.

6. ANNUAL GENERAL MEETING

The Annual General Meeting will be on Wednesday 7th December at 12:30. This will be facilitated through Skype for businesses. The quorum for this meeting is 30 students across the four campuses. The official notice was sent out on Wednesday 23rd November to inform students about what will be discussed and the locations.

The President asked that we should promote this with a free lunch. This accepted by the entire Student Executive.

ACTION: For the Students' Union to provide lunch to students on all four campuses.

ACTION: For Student Officers to send through any ideas and topics that they wish to be discussed at the Annual General Meeting to the Student Engagement Manager.

7. CONFIRMATION OF DEPUTY RETURNING OFFICERS

It was confirmed that the Returning Officer for the Student Officer Election in March chose the Student Engagement Manager (Avril) and Democracy and Campaigns Coordinator (Stuart) to act as the Deputy Returning Officer.

The Student Engagement Manager stated that we should perhaps have the current President added as a Deputy Returning Officer as a back up. If there is a conflict on interest the Returning Officer will have the final say. This was approved by Student Executive.

ACTION: For the Democracy and Campaigns Coordinator to contact the Returning Officer to have the President selected as a Deputy Returning Officer.

8. PROMOTION OF STUDENT OFFICER ELECTIONS

The Democracy and Campaigns Coordinator gave a general overview of what was discussed with the Returning Officer from NUS-USI. An idea that was discussed was the creation of a short video series entitled 'A day in the life of a Student Officer'. Student Executive thought that this was a great idea and that it should be supported. The potential filming of this video series would take place at the end of the semester one or just have New Years.

ACTION: For the Democracy and Campaigns Coordinator to work with the Vice-President Campaigns and Communications to story board this idea out and create a time-line to realise this project.

The President stated that he wanted the Work Shadowing project to be published next week to allow for students to shadow Student Officers. Student Executive agreed this and thought that it was a great idea.

ACTION: Democracy and Campaigns Coordinator and the Vice-President Campaigns and Coordinator to ensure that this is sent out appropriately on Wednesday 30th November.

9. ANY OTHER BUSINESS

The Vice-President Academic and Student Affairs (Belfast) asked about the Puppy Room for exam stress. The Vice-President Campaigns and Communications stated that they are not puppies and are in fact fully grown dogs. There will be one on each campus and the Vice-President Campaigns and Communications will email everyone with further confirmation about this closer to the time. The Vice-President Academic and Student Affairs (Belfast) confirmed that he was happy with fully grown dogs.

The Vice-President Campaigns and Communications stated that there was a cause he came across entitled 'GAA for Palestine'. This was to send GAA jerseys to Palestine. The President stated that this might be quite conversational to do through the Students' Union and might need to be approved by Student Council. The Vice-President Campaigns and Communications stated that he will do this outside the Students' Union.

10. DATE AND TIME OF NEXT MEETING

The next Student Executive will be on Friday 16th December.

ULSTER UNIVERSITY STUDENTS' UNION STUDENT EXECUTIVE COMMITTEE

Action Sheet

Minute	Action	By Whom	Follow Up
2	For the Democracy and Campaigns Coordinator to send the updated Policy List around to Student Officers to review.	Democracy and Campaigns Coordinator	N/A
2	Review the policies passed this semester and what outcomes have been achieved at the next Student Executive.	N/A	Student Executive
2	Vice-President Campaigns and Communications to work with the Democracy and Campaigns Coordinator to create Christmas cards that will hold some of the wins from the 'wins list'.	Vice-President Campaigns and Communications	N/A
2	To send an updated 'Wins List' to each Student Executive to review current trending wins.	N/A	Student Executive
3	To have Student Officer Reports as an agenda item on all future Student Council agendas so that they can be formally approved and acknowledged.	N/A	Student Council
3	For the Democracy and Campaigns Coordinator and General Manager to put out an all student email on Monday 28 th November to highlight the nomination	Democracy and Campaigns Coordinator	N/A

	deadline for national conferences.		
5	For the Vice-President Academic and Student Affairs (Coleraine) to discuss the CAP with the Financial Advisor and Student Support in how this can be implemented.	Vice-President Academic and Student Affairs (Coleraine)	Student Executive
6	For the Students' Union to provide lunch to students on all four campuses.	N/A	N/A
6	For Student Officers to send through any ideas and topics that they wish to be discussed at the Annual General Meeting to the Student Engagement Manager.	Student Engagement Manager	N/A
7	For the Democracy and Campaigns Coordinator to contact the Returning Officer to have the President selected as a Deputy Returning Officer.	Democracy and Campaigns Coordinator	N/A
8	For the Democracy and Campaigns Coordinator to work with the Vice-President Campaigns and Communications to story board this idea out and create a time-line to realise this project.	Democracy and Campaigns Coordinator / Vice-President Campaigns and Communications	Student Executive

8	Democracy and Campaigns Coordinator and the Vice-President Campaigns and Coordinator to ensure that this is sent out appropriately on Wednesday 30 th November.	Democracy and Campaigns Coordinator / Vice-President Campaigns and Communications	N/A
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