

Minutes of Exec Meeting held on Friday, 9th November 2007 at 10.30am in the Polygon Meeting Room.

Present: Chris Lowden (President) (Chair)
Peta Carter (Education Officer)
Danny Weir (Welfare Officer)
Emma Cresswell-Maynard (Equal Opps Officer) (part)
Ed Walker (Communications Officer)
Sarah Edwards (Part-time Officer)
Kelly Burdett (Activities & Participation Officer)

In Attendance: Pete Fisher-Godwin (General Manager)
Matt De'ath (Head of Commercial Development) (part)
Doreen Jackson (PA) (minute taker)

EM07.0901 Apologies for Absence

Action

Apologies were received from Will Brown, Lee Bradshaw and Emma Cresswell-Maynard for arriving late.

EM07.0902 Minutes of Previous Minutes

The minutes of the meeting held on the 26th October 2007 were amended to add EW's report as this was omitted. Once amended the minutes were approved as a true and accurate record.

EM07.0903 Matters Arising

Times for future Exec meetings (mins 26.10.07 - EM07.0884 & previous mins - EM07.0890)

Exec had a brief discussion about whether it is feasible to move the Exec meetings to another day (possibly a Tuesday) to accommodate the Part-time Officers. SE and LB have sent their timetables to DJ who has forwarded them to KMcN and CL. KMcN to chase WB for his timetable and the Exec to then make a decision as to whether or not to move the meetings, bearing in mind that the Part-time Officers timetables may change next term.

**KMcN/
ALL**

Attendance at NUS Regional Conferences (previous mins - EM07.0894)

KB attended the recent NUS Regional Conference and reported back to the Exec. She said that if they would like to see the documents from this Conference to let her know, otherwise they are available on officeronline.

EM07.0904 Commercial Development Presentation

MD attended the meeting and handed out a report. He briefly went through various objectives for Commercial Development that have now been done (see attached).

He told Exec that the Lancs Ticket is hoping to go live in 2-3 weeks time and that Night Vision tickets will go on sale soon. This event will be held on the 15th March 2008.

CL thanked MD for his presentation and attending the meeting.

EM07.0905 General Manager's Report

PFG gave a verbal GM's report as follows:-

- Updated the Exec on the situation relating to their Council Tax and said that they have to be full-time students to be eligible for student exemption for council tax. PFG said that last year the Sabb salaries were looked at and Student Council had agreed an increase on them. He said that he will now go back to Student Council to review their salaries again to reflect the Council Tax. PFG to action with Chris Ward the new Chair of Student Council. He will also speak with Gareth Pye to arrange the Exec to discuss their individual situations with him.
- Attended a Charity Accounting seminar in Bromsgrove which was really interesting. He told Exec that we will have to address the issue that we trade with the public.
- Informed Exec that next Friday, Emma Cox from the NUS Voluntary Sector will be coming to the Union and will also be meeting with them.
- Updated the Exec on the 50th Anniversary event. Invites have now gone out to all staff and Exec, including ex-staff and Exec and replies are coming in slowly. Student Council and some Media Volunteers have also been invited. PFG thanked EW and PC for all their hard work they have put into this.

PFG

PFG

EM07.0906 Exec Reports

Written reports were received prior to the meeting and had been circulated. No questions were raised.

President - Chris Lowden (written report)

Meetings

- Attended Student Access Committee.
- Internationalization - where we are going?
- SU/SMT Issues meeting.
- 360 Degree review meeting with University.
- 50th Anniversary meeting.
- AQaSU meeting.
- CPC prize giving.
- Students Experience Committee.
- Staffing Committee.
- SU HS&E meeting.
- University Board meeting.
- Sound Impact Awards meeting.
- Co-op meeting.
- Disciplinary hearing.

Action Points

- Find out if the 'CARD' is working like the University think it is.
- Arrange outside company to advise on 360 degree review.
- Start ideas for Sound Impact Awards.
- Follow up CPC interest in outside retail units.
- Look to set up international week and talk to ECM and KB about

the internationalization of University.

- Find out more about AQaSU.
- Finalise CO-op menu and events.
- Arrange meetings with University Board heads.

Work Done

- I love SU people collected.
- Filed and tidied office.
- Preparation for Students Council and SU/SMT Issues meeting.
- Lots of articles about 50th Anniversary getting birthday card ideas together
- Worked on Co-op event.
- Researched into 360 degree reviews.
- Arranged for Birmingham University to come up and have a talk with us and stay up for the night to experience promo.
- Booked to go on 360 degree training.

Hours – 79

Welfare Officer - Danny Weir (written report)

Meetings

- Safety Section of website discussed with Pete.
- Question time for NUS conference delegate.
- Helped Bob with Environmental Awareness day.
- Count for elections.
- Membership services meeting.
- PACT forum for Plungington area with Ian McMillan.
- Met with new safety bus drivers to talk through job spec and other things.

Action Points

- Get the safety info on the website with Colm.
- Planning for next month campaigns, in particular rag and bone.

Work Done

- Safety website plan.
- Raised money for Lennox Children's Cancer fund.
- Breast cancer awareness stand and pink day.
- Helped Emma with bits and bobs on Black History month and Diwali.
- Helped with C-Wize testing at PSA.
- Organised a sponsored waxing for the football club.
- Helped organise a sponsored moustache growing month for rugby club.
- Organised a halls reps meeting.

Hours- 39 + 22

Education Officer - Peta Carter (written report)

Meetings

- Attended the university's Recruitment committee.
- With CL, attended a meeting with Alison Blackburn of AQaSU. The university will be QAA assessed next academic year which means that we must do most of the work on a Student Written Submission before our term of office is completed!!!
- Attended the Membership Services meeting.
- Attended SU/SMT. Raised the issue of the upcoming bookshop closure from our fellow union UCU (lecturers) who are concerned about the closure.
- Continued with the regular meetings with SLOs.
- Attended a conference on the NSS and future developments in York.

Action points

- Finalise updates to course rep handbook.
- Update relevant parts of the website.
- Still need to contact the SLO at Blackpool & the Fylde College re Course Reps.

Work Done

- Promoted the SU bye election across campus.
- Actioned affiliating to the National Postgraduate Committee. Paperwork received but awaiting the invoice!
- Checked governance guff.
- Spent time researching the university database for ex student contacts to invite to the 50th anniversary of the SU.
- Opened nominations for Faculty Reps via an email sent by SLOs. Five students successfully nominated plus Nursing Student Reps.
- Organised and ran a successful course rep social with the SLOs. Around 120 students attended. Lots of group activity games.
- Signed cheques.
- Responded to yet more Hear it from a Student enquiries.

Hours – 74:40 [24 Oct – 06 Nov 2007] Off ill for a day.

Activities & Participation Officer - Kelly Burdett (written report)**Meetings**

- Went to London to sit on the Podium action group for 2012 Olympics.
- Further meeting with Jackie regarding RAG.
- UCLan Sport meeting.
- Went to Regional Conference.
- Meeting with Nicola about Sports Ball and Varsity.
- Had a meeting with events students for 'Give it a Go'.
- SU/SMT meeting.

Action Points

- Designing a poster/competition to be aimed mostly at art students but will be open for everyone for a logo/slogan.
- Working towards some sort Event for RAG in Source/promo in the evening and a stall to 'raise the profile' in the day around RAG week, which is week starting 3rd DEC.
- Meet the Exec campaign looking at pricing up a calendar.
- Started to write out a sponsorship letter for Varsity.
- Email has been sent out to find a committee for sport/societies ball.

Work Done

- Advertisement for Preston's clean up: Au lookout, plasma screens and posters. Plus emailed relevant students.
- Accessed all finance bids from all clubs and societies, grant money has been allocated and we're now looking as re-assessing unsuccessful bids.
- Access and analysed all annual plans from all clubs and societies.
- Set up a meeting with activities officer from Lancaster for 'Lancs Cup'
- Wrote an article for the clean up that was entered into the last addition.
- Elected a new societies council chair and treasurer.
- Interviewed 6 people for the role of student staff in the SIDC (and appointed one, nice boy called Ryan).

- played hockey yey won.

Part-time Officer - Sarah Edwards (written report)

Meetings

- SU/SMT.
- Student Council.

Action Points

- E-mailed Doreen to forward information about Pink Day on Friday 9th November.

Work Done

- Took photographs for breast awareness campaign.
- Helped Squire design the information cards and posters.
- Baked, iced and decorated 250 fairy cakes.
- Set up and manned the breast cancer awareness stall giving out cakes and information. Collected donations for Cancer Research UK.
- Put up posters.
- Wrote a Press Release for the breast cancer campaign for the next edition of Pluto.
- Passed MiDAS theory test.
- Attended Diwali.

Hours Worked = 28

Communications Officer - Ed Walker (written report)

Meetings

- Media heads meeting for SU Media (02/11).
- Trial of ELGG, a social networking tool for UCLan, could be used for council rep training.
- Met with PFG, CL and Sarah Burnham (environment rep/people & planet) about Sound Impact Awards.
- Met with Adam Murray (UCLan photography department) about linking up for a features spread of photojournalism about 'students and their affect on Preston'.
- Met with Richard Lacey (Preston FM) about covering the Sonic Festival and linking up with Frequency.

Action Points

- Student RAG & Bone action points.
- 50th anniversary supplement.
- Sonic Festival coverage (all media).
- UCLan SU website.
- Pluto Issue 5.

Work Done

- Pluto Issue 4.
- Worked on SU website frontpage, creating flash news box and getting OnCampus to put RSS feeds on for Pluto-online and 53 Degrees.
- Client brief for photography department, to create a double-page content of images for Issue 7 of Pluto and also content for Pluto-online.
- Client brief for Frequency CETH link-up, 7/8 students will be working on the promotion and marketing of the radio station and specific shows.
- Pluto distribution stats.
- 50th Anniversary supplement – images, design and copy.
- Pluto Issue 5.
- 50th Anniversary time capsule, burial, purchasing it, getting stuff to go in it.

- SU website stats report, and creating actions from this for Marketing.
- Arranged SU Media social.
- Arranging SU Media Christmas party.
- Rag&Bone action points – gained permission from environment agency and list of student houses from accommodation office.
- Frequency First Friday in Source – thanks to Liam (promotions) for organising and Ben (for supervising).

Hours – 61 [26 October – 07 November 2007]
26 October PM – lieu afternoon

There was no reports received from WB, LB and ECM.

EM07.0907 Open Day - 24th November 2007

PFG informed the Exec that volunteers were needed for the Open Day on the 24th November as outlined in Nicci Procter's report. He also said that we needed to be a bit more pro-active on Open Days.

After a brief discussion it was agreed that ECW, KB and CL would be available on the 24th Nov as PC and EW would be helping out with the 50th Anniversary event - also on the same day/evening. CL to email NP.

CL

EM07.0908 Bill Rammell's Visit

EW told Exec that they all need to be present when Bill Rammell visits to unveil the 50th Anniversary plaque. EW went through the programme of events for this visit and CL said he would email Student Council members to invite them to attend.

EM07.0909 Meet the Exec

KB informed Exec that she and ECM were trying to get round Halls to encourage students to meet the Exec as they feel that a lot of students aren't aware of who the Exec are or what they actually do for students. KB wants to do a 'meet the Exec' campaign and work on doing a questionnaire stall in the Foyer.

PC felt that we need to concentrate more on making the students aware that they automatically become members of the Students' Union when they come to University as a lot of them think they have to apply for membership.

After a lengthy discussion PFG suggested asking Marketing to do some market research with students to see if they are aware of the SU and what it does. KB/ECM to contact NP.

KB/ECM

EM07.0910 SU Website Update

EW went through the changes that have been made to the front page of the SU's website and said that some areas are still being worked on.

EM07.0911 Rag & Logo/Slogan Brief

This item was deferred as KB had to leave the meeting.

EM07.0912 Preston Clean Up

This item was deferred as KB had to leave the meeting.

EM07.0913 Students' Union Evaluation Initiative (SUEI)

PFG told Exec that the NUS have sent a circular inviting students' unions to participate in the Evaluation Initiative in addition to 20 other SU's already in it. PFG has shown an interest in this which will take effect in May 2008. He said it will be a self assessment tool and will cost approx. £6k which will be budgeted for in the 2008/09 budgets. PFG suggested that we sign up in May 2008. PFG to discuss further with Emma Cox from the NUS when she visits the Union next week.

PFG

EM07.0914 Any Other Business

DW told Exec that he had attended the Plungington Committee Forum with Ian McMillan outlining what the University are doing to discipline the students and how we should be cracking down on students who are causing problems to local residents. They also discussed the big clean up.

PFG suggested that DW, EW and KB be invited to the meeting with Councillor Carl Crompton and Councillor John Swindells on the 29th November to discuss how the Union can work together with the Council.

PFG thanked ECM for the Diwali event that she had organised the previous evening and said that it went really well.

The Exec approved the following holidays:-

- Emma - 3rd-6th Dec & 2nd-11th Jan
- Danny - 16th, 23rd & 26th Nov
- Chris - 19th Nov

EM07.0915 Date of Next Meeting

To be held on Friday, 23rd November 2007 at 10.30am in the Polygon Meeting Room.