

Minutes of Exec Meeting held on Friday, 14th September 2007 at 10.30am in the Meeting Room 1.

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

In Attendance: Pete Fisher-Godwin (General Manager)
Karen McNicholl (Acting Membership Services Manager)
Doreen Jackson (PA) (minute taker)
Len Lewis (Executive Director - Operations) (part)
Joseph Cooper (SID Co-ordinator) (part)
Nicola Rolph (Sports & Events Co-ordinator) (part)

EM07.0835 Apologies for Absence

Action

There were no apologies for absence

EM07.0836 Minutes of Previous Minutes

The minutes of the meeting held on the 31st August 2007 were slightly amended at point EM07.0824 to read Call-a-Car not Call-a-Cab, point EM07.0827 to read McDonald's not MacDonald's and point EM07.0833 to delete 'she recovered from the University'. Once amended the minutes were approved as a true and accurate record.

EM07.0837 Matters Arising

Update on Complaints Procedures (previous mins - EM07.0824)

CL is looking at the Complaints Procedures in relation to how complaints are made, if any, against the President and who the complaints should be made to. After various discussions it was agreed that they should be made to Peta Carter. PFG suggested that CL looks at the Complaints Procedures already in place. CL has already done this.

Update on works mobile phone (previous mins - EM07.0824)

This item was deferred to the next meeting. WB to look into.

WB

Update on Call-a-Car having taxi rank outside 53 (previous mins - EM07.0824)

DW reported that Call-a-Car can't have a taxi rank outside 53 Degrees as they are a private hire company and the rank would also present noise issues.

Update on theatre licensing issue for Mitchell & Kenyon Cinema (previous mins - EM07.0824)

KB said she has been struggling to find out anything on this but will report back at the Exec update on Monday.

Update on whether students can stand for certain positions in the By-Elections if they are not actually disabled, etc (previous mins - EM07.0826)

CL still to look into this and will report back at the next meeting.

CL

EM07.0838 Sustainability Presentation

Len Lewis attended the meeting to discuss the future strategy and plans for Sustainability Development.

He talked about climate change and ways in which people can contribute to improving the environment, ie., recycling, less travelling, car sharing, etc. He told Exec that University staff travel 6.3million miles a year which doesn't include International student travel. However, he said that the University will continue to encourage International students to UCLan as it is important to be seen as a global University.

He talked about the University's 10 year Medium Term Strategy from 2007-2017. He said that there are plans to have more solar powers on campus starting on Brook Building and possible wind turbines up at PSA to ensure that the University become a carbon-neutral institution within 20 years. They are seeking to provide an environmental framework by 2012, reduce the carbon footprint by 25%, reduce waste produced by 25% and increase waste recycled by 25%.

He told the Exec that the University are encouraging the Exec/student body to get involved in this Project which will have seven key areas. There will be 10 team initially and would like volunteers to sit on them. The first meeting will take place at the end of October and he asked the Exec to e-mail him if they were interested in attending. He said that the University hopes to have these groups in place by Christmas. LL is looking at various budgets to help fund the various projects and will also be looking at external sources of funding.

CL thanked LL for his in depth presentation and for attending the meeting.

EM07.0839 SIDC Clubs & Societies Changes

Joseph Cooper and Nicola Rolph attended the meeting to discuss various changes in the Clubs & Societies office relating to the management of the office, various procedures for Clubs & Societies meetings, etc.

They told Exec that they want to have an Affiliation & Finance Committee in addition to the Societies Committee and the Sports Committee. They explained that this Committee would deal with the more mundane subjects re: finance and affiliation fees, etc which would free up more time for the Sports & Societies Committees to deal with more pressing issues.

There would also be an independent representation on this Committee and any appeals would go to the Exec for discussion.

WB asked if there would be training for Chairs, Treasurers, etc for all Committees. JC and NR said yes there would be.

NR said that ideally by May next year these changes will be in place and will be handed down from this years Exec to next to carry forward.

Following the presentation Exec approved the changes and CL asked JC/NR to email the presentation to all the Exec for them to read through in more depth.

CL thanked JC and NR for attending the meeting.

EM07.0840 General Manager's Report

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

Key Issues

- Has been working in the Articles of Government (the new Constitution) and will have an amended version ready by Monday lunch time.
- Has been dealing with various staffing/employment issues which has taken up a lot of his time.
- Had regular 1-1's with staff.
- Prepared and presented the Staff Briefings.
- Told Exec the Auditors are in at the moment.
- Has been chasing up building projects that should have been finished.

EM07.0841 Exec Reports

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

Part-time Officer, Preston - Sarah Edwards (written report)

- Spoke to all the Exec to catch up and find out what needs to be done.
- Recorded a piece on choosing UCLan at 3FM (a Manx radio station).
- Recorded a clip for PS TV about my role as Part-time Executive.
- SU/SMT Meeting.

Part-time Officer, Preston - Will Brown (written report)

- Spoke to Samuel French, publishers for "Elegies for Angels, Punks and Raging Queens" regarding prices for putting on the show. SF to send out info.
- Went to events to ask how preparations for the "gay night". Events have been struggling and asked for help. Spoke to the Students' Unions of Manchester Uni, and Man Met, as they have held LGBT events before. Phoned Manchester Pride, In the Pink, Essential, Birdcage. Spoke to the General Manager of Flamingos in Blackpool. Arranged meeting for following week.
- Went on the International trip to the Lake District. Lost 50 students, after translator left the group. Enjoyed the film of Rheged, bought handmade chocolate.
- Had meeting with the General Manager of Flamingos, Karl Myhill, and drag queen Calm 'N Storm. Details to be discussed within meeting.

Communications Officer - Ed Walker (written report)

Meetings

- Attended skills day training.
- Attended NUS/SU training feedback day.
- Met with Preston City Council, local community about the Sonic Festival (Preston Fringe Music/Arts Festival), and how SU Media can get involved.
- Met with Ben Sanderson (Frequency Station Manager) to catch-up upon his return from America.
- Attended SU/SMT issues meeting.
- Met with Richard Lace from Preston FM, about teaming up with Frequency to cover the Sonic Festival.
- Met with rest of exec about SU AGM, how to promote etc.

Action points

- Order more equipment for Frequency re-fit.
- Move Pluto office down to new Media corridor.
- Complete Frequency studio refit by September 17.
- Write up SU Media training plan for sessions next week.
- Write article for UCLan student nurses magazine, Pulse, about the SU.
- Put together campaigns/press coverage board for new office.
- Prepare SU AGM promotion plan.

Work Done

- Starred in LEP 'Freshers Guide to Preston' video.
- Sat on NUS Extra interview panel.
- Frequency studio re-fit underway - volunteers have soundproofed the studios.
- Arranged LEP filming of International quiz night in Source.
- Arranged and shot the short exec video clips, with help from Preston Student Television - content to go on SU website.
- Worked on the new SU website.
- Continued with research and tracking down former SU staff and exec for 50th anniversary.
- Co-ordinated content for LEP Freshers supplement.
- Went to the Lake District on International student trip, and collated feedback, issued press release.

Hours – 75 [31 Aug – 12 September 2007]

Education Officer - Peta Cart (written report)

Meetings

- Participated in an internal RAG meeting.
- Met with Abi Maher from our recent University Challenge team who provided us with a team photo.
- Attended the NUS run "Mental Health amongst students" day in Manchester, along with Emma and Lee. I attended the sessions on bullying, self harm/injury and student debt & mental health.
- Attended the Advice Centre meeting, along with Emma and Danny. We looked at the campaigns we were running and how we could support each other. Also discussed the new way that the Centre will run with front line student staff.
- Met with the SLOs. Wide concern about the library opening hours as they seem now to be opening for a maximum of 0800 - 0000 during the first semester (library webpages).
- Attended the internal Membership Services meeting.
- Attended, along with many other exec members, the new European student quiz night in Source. Did some networking.
- Met with Alison Blackburn and Sandra Rotheram of the

Academic Quality and Standards Unit to discuss the introduction of external examiner reports into Staff Student Liaison Meetings.

- At the SU/SMT meeting, raised Library opening hours again as the library website showed reduced operating hours from Sept 24 compared to last year (maximum 0800-0000). The issue has now been resolved and we should be returning to 24 hour opening during term time.

Action points

- Still designing content for plagiarism and collusion awareness bookmarks.
- Research the history of the SU through the library archives.
- Work out the best pattern of student representation on the reforming Library User Group.

Work Done

- Wrote a quiz for the international students but it was not needed as the night was merged into an event put on by the university.
- Wrote all the walk leader, coach driver and participant information sheets for the international trip to the Lakes.
- Went on the Lakes trip. Weather held off and was even sunny. The walk around Grasmere took much longer than expected - three hours - but was appreciated by all. Would not see the Rheged film again.
- Responded to more Hear it from a Student enquiries.
- Recorded a video clip for the website.

Holidays

- Took four days holiday to attend the Society of Cartographers' Summer School in sunny Portsmouth.

Hours – 49:10 [29 Aug – 11 Sep 2007]

Welfare Officer - Danny Weir (written report)

Meetings

- Met with staff from sunshine games about the inflatable equipment we are using for sports day. Received 2 quotes from them for different packages and am still in the process of haggling the price down as much as possible!
- Had various meetings with Nicola Rolph and Kelly Burdett about the sports day. Finalised plans and considered every possible thing we will need to do e.g. risk assessments.
- Met with Colin from call-a-car to keep him updated on what we are doing with take me home.
- Met with Tracie from sas about safety talks in intro week, going to have a 10 min slot mon- thurs.
- Met with the bottled up crew for an update, still coming along well.
- Clean up campaign meeting with neighbourhood services to talk through our plans for the year.

Action Points

- Get ready for freshers!
- Plan safety talks for intro.
- Carry on with the sports day planning.
- Really be a presence this coming week, get out there and promote ourselves!
- Think about October.

Work Done

- Attended international trips to the lakes and ice skating in Blackburn (only fell over once!)
- Had skills days with Emma from Viveza and Jenny from NUS.

There really is no task that we can't do!

- Produced safety tips flyer for freshers packs in conjunction with accommodation services.
- STI feature for Pluto, gathering information and writing article.
- Various bits and bobs to do with sports day, getting volunteers and equipment sorted and planning the day. Keeping an eye on the face book group for any questions people may have.
- Interviewed for NUS extra staff, recruited 10 students.
- Video for website, I wasn't very good!
- Purchased the bottom half of captain safety's outfit, looks hot!

Hours- 51 + 35

President - Chris Lowden (written report)

Meetings

- Campaigns with Jenny Martins.
- Flying Start Talk.
- RAG Meeting.
- 1 to 1 EW.
- SU/SMT Pre Meeting.
- SU/SMT Meeting with Len Lewis, Phil Baugh, Paul Morris.
- AGM and Accommodation talks meeting.

Action Points

- Get Intro fortnight sorted and information sent to Exec.
- AGM letter to University staff to cancel classes on the 16th October between 3-6 to Len Lewis.
- Get I heart SU T-Shirts ordered.
- NUS Extra update and outfit cheques.
- AGM - what is happening what are we covering.

Work Done

- AGM talks what we can say, who will be talking and about what.
- Staff and Student Briefing.
- Accommodation Talk organisation.
- Quotes for LEP story, where not used.
- Helped on 'Old Skool Sports Day'.
- Worked on organising Intro Fortnight talks.
- Took forward Concerns about International Buddies to Tim Steele.
- Organised Runshaw College Visit.
- Preparation for SU/SMT meeting.

Hours – 67

Activities & Participation Officer - Kelly Burdett (written report)

Meetings

- UCLan sport meeting.
- North West BUSA sports meeting in Manchester.
- Old skool sports day meeting.
- Team meeting with SIDC.
- Met with P.S.A staff, general intro and expectation for this year.
- Met with Dav Mc Graph-Wilkins regarding risk assessment.
- -Met with catering about deals for sports day (food).
- Met with sunshine games about sports day.

Action Points

- Went out dressed as '118' for flying start stickering students as marketing for our old skool sports day events.
- Skills day.
- Attended Welcome event in source Monday evening (helped to

win quiz (didn't really input that much)).

- Did an interview about the international trips for the LEP.
- Did a recording for the internet about my role and what I am trying to achieve this year.
- Booked coaches for the European trips.
- Arranged tickets for trips.
- Gathered equipment for the sports day events.
- Put together a risk assessment for sports day.
- Discussed with Jon Russ options for the aftermath of sports day, confirmed designed for certificates and ordered rosettes.
- Confirmed artwork and Ordered banners for old skool sport day.
- Designed itinerary for sports day.

Work in Process

- Old skool sports day.
- Preston clean campaign.

Equal Opps Officer - Emma Cresswell-Maynard (written report)

Meetings:

- Advice Centre - updated what everyone has been up to and goals, discussed potential action points - present was Gareth and Liz, Danny, Peta and me.
- Membership Services meeting - present Karen, Emma, Gareth, Joseph, Peta and myself.
- SU/SMT meeting.
- One-to-one with Chris.

Action Points:

- Finalise the bottled up info.
- Contact some local people about disabled access around campus etc and about disabled sports.
- Plan something for black history month.
- When bottled up stuff is complete forward to NUS - they may use as a national campaign!!
- Go to fire station and collect up to date leaflets and flyers etc in several languages.

Work Done:

- Ice Skating - with international students, was also my 21st!
- Skills Training with Emma Smith
- Training - relaying feedback info from training courses to other Exec and with Jenny Martin.
- Went on NUS Mental Health Day.
- SU presentation for international students and to promote trips.
- Source quiz night for international students.
- Filming in Greenbank for UCLan TV?
- Burnley College - welcome presentation.
- Went to info market for international students but no one was there.
- Sorted out with Kelly trips to Blackpool and Trafford centre with international office.
- Gave a tour of SU to Runshaw students.
- Flying start - went out promoting old skool sports day.
- Sorted out stencils for old skool sports day vests - and began spray painting them!
- Moved office around.

There was no report received from LB.

EM07.0842 AGM Arrangements, drink vouchers, etc

CL told Exec that MD had agreed for £2 discount vouchers to be given out to everyone who attends the AGM. This to be discussed further at the Exec update on Monday.

EM07.0843 Draft Long Term Plan

PFG has been working on the Long Term Plan and told Exec that the final version with all the additions/amendments as per their suggestions will to Student Council in October for approval before going to the AGM. CL will present it at both. PFG said that it will also go on the website. EW to action.

CL

EW

EM07.0844 Draft One Page Plan

Exec agreed the final version of the One Page Plan which will also go to Student Council and the AGM. CL to present these.

CL

EM07.0845 Facebook Research

EW said that this could be discussed at the Exec update on Monday.

EM07.0846 Revised Articles of Government

PFG has been working on the Articles of Government which will be the Union's new Constitution. He said that we will need a legal opinion on this document and it proposed that we use an NUS lawyer called BWB. Unfortunately, the cost for this will be approx. £4½-£5k but he is hoping the University will share the cost.

This item to be put on the next Exec agenda.

DJ

EM07.0847 Self Definition for Student Council

CL said he would discuss this at the Exec update on Monday.

CL

EM07.0848 Old School Sports Day

Tickets for this event will be sold on Saturday, Sunday and Monday. KB, ECM and DW will be selling them.

EM07.0849 Safety Minibus Services

DW said that he and EW have been putting up posters re: the Safety Bus service and that he has met with Colin who is happy with everything that's in place. Safety tips are also being put in all University rooms.

EM07.0850 Budgets

This item was deferred to the next meeting.

PFG

EM07.0851 Gay Night in 53 Degrees

WB told Exec that he met with Karl Myhill, the General Manager at the Flamingo night club in Blackpool, who has shown an interest in bringing the Flamingo to 53 Degrees to hold a gay night. It would

cost approx. £5k to transform 53 Degrees which would include fire breathers, stilt walkers, go-go boys and girls, etc. WB has spoken to DE has asked him to put all the details in an e-mail to him. CL suggested that when WB drafts the email that he copies all the Exec into it.

WB

EM07.0852 Any Other Business

Exec approved the following holidays:-

- Emma - 24th September
- Ed - 3rd December
- Kelly - 24th Sept-26th Oct, 2nd & 5th Nov (then only after Xmas)
- Danny - 2nd-18th Jan (incl)

WB said that he wasn't very impressed with this years clothing company as some items have gone missing. CL said that he is liaising with Crest about this and KB has also sent an email and that they should be here next week.

EM07.0853 Date of Next Meeting

The date of the next meeting will be Friday, 28th September at 10.30am in Polygon Meeting Room.