

EXECUTIVE COMMITTEE MEETING

Minutes of the third Executive Committee Meeting held on Friday 25th October 2019, 4pm-6pm, King Alfred Centre Boardroom

Attendance: Megan Ball (Chair), Lucy Dixon, Maria Freitas, Chris Harding, Olivia Rooke, Megan Selley, Tiffany Burnett (Minutes)

Apologies: Ellen O'Dwyer, Victoria Hurley

Agenda item		Action
1.	<p>ATTENDANCE AND APOLOGIES</p> <p>Apologies received from Ellen O'Dwyer and Victoria Hurley</p> <p>It was noted that Olivia Rooke and Chris Harding sent apologies in advance for late arrival</p>	
2.	<p>MINUTES FROM THE LAST MEETING</p> <p>Minutes confirmed as an accurate recording of the meeting.</p> <p>Outstanding Action points noted:</p> <ul style="list-style-type: none"> • MB to read through minutes for redacting Action MB • LD and MS have met to discuss Volunteering Advisory Group, but need to meet with Ellen. Action EO, LD, MS • MB and VH still needs to meet with LD and MS to discuss Equality and Diversity Week. Action MB, VH, LD, MS • MB noted that the BOP queue has got better, following an email sent to teams. MS and LD agreed. • MB requested that a member of Exec put together a meeting to discuss halal food on campus. Action: MF and LD to organise this. • MB to speak to Retail Manager about banning beef on campus. Action MB <p>Items needing redacting for website:</p> <ul style="list-style-type: none"> • Action MB 	<p>MB</p> <p>EO, LD, MS</p> <p>MB, VH, LD, MS</p> <p>MF, LD</p> <p>MB</p> <p>MB</p>
3.	<p>MATTERS ARISING</p>	

	<p>Policies and Papers: The Union's Strategy Document was delayed until later in the meeting to allow the General Manager to be present.</p>	
<p>4. (5.)</p>	<p>ACTIVITIES ZONE</p> <p>Sport, society and network proposals (Chair, on behalf of Vice President, Activities)</p> <ul style="list-style-type: none"> • Representational network proposal: Mature & Part-Time Students Network <ul style="list-style-type: none"> ○ Exec felt that the risk assessment was not comprehensive enough, with the event plan calendar left blank and therefore no explanation around budget (although £45 requested for events) ○ Not approved (4-0) ○ TB to ask Jakaya to further support the chair to complete this form. Action TB ○ Proposal to be taken to the next Exec Meeting. Action EO <p>Updates on proposals (to note):</p> <ul style="list-style-type: none"> • Action for Refugees Network. Met with EO, have agreed to be Action for Refugees Network (not STAR). It was agreed that they will become a representational network, as may or may not be refugees themselves, some will not want to disclose this and others will be campaigning for action and may not be refugees themselves. Action for Refugees Network to be proposed at next Exec meeting. Action EO. • Brazilian Ju Jitsu Society will be resubmitting their proposal with additional information about coaching and safety. Brazilian Ju Jitsu Society to be proposed at next Exec meeting. Action EO. • Labour Society have submitted an incomplete society proposal form. Labour Society to be proposed at next Exec meeting. Action EO. <p>Ellen has received additional enquiries from students wishing to set up societies, these will all be proposed at next Exec meeting subject to completion of forms.</p> <p>Other Activities Zone Campaigns</p> <ul style="list-style-type: none"> • MB noted that This Girl Can is next month. • Wellbeing Rep training was today, another 13 students trained 	<p>TB</p> <p>EO</p> <p>EO</p> <p>EO</p> <p>EO</p>

<p>5. (4.)</p>	<p>POLICIES AND PAPERS</p> <p><i>Delayed to allow the General Manager to be present.</i></p> <p>For discussion and comment: Paper 1 – Union strategy (draft)</p> <ul style="list-style-type: none"> The General Manager was invited to attend this section of the meeting to outline the Union's 3 year strategy document and request feedback from the Executive Committee. <p><i>Olivia Rooke and Chris Harding entered the meeting.</i></p> <ul style="list-style-type: none"> Exec were guided through the strategy and gave feedback on the strategy. The General Manager requested any further feedback from Exec (and from members not present around the table) be sent to him next week at the earliest opportunity. Action all Exec 	<p>MF, OD, CH, MS, OR</p>
<p>8.</p>	<p>EDUCATION ZONE</p> <p>Student Academic Council (funding)</p> <ul style="list-style-type: none"> MB reminded Exec of the funding of £20k available to members of Student Academic Council. <p>Volunteering and Community Champion Awards (Lucy Dixon)</p> <ul style="list-style-type: none"> LD attended meeting last week. Sam Jenkins has requested that MS and LD takes the bid of £1k forward. Student Union involvement in the awards ceremony was discussed. LD to check the cost of hiring the Vault and remove MS's name from the bid. Action LD Exec agreed they were happy for the bid to be taken to SAC <p>Other Education Zone Campaigns</p> <ul style="list-style-type: none"> None presented 	<p>LD</p>
<p>9.</p>	<p>WELFARE ZONE</p> <p>Student recharge day – 11th November</p> <ul style="list-style-type: none"> A paper prepared by the Vice President, Education was shared outlining the plans in place for the upcoming Student Recharge Day. VH also provided additional information via email that we are unsure what is happening about the therapy dogs as they have 	

	<p>pulled out. Paul (Marketing & Events Manager) is on sick leave so Vic will be meeting with Phoebe (Marketing Assistant) next week to discuss the logistics of the day. Societies and sports input still needs confirming with the Vice President, Activities. Rounders and busking are both keen to get involved.</p> <ul style="list-style-type: none"> • LD noted that the stretch and relax teacher from PAW is also happy to get involved. • Exec noted that 'popcorn like the Summer Ball' shouldn't be in single use plastic, can we have these in cardboard instead? <p>Action VH</p> <ul style="list-style-type: none"> • Rounders and PAW would like to have a meeting. Action LD and EO • Suggestion from MF to include the International Students Network mindfulness origami. Action MF. • Request for Exec to let Vic know their availability for the Student Recharge Day. Action all Exec <p>Engagement tracking of students for welfare</p> <ul style="list-style-type: none"> • MB outlined the proposed plans for engagement tracking of students for welfare, following her recent meeting with the Director of IT and Library. • For instances where students have slipped through the net in terms of their welfare needs. New system - software that tracks engagement - combines all engagement - attendance, student catering, library use, signing into the Intranet, Canvas etc. • Noted the importance of students needing to be able to see these stats too. • Exec agreed this was important and required. • MB to follow up with VH to take the lead on this and feedback at a future Exec meeting. Action MB and VH <p>Other Welfare Zone Campaigns</p> <p>Catwalk for Consent</p> <ul style="list-style-type: none"> • LD noted that she spoke to Southampton University FemSoc, who are well established. They have been doing Catwalk for Consent for several year, they fundraise for YellowDoor as well as raising awareness. LD is very keen to run this event at Winchester and is aware of the logistics of this. <p>Sexual Harassment campaign</p> <ul style="list-style-type: none"> • OR noted that she wants to do this campaign in Semester Two, possibly having speakers. 	<p>VH</p> <p>LD, EO</p> <p>MF</p> <p>MF, OD, CH, MS, OR</p> <p>MB, VH</p>
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<p>10.</p>	<p>SERVICES ZONE</p> <p>Update on commercial activity of Freshers 2019</p> <ul style="list-style-type: none"> • MB outlined that the Union's commercial activity is slightly down. MB noted that Exec needs to be aware of this going forward. • Exec requested to be sent the full report. Action MB (subject to consent from General Manager) <p>Other Services Zone Campaigns</p> <ul style="list-style-type: none"> • None presented 	<p>MB</p>
<p>11.</p>	<p>KEY DATES:</p> <ul style="list-style-type: none"> • DATE CHANGE: Education Zone, Welfare Zone, Activities Zone, Services Zone. New dates: <ul style="list-style-type: none"> • Education Zone – Thurs 14th Nov, 4-5.30pm (The Boardroom) • Welfare Zone – Friday 15th Nov, 2-3.30pm (HJB 009) • Activities Zone – Thurs 14th Nov, 12-1.30pm (The Boardroom) • Services Zone – Tues 12th Nov, 3.30-5pm (The Boardroom) • Student Senate is still on 20th November, 12:30-2:30pm (The Boardroom) • Student Senate elections timetable: <ul style="list-style-type: none"> ○ Nominations close: Friday 1st November, 2pm ○ Candidate briefing: Friday 1st November, 5pm ○ Poster free campaigning: Friday 1st November, 6pm ○ Voting opens: Tuesday 5th November, 9am ○ Voting closes: Thursday 7th November, 4pm ○ Results online: Thursday 7th November, 6pm • For discussion/confirmation – proposed dates for Union Spring Elections 2020 (TBC): <ul style="list-style-type: none"> • Nomination open: Monday 3rd February, 10am • Nominations close: Friday 21st February, 2pm • Candidate briefing: Friday 21st February, 6pm • Campaigning: 21st February, 7pm • Candidate Q&A: Tuesday 25th February, 6pm • Voting opens: Tuesday 25th February, 9pm • Voting closes: Friday 28th February, 6pm • Results in the Vault & online: Friday 28th February, 9pm 	

	<p>Exec highlighted the campaigning time beginning after the Candidate briefing – should begin on the Monday as last year. Concerns over weekend campaigning and impact on wellbeing.</p> <p>Action MB.</p> <ul style="list-style-type: none"> • Open Days: <ul style="list-style-type: none"> • Saturday 26 October 2019 • Saturday 23 November 2019 • Saturday 7 December 2019 • Saturday 11 January 2020 • Saturday 22 February 2020 • Saturday 21 March 2020 <p>Request from MB for support from Exec for Open Days dates. Action OR, MS, CH to send available dates.</p> <ul style="list-style-type: none"> • Student Recharge Day – Monday 11th November • Date for submitting 'Countdown to Christmas' Exec Committee blogs – Monday 25th November 	<p>MB</p> <p>OR, MS, CH</p>
	<p>REPORTS FROM THE SABBATICAL OFFICERS [VERBAL]</p> <p>Ellen O'Dwyer (Vice President, Activities)</p> <p><i>None given (absent)</i></p> <p>Victoria Hurley (Vice President, Education)</p> <p><i>In the absence of Vic, her update was read by the Chair:</i></p> <ul style="list-style-type: none"> • StARs training went really well, trained 273 over 3 days with Chairs and Deputy Chair training too. All feedback was really constructive and we were able to make additional changes throughout due to online feedback done in the sessions. • Thank-you to Meg S for your input on training and a MASSIVE thank-you to Tiff who has been my saving grace this week! Couldn't of done it without her support and guidance. • Additional training will be put on for in-person training when me and Tiff have a date, but online training will be sent out Monday/Tuesday of next week. • Student Fellow Scheme - this is going well, completed 2 workshops now and the projects seem to have some real depth to them. May have 2 more projects to do which is great! I will give you all an updated when the projects have titles. • Scaled penalties and self cert are both in the works, it's a full year thing so is just in progress. Got a year to work on self cert which is amazing as I prompted Liz Stuart into getting us that. • Work on Let's Talk About Sex campaign next semester is coming together. Going to arrange a meeting for any members of Exec 	

	<p>who want to be involved so we can meet as discuss. Liz Stuart gave a really good point and said we need to do something about when alcohol is involved as that's when a lot of time it goes wrong!</p> <ul style="list-style-type: none"> • Student recharge days – full update earlier the meeting • Go green week going forward is now an Student Union run week. Will be calling a meeting with Chris, Megan S and Lucy to get together and get things in place. Tony keeps us very updated with everything and is very keen on us running this so it's good we have him on our side along with Winchester Hub • Went to an equality and diversity meeting with Lucy the other day and it would be great if anyone has any interest in this then please come as it's a group wanting students there! • Last two weeks everything's taken a bit of a standstill while getting SFS off it's feet and StARs training, will get back to campaigns from next week and keep everyone in the loop! <p>Megan Ball (President)</p> <ul style="list-style-type: none"> • Out all of last week at Graduations, really enjoyed this • Hosted Office for the Police and Crime Commissioner at Winchester, discussed various things including drug use, keeping safe online • Open Days talks 'Why Winchester' – Megan now part of these talks and chairing the student panel • Took part in a Locality Review about county lines • We have recommended a new Student Trustee for the Board of Trustees, the first undergraduate student we have had in a while, we are very pleased about this. 	
	<p>STUDENT OFFICER UPDATES [VERBAL]</p> <p>Lucy Dixon</p> <ul style="list-style-type: none"> • LD and MS looking to rebrand the Volunteering and Community Advisory Group to become an interest group instead of advisory. • LD suggested to Paul to have social media channels, however it was decided to have a joint monthly Exec update on social media. Exec could also do a Student Officer takeover on social. Paul is really happy to post anything on the main channels on behalf of the student officers, just email him. <p>Maria Freitas</p> <ul style="list-style-type: none"> • Met with Chair and Vice Chair of International Network. • Also met with Geoff Titchner (International Advisor). Discussed holding a meeting in the Vault before Christmas as a 'Brexit drop in' for international students. Action MF and MB to push this forward. • Discussed Diversity Week - International Network does not think they are involved in this? Looking to do 'Celebrating Cultures' event in March. 	<p>MF, MB</p>

	<p>Chris Harding</p> <ul style="list-style-type: none"> • Chris contacted Head Gardener Maurice, there are rain butts on campus but there is also scope to establish more of these. • Chris would like to start a car washing scheme to re-use the rainwater. In discussions with Tony from Estates about this. <p>Megan Selley</p> <ul style="list-style-type: none"> • Attended Appointments Committee and helped appoint our new Student Trustee • Helped with StARs training and also attended StARs training • Go Green Week – hopefully looking to meet to discuss this and get a rough timetable together. • Volunteering Advisory Group – working on this with LD <p>Olivia Rooke</p> <ul style="list-style-type: none"> • Quiz going really well – amazing engagement • Christmas Fayre meeting coming up • Ents meeting coming up to discuss our events and discuss plans for Summer Ball • Sexual Harassment still a priority • Meeting with Rhian (Student Union Advisor) soon to discuss Advice Centre pages 	
12.	<p>A.O.B</p> <p>Megan going to Wonkhe conference on 4th-5th November as a volunteer, meaning she can attend for free. It might be helpful for Exec to follow along with this on twitter.</p>	

Next meeting:

- **Friday 15th November 2019, 10am-12pm, HJB 015**

Future meetings:

- Friday 6th December 2019, 10am-12pm, TAB 118

Additional key dates in the Student Union Calendar:

- Grad Ball – 18th October 2019
- Christmas Lights Switch On – 18th November
- Christmas Ball – 12th December 2019
- Colours – 7th May 2020
- Summer Ball – 15th May 2020