

## Minutes of the Exec Meeting 01/12/2011

### Present:-

Toby Horner – SU President/Chairperson  
Alan James – GM (none voting)  
Jesse Banovic – VP Communications  
Murray Simpson- Activities  
Mark Lowe-Health and wellbeing  
Leroy Scott-Democracy  
Lauren Ellis-RAG  
Dev Mistry-Community  
Lihn Le-Mature and Part time  
Lizzie Maries – Guest speaker communications channels  
Philli Hodgson – VP - Lansdowne  
Kate Jones – VP Education - Joint Chairperson – 1<sup>st</sup> hour of meeting  
Scott McGreal-First year  
Louise Bryant-Academic affairs  
Sally Fish-Environment  
Nat Morris- Equal Opportunities  
Merve Tuna - International  
Parmesh Saini – Post Grad Taught  
Ruby Limbrick-Accommodation and transport  
David Stock – SUBU Advice – Guest Speaker  
Alan Dove – Commercial Managers – Guest Speaker  
Gillie Blood – Minute Taker

### Apologies:-

Sam Stockwell-Campaigns  
Sonia T – no longer attending

<b>Minutes:-</b>	Action by:-	Action by date:-
1. <b>Apologies –</b> Sam, Sonia,		
2. <b>Minutes from last meeting</b> All to have read through previous Meeting Minutes, and raise any outstanding actions as Matters Arising. Dev - BU Cat not bluecat in previous minutes. correction. Gillie to action.	Gillie	02/12/2011
3 <b>Matters Arising from Previous Minutes</b> Refer to Pre-Minutes Actions List Philli – meeting Leroy – Kate (issue now resolved and dealt with) Louise – recycle bin Louise – survey – being drafted Lihn Le – all joined FB group Kate - children’s Wish date and volunteers to be decided. Agenda item ALL – Canvas to be completed Contract – on agenda Litter campaign – photo’s passed on to James in design, for next term You Said we did – ongoing Toby / Jesse pdf b4 xmas print version after xmas. Celebration of all SUBU do CCTV – Alan Dove Vouchers – Gillie done Leroy – contacting Stu Ambassador.		
4 <b>Officer Reports</b> <b>Dev</b> - with Alan James and toby recently attended Winton Action Group Meeting. Community meeting. Dev wanting to do more with Bournemouth community and SUBU. One World week planning with Murray, organising events with ACS and Ball Room and Latin Soc. Also at Lansdowne for 2 days. Nachos and Salsa. Winton Primary School, Green xmas decs workshop organised. <b>Leroy</b> - Students asking about meetings, and also about staff strikes. People want to know what Exec are discussing. <b>Philli</b> – Reception redone at Lansdowne, LGBT world aids day today, <b>Kate</b> – Soc set up for Reps, more Rep Training, Guest Speakers, Mini projects. Guides on what reps do. Got £500 budget for Leeds visit. Won bid to be pilot for Quality Student Engagement Project and consulting with NUS, QAA and BU, to assure quality thru education. First meeting this week. Feedback from Speak Week, very positive. People are very happy. <b>Jesse</b> – One World week next week. Full agenda. 10 til 2 Mon to Fri. Chinese Soc, Viet Soc events and displays in Atrium. Come and join in. Tell people. Get them to come and join in. Please CC Jesse in re Community Stuff – Dev/ Scott etc. <b>Toby</b> – SUBU exec email reminder. Put your name at the end of emails. <b>Sally</b> – Green xmas stand on 8 <sup>th</sup> Dec, in Atrium, Tables showing		

<p>wrapping, decorations etc. Volunteers needed. 10 – 2 Louise, Dev, Scott, Face painting too. Dec making at Sally's at the weekend.</p> <p><b>Scott</b> – been speaking to chap from Safer neighbourhood's team. Talking about Halls. Different ways to patrol streets around the Halls. Will be able to email him with direct issues – please let Scott know if you hear of anything. AJ – on it. Liaise with Alan Dove.</p> <p><b>Louise</b> - Survey to all reps to see how they are getting on. BU Rep Society been set up by John Gussman. Wanting all reps to get involved. Tell reps to come along. Free to join and very useful. Louise asked all Exec to help get the message out there please.</p> <p><b>Parmesh</b> – One World, spoken to restaurant Zayka - Charminster– promote restaurant Indian food tasting happy to come along. Parmesh happy to arrange for next week. Jesse – maybe for Lansdowne, as less likely to conflict with other outlets etc.</p> <p><b>Nat</b> – LGBT History Month, ideas needed by Dec 14<sup>th</sup>, to organise for event in February. Meeting PG144 – 4 – 5, this Monday 5<sup>th</sup> December. Will also put details on FB group.</p>		
<p><b>5. A Gentle Reminder</b></p> <p>TH explained that this was a gentle reminder about the way all present conduct Exec Meetings – all reminded to be conscious that Gillie taking minutes, which can later be read on line externally.</p> <p>TH ran through the Gentle Reminder Document which was sent before the meeting.</p> <p>SUBU Exec calendar on Outlook. Check this. Think about time management. Speak to Sabbs so that they can help. A well organised and well conducted meeting is the key to getting the best out of campaign planning.</p>		
<p><b>6. Campaign Review</b></p> <p>David Stock joined meeting. Campaign Template shown on projector. Toby explained campaign process. Brainstorm and identify who will own what. David not sure what <b>Money Week</b> will look like and open to ideas from the Exec Committee. Money is a big issue, linking to accommodation and academic. 2<sup>nd</sup> loan instalment in January, encourage students to plan finances sensibly. Prevention of debt, rather than cure.</p> <p>Sponsor Kate Staff Advice Team Dept Advice Dept</p> <p>Exec Scott – 1<sup>st</sup> year experience, Sam – campaigns, Merve – International, Mark – health and wellbeing. Parmesh - PGT Ideas, Sam(not in attendance at meeting) Leroy – freecycle website.</p> <p>Raise awareness of student £ mentioned by Jesse, where money goes once spent in Shop etc.</p> <p>Scott – budgeting £ advice. Or workshop Parmesh -Let Direct (for students starting in January)</p>	<p>Kate to organise meeting with Team</p>	<p>During W/C 05./12/2011</p>

<p>Louise – happy to give advice on what info on budgeting on a personal level she already has. Voucher codes to save money. Website. National Debt Line Swap shop – clothes. Santander –speak to Louise Soan undergraduate rates and OD rates and graduate ac’s. Transport/SUBU global What happens when you graduate – more awareness? Where do fees go? Sources of Savings/income Action Jesse/Lizzie/Merve to link up and discuss communication. Halls Road show <b>Action – Kate to meet with officers who agreed to help you and start to implement.</b></p>		
<p><b>7. Commercial Update with Alan Dove</b> Closing time for Dylans Bar – evenings and weekends. Flexibility depending on how busy. Closing 10pm if quiet in week, and 6pm if quiet on a Sunday. Actually getting busier recently in the week. Student’s ideal employees as they fit in with requirements to be flexible about hours and shifts. It’s a fact that there will be times when students lose shifts. Big events such as sports finals good for keeping bar open and promotional nights. <i>(4.55pm – Lauren Ellis joined the meeting)</i> Mark Lowe – shift expectations need to be set. AD aware of this. Dev confirmed staff expectations are set. <b>All in favour for changes to Dylans bar – For 15. Against – none. Abstentions 2.</b> Xmas Opening to be discussed next week. CCTV – plans to upgrade it. Scott – called by Echo Journalist – declined interview.</p>	<p>Alan Dove Xmas Openings</p>	<p>Next Meeting</p>
<p><b>8. Arrivals Week Situation</b> BU have been looking at introducing a common academic Structure and timetable. Currently have Sat Sun and arrivals week and fresher’s week intro for new students. BU spoke to Toby. BU leadership (deans etc) shaving 5 days off, so arrive Thur/Fri, Enrol Sat/Sun, starts on the Monday. – All discussed how this new model would work and the possible effects of this change to the timetable. <i>(5.25pm – AJ left the meeting.)</i> Most felt strongly that this should not be shortened. Kate explained that the change has been suggested as it fits with the idea of new semester lengths for BU. Exec to put forward a priority campaign to put to BU, to keep the Freshers week. <b>All to email Toby with Ideas before Tuesday. Toby to action and put on agenda for Arrivals Week Campaign.</b></p>	<p>ALL – email Toby with Ideas</p>	<p>Before Tuesdays Meeting</p>
<p><b>9. Sonia Travaglini’s Resignation</b> TH – Post Grad person to co-op in to meeting to represent, but as not</p>	<p>Toby</p>	<p>For Term 1</p>

<p>elected no powers to vote. TH find new research rep. After xmas Term 1</p>		
<p><b>10.- Comms – Email / Video Blog and Uninvolved Students</b>  Ideas on how we think SUBU Comms are going.  DEV not had blog email.  Lizzie – YouTube ac to be improved over xmas.  Nat – suggested stream it on TV in Dylans. People will see it and want to log on and listen.  Mark – subtitles.  Lizzie – next meeting My Little SUBU Update to be discussed further.  <b>Dev Scott Leroy – action Distribute My L SUB Updated in Halls of Residence.</b></p>	<p>Lizzie – My Little Subu Update</p> <p>Dev, Scott, Leroy – MLSU distribution</p>	<p>Next Meeting</p> <p>Feedback next meeting</p>
<p><b>11 – Hidden Course Costs for Academic Standards Committee</b>  Kate - ACS meeting highest forum in BU for discussing hidden course costs.  Examples, Field Trips, clothing, equipment, software, course materials, Pro affiliations, travel, accommodation, CRB checks, Text Books especially over £100.  How Many have had hidden costs 10/16 have had hidden costs.  Examples from 12 /16  Text book, text &amp; materials for assignments, DVD,s CD,s and media school fobs, placement and travel costs, HSC, software £1000 (TV)  Text books, external hard drives (strongly recommended not compulsory) TV production actor scriptwriter and costume hire costs. £2 - £5k. NCTJ(external journalism exam)  How much paid out?  100, 130, 200, 200, 250, 1000, 100, 120, 200, 13, 40, 250  Kate thanked the Exec for this information. She will take this to the ASC committee, and report back to Exec at a later date.</p>		
<p><b>12 – Update on SUBU Exec Email Account</b>  Toby put Email AC up on projector, and walked thru how emails should be distributed and filed. Two folders added, drag emails in to relevant folder. Names of execs, and meetings folders,  EVERYONE – FAO Everyone, sent to whole committee. GENERAL – not owned by anyone, perhaps FYI.</p>		
<p><b>13 – Library Focus Groups.</b>  BU has engaged external company to improve library facilities. Some students who volunteer to help with research as part of the focus group can earn £30 in order to help find out what people want, next Wednesday 7<sup>th</sup> December 2011, 3 focus groups,</p> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> year students. 9.30 til 10.30 – PG144 10 people 5m 5f, mix of courses,</li> <li>• Final yr undergrads, 11 – 12 PG 144 – 10 final yr students mixed, couple of mature students. Different usage capabilities</li> <li>• post grads. ., 123.0 til 1.30 post grads – PG142</li> </ul>		

All in Poole House. Pass form round to complete after meeting.		
<b>14. – Microsoft Ambassadors – Windows 7 Promotion</b> 2 students Kelly/Garrick worked on placement as Windows 7 ambassadors. Want to promote this, using SUBU as a platform. Kate ran through pp presentation. Network all on Windows 7. Slides explained. <b>All Agreed to use this. Non against, none abstained.</b>		
<b>15 – Face Paint Investments</b> FP kit for SUBU proposed for £60. All Agreed. Both campuses. Out of exec budget.. £120 all in. Lasts for ages. <b>Unanimous agreed vote.</b> TH – be diverse with campaign models.		
<b>16 – Student Rep Discounts</b> .Can't get discounts as rep hoodies. (Check with Kate after meeting.)		
<b>ITEM NOT ON ORIGINAL AGENDA – Childrens Wish Charity</b> 8 exec previously agreed to help with Children's wish charity and paint a mural on 11 <sup>th</sup> Dec. The Charity Organisers have requested a pre – briefing for 30 mins, on how to paint the mural. Next tues or next wed. Santa Fun Run on same day clashes. Christmas social at 6pm on same day. Louise, sally, Leroy, Lihn, Kate to find out who else by email and clarify pre-meet time and date. <i>(6.07pm Murray left the meeting.)</i> Painters can't attend if registered for Santa Run. <b>Vote – defer one, or continue both?</b> <b>In favour of deferring painting to another date.</b> <b>3 for, to do both on same day 8, abstentions 4</b>	Kate to find out who can attend by email tomorrow	Next Tuesday
<b>17 – ContriBUte Team</b> TH not had time to look at this or get students signed up. Join SUBU.BU, pay students to wear shirts and sign people up, and market this. Anyone who can help, let Toby know. <b>Sally and Dev, Louise, Lihn, Leroy, Merve, Parmesh Volunteered.</b> Execs to wear ContriBUte t-shirts during One World week and help to promote. Need to get people signing up. Approx 80 people required to sign up.	Toby to organise volunteers	For One World week
<b>18 – Disability history Month and Disability Activist Day</b> TH sent email to exec detailing the events.		
<b>19 – Date Setting for Meeting Skills Training</b> Joff to arrange training for running meetings together. TH will do survey/doodle and sort out. Any other skills and ideas. TH suggested volunteers dedicating key times when they can come up and help each week. <b>ACTION – individual Sabb ft to liaise with time if poss where officer can come in and assist in the Offices.</b>	Toby  Sabb's	By End Term  Next Week
<b>20 - AOB</b> Extend Thursday meetings til 6.30pm? Limit Agenda items?		

<p>Jesse – 15<sup>th</sup> Dec, Exec social – One on 6<sup>th</sup> Dec in Dylans. Too. Thursday dinner and drink. Via FB Jesse.</p> <p>Nat – food vouchers.</p> <p>Mark – item 18 – had email from James re meeting to discuss. Will forward to Philli.</p> <p>Merve – 1World final meeting needed to pull it together.</p> <p>List of how to say hello in other languages</p> <p>Sally – parking permit. Buses are a nightmare. Walk in from residential roads.</p> <p>Lauren – 3.30pm onwards, parking spaces available.</p> <p>Dev – 1 world 10 til 2, Talbot and Lansdowne campuses. Exec Officers please come and help to promote. Bring stuff in.</p> <p>International</p> <p>Lihn – EBC not aware of promotions. Philli needs help to replicate what goes on in Atrium for promotions and campaigns.</p> <p>Philli Lansdowne a little gray as to how to communicate. Put club or soc 12 – 2 Mon tues thurs, activities required. Not all day long.</p> <p><b>Scott, Lihn, Philli, Dev, could help. Action – Philli + 4 All to work together as Lansdowne for discussion about campaigns thru academic year. Model for campaigns at Lansdowne campus.</b></p> <p>Leroy – People worried about placements, working in early hours. At HSC, walking to car park. TH to pass details to Philli.</p> <p>Lauren – re: Gentle reminder – appealed to all present to give some committee members the benefit of the doubt when they don't come to meetings, it is often because people are genuinely busy.</p>	<p>Philli Scott, Lihn, Dev – Lansdowne Campaign Planning</p> <p>Toby to pass details to Phillie</p>	<p>Next week</p> <p>Next Meeting</p>
<p><b>Meeting Closed 6.35pm</b></p>		
<p><b>18 - Date for Next Meeting</b></p> <p><b>Tuesday 6<sup>th</sup> December 2011</b></p> <p><b>4.00pm – 6 00pm.</b></p> <p><b>location - Casterbridge Suite</b></p> <p><b>Advanced apologies - Louise</b></p>		