

Minutes of the Exec Meeting 08/11/2011

Present:-

Toby Horner – SU President/Chairperson
Alan James – GM (non voting)
Joff Cooke – RM- Guest Speaker
Jane De Vekey – TM – Guest Speaker – Meeting Protocols
Jesse Banovic – VP Communications
Sonia Travaglini- PGR
Nat Morris- Equal Opportunities
Murray Simpson- Activities
Louise Bryant-Academic affairs
Mark Lowe-Health and wellbeing
Leroy Scott-Democracy
Scott McGreal-First year
Lauren Ellis-RAG
Ruby Limbrick-Accommodation and transport
Dev Mistry-Community
Lihn Le-Mature and Part time
Sally Fish-Environment
Sam Stockwell-Campaigns
Lizzie Maries – Guest speaker communications channels
Gillie Blood – Minute Taker

Apologies:-

Merve Tuna
Parmesh Saini
Philli Hodgson
Kate Jones

Minutes:-	Action by:-	Action by date:-
1. Apologies – Merve, Parmesh, Philli, Kate.		
2. Minutes from last meeting – no minutes as new academic year and first exec meeting.		
Matter Arising		
3. Recap from Joff re Exec Training Planning for the year exec work and studies. Joff will email within the week, evaluation form to be completed and returned re Exec Training. Please complete carefully. Thanks for Exec’s work over the weekend. TH – Canvases to go up around the Union Offices – need to be worked on and completed. Ongoing Project.		
4. Officer Reports None for first meeting of the year – to be expected for next week		
5. Meeting Protocol – Ground Rules Group Exercise by Jane De Vekey Jane D – Examples – mobile phones off. Notice if not able to attend. Students in 3 groups, brainstorming how they think the meetings should run. 5 min exercise. Flip charts put up around the room and walked through by each group. (Type up flip chart detail after meeting.) Students asked to list top 5 most important rules of the meeting. (Name plates to be organised for next few meetings.) Talking Teddy Idea, 3 objections, NIL abstentions, 11 – for,	GB	Next Meeting
6. Communication Channels – With Lizzie Lizzie introduced herself and explained her role and that she works closely with, and supports Jesse with SUBU Communications and Campaigns. <ul style="list-style-type: none"> • Your Little Subu update, fortnightly, deadlines for items for publication explained. • Weekly Email deadlines explained. Instant blast like twitter streams. All Exec welcome to refer stuff to Lizzie to ensure communications used to keep all in the loop. • Nerve photo team – Lizzie can arrange for events –for free. • Flips cams also able to borrow and use for campaigns and issues. Lizzie can edit and post on relevant requested site. 		
7. Campaign Review Toby H handed out copy of Events and Campaigns Model/Poster. Jesse B ran through up and coming events. Toby H suggested international days. 7.1 - One World Week Jesse B meeting internal /external people re global issues. Environmental Estates dept guest speaker.		

<p>Mainly Merve T & Jesse B, also Nat M and Murray S. Jesse B suggested international food stalls in main Atrium like Epcot. Philli H main sponsor to speak with International Students officer any anyone else Philli knows to ask who will be interested in organising and supporting.</p> <p>7.2 - Housing Week – Outline being formed by Jesse B, Philli H and Lizzie. (Ruby and Lauren left meeting 5.15pm.)</p> <p>7.3 - Alan J – All should have at least one campaign to be involved in, up until xmas.</p> <p>Louise – Speak Week Sally – Climate week 19th March. One World - climate Ruby – Housing Week Murray – Activities Sam – Campaigns Dev – One World, Housing Week, Leroy – One World Nat – One World, BUnique Scot – Housing Week Mark – BUnique, One World Merve – One World Lihn – liaise with Kate & Jess Sonia – BUnique Parmesh – TBC</p>		
<p>8. 100 day plans</p> <p>Dev M – Community Project – e.g., changing layout of local road, to prevent traffic jams. FT Officers to liaise and introduce PT officers to external staff and community groups. Murray S – Website – not much visual info – due to photograph and video various clubs and soc’s. All 60 to be done by end T2. Toby H – 100 day play is 3 month plan to achieve. With this one 50 day plan. Things to achieve before Xmas. Sonia T – Post Grad is anyone on PHD. Plan to focus on gathering feedback from researchers, by Dec. Parmesh and other Research Reps to integrate as so hidden. Continuing getting work submission standardised for Undergrad and taught. PHD – Staff/Student/Both? Research Regs review. Attend Research committee meetings. Louise and Kate to work with Sonia on submission of work – the process. No recording system. No one accountable for missing work. Schools have different processes.</p>	ALL	100 Day Plan or 30 Day Plan updates at future meetings
<p>9. Exec Email Account</p> <p>Ac set up by Toby H. Log on to Uni webpage. Exec not having separate emails. Put individuals name in Subject Title for specific emails. Email Box address is subuexec@bournemouth.ac.uk All execs have own folder to put specific emails in.</p>		
<p>GUEST LIST</p> <p>Toby H – Spreadsheet for guest list. For emails requesting to be on</p>		

<p>list- Click on start, click on Computer, I:Drive/lychett, Student Union/Private/General/TOFs guestlist/November/ Document will open. Complete own name and guest's name. Choose date at bottom, to indicate which event you are putting guest on.</p> <p>Sam S - Note – Guest list might not be on the door. Milk and some events not run by TOFS staff. Toby H – Don't abuse guest list e.g. 2 people rather than one. It's a privilege that can be removed at any time. Alan J - Can't trade names off to other people. You go, your guest goes. You're responsible for your guest's behaviour. Toby H – this is also where minutes and agendas will go. Please try to log in and view this every day.</p>		
<p>BUnique Week Toby H – Student groups to celebrate involvement and talent. Open project for anyone on exec. 21/25 Nov. Print Deadline – this Thursday (or Friday am at v latest) Speak to TH or MS, with details of clubs and socs. Murray S – All welcome. Lots going on and being organised. Help with campaign leaflets. EG Leroy to take flyers round Corfe.</p>		
<p>10. Exec Budgets Alan J – Spreadsheet handed out Operating Expenses (Costs to the Union). Activities between Aug and Oct – financial year. EG SABBS/EXE explained. £8349 currently available. Allocation of money for campaigns needs to be discussed in future meetings. Sonia – Repairs and renewals in the red? AJ – Stairwell/corridor improvements done in summer. Alan J – shop improvement £20k, Starbucks Loft £30k. so not a lot of money to worry about. Alan J – handout – Accounts – talked through. AJ will help and guide committee through. Point A - -(£76K), always looks like this a this time of year. Seasonal. Point B - £83K Block grant from the Uni. Annual £500k. Point C – £15k fundraising Balls Point D - -£172k – All monies for cost centres. Sabb Salaries.</p>		
<p>Charity Constitution Alan J – Charity Commission 2006 Law created, SU's now registered rather than exempt. Constitution i.e. rules and regulations have changed, in line with student body and democracy. Given because it's law. In a way there was no point in consultation with students, however it was the right thing to do because of the constitution itself. Need 100 students at meetings to progress at Trust Meeting. Trust Alan J and Sabb's to progress this. Leroy S asked for recap and clarification. Alan J explained Trustee's Board and Trustee/Charity mechanism.</p>		

<p>Sabb's not part of Trustee's only Toby.</p> <p>Mark – how many times per year is board meet? 4 x pa. What is board there for? Toby H - Like exec committee, governance of student body. All unions now do it. Sonia T – Explained that she represents exec committee to trustee board. Sonia happy to clarify any queries from Sabb's. Toby H – All in Favour? – 9 in favour, 3 abstentions</p>		
<p>11. Litter Campaign Carry forward to next week</p>		<p>Next Meeting</p>
<p>12. Meeting times for the year 5th floor board room hope to be used for future meetings. Toby H showed Exec's survey monkey results. Tues and Thurs late afternoon were best for most, however Parmesh, Merve and Sonia cannot make Thursday slots. Suggested alternate to accommodate, Tues and Thurs PM. Sam S can attend half of next Thursdays meeting. Lihn L has teaching on Thurs at Lansdowne. Next meeting Thursday 17th November 4 – 6, Location TBC hopefully 5th Floor, calendar dates for exec meetings will be done by Toby H. And any events.</p>		
<p>13. AOB 13.1 - Contracting Design Work – Lauren – next week's meeting 13.2 - Student Shout Motion Update – next week's meeting 13.3 - National Demonstration in London – NUS not endorsing fully. Support cause but not assisting with organising. Students can get reimbursed for travel if they want to go. As far as SU involved. (There were riots, not part of planned rally, during last year's Demo) 13.4 - NUS Free Campaigning Event – Toby H to look in to, Chase. Update next meeting Sonia advanced apologies for next Thursday Scott advanced apologies for next week</p>	<p>Lauren Toby</p>	<p>Next Meeting</p>
<p>Date for Next Meeting Thursday 17th November 2011 4.00pm – 6 00pm. location - Casterbridge Suite</p>		