## EXECUTIVE COMMITTEE | Minutes of the meeting held Tuesday 25 February 2020

**Ex-officio members present** Hannah Prydderch | Vice President Union Development | Chair | she/her

 Lewis Marriott | VP Campaigns & Communications | he/him

 Grishma Bijukumar | Vice President Welfare & Community | she/her

**Members present** Sarah Pennington | Students with Disabilities Officer | she/her

 Gigi Bruschi | Students with Disabilities Officer | she/her

 Sam Maesschalck | Faculty Rep for Research | he/him

 Bara Mala | PG Board Rep | she/her

 Fabiha Askari | Faculty Rep for Taught | she/her

 Mitch Boocock | LGBTQ+ Officer | he/him

 Nicolas Lamare | International Students’ Officer | him

**In attendance** Misbah Ashraf | Interim Chief Executive | she/her

 Chris Cottam | Education & Support Unit Manager | he/him

 Veronica Longmire | Executive Administrator | Minutes

 Cathy Olphin [agenda item 5.3]

 Jamie Malone [agenda item 5.3]

**Apologies** Bethan Morgan | Vice President Education | she/her

 George Nuttall | Students’ Union President | he/him

 Victoria Hatch | Vice President Activities | she/her

 Lydia Moodycliffe | Womens+’ Officer | she/her

 Donna Pasquill | Mature Students’ Officer | she/her

 Atree Ghosh | Grizedale College President | he/him

**Non-attendance with no apologies received** Chris Ebulu | BME Students’ Officer | he/him

The meeting did not reach quorum. It was noted that items could be discussed but decisions could not be taken. The Chair was to obtain digital resolution of relevant items.

**Agenda Item 1 | Apologies** | as recorded above.

**Agenda Item 2 | Minutes of meeting** held 11 February [Exec-20 02 11] taken as read and agreed by those members present.

**Agenda Item 3 | Matters arising from the minutes** | None.

**Agenda Item 4 | Items for approval**

**4.1** Motions to NUS Conference | noted that due to NUS’ revised regulations only one motion could be submitted to national conference and that motions that would have been considered had already been submitted by other Unions. It was believed the policy on student numbers related to Lancaster and this would be Lancaster’s motion.

The motion was presented by the Chair as conference lead. Comments included that: accessibility for disabled students would be further exacerbated | more specific to Lancaster examples should be added | first year students should be included | potential contact with Lancaster City Council | taking account of private landlords’ licences.

**ACTIONS | Chair stated that a catchier title would be welcomed | Agreed amendments to be added to the motion and circulated for digital approval**

**Agenda Item 5 | Items for discussion**

**5.1** Livestreaming of Executive Committee meetings [paper pre-circulated] | noted that the subject had been raised at the last meeting | that there was some discomfort with the livestreaming of meetings | transparency to the membership was key and a decision was required for consistency, taking account of confidential business.

Alternatives suggested included a live post-meeting summary | video kit option | audio recording | potentially holding an open session once per term to try and increase engagement. It was believed a shared understanding of ‘transparency’ was needed.

**ACTIONS | Further discussion to be held between Fabiha Askari, Hannah Prydderch, Chris Cottam and Misbah Ashraf | Misbah to research other Unions to ascertain their methods | Proposal to be brought to future meeting**

**5.2** Executive Committee timings and attendance | discussion ensued on attendance at meetings / apologies not being submitted / meetings not reaching quorum when dates and time of meetings had been pre-set | the need to take into consideration that people did need to leave meetings on occasions | that the committee was a sub-committee of the Trustee Board | the belief that the importance of the committee was not being taken seriously | that part-time officers made time to attend meetings and were volunteers | the use of Facebook was not conducive | that timings was another issue.

Further observations included that there should be respect for each other | it was important to remember that the Union and the Executive committee were there to operate in the best interests of students and be the student voice.

 Ideas put forward included: a briefing document given to committee members | potential to hold two team-building events per year | revisiting the Terms of Reference | going forward to look at engaging first years to become a member of the committee | that the committee had the power to change the by-law and composition.

**ACTION | Digital resolution to be sought**

**5.3** Proposed Policy on making Ecosia the default search engine on campus | representatives from Lancaster on Ecosia presented the item asking the committee to endorse policy that ‘Ecosia be the default search engine on campus’. It was noted that Ecosia was an ethical company and planted trees | it was GDPR compliant | did not track searches. From discussion it was agreed it was worth looking into further.

**ACTIONS | VP Welfare & Community to raise the subject with the University [Simon Guy] | Interim CE to raise with ISS [with backing of the Executive Committee] | Chair to seek digital approval of endorsement**

**Agenda Item 6 | Items for information**

**6.1** Full-time Officers update | brief updates included: work on NUS motions and prepping for conference / all officers working on the Student Finance All-Party Parliamentary Group meeting / preparation work for the AGM part B on 9 March / revisiting the manifesto / attendance at a Student Radio event / giveaways / placed motivation stickers around campus / tree planting / sustainability event Qs and As on 10 March / work with Green Lancaster / formed a sub-committee of EDI / working group set up on Climate Emergency / supported UCU strike to show solidarity.

**6.2** Part-time Officers update| included that a new Transgender officer had been elected / work underway on the SWD Encyclopaedia of Resources / work on the University Mental Health campaign and any help to make the event bigger would be most welcome.

It was clarified that the decision to hold strike action at the Sports Centre was made by UCU.

The Union pledged to help with the University Mental Health campaign.

**ACTION | Sarah and Gigi to discuss pledge further with Chris Cottam**

**6.3** Interim Chief Executive update | communication due out with updates on AGM motions and including date of AGM Part B / invitation out to tender for undertaking fully governance and democracy review / student trustees ratified after taking hours of time / serious incident form submitted to Charity Commission / Being Well Doing Well survey now live with support from the VP Welfare &Community [with high response rate] / communications workstreams set up [SU President working on this] / UPRG meeting attended and money requested awarded / block grant letter update requested / attended a Union Cloud meeting regarding an accessible web site.

**Agenda Item 7 | Any Other Business** | None raised.