

**UNIVERSITY OF HERTFORDSHIRE STUDENTS' UNION
EXECUTIVE MANAGEMENT BOARD**

**MINUTES OF MEETING HELD ON TUESDAY 3RD NOVEMBER 2009
AT 10.30 AM IN UHSU MEETING ROOM**

Present:

Elected Officers: Adam Flint (AF)
Laura Yeoman (LY)
Nica De Koenigswarter (NK)
Dawn Hamlet (DH) (Chair)
Emma Pooley (EP)

Senior Managers: Mike Veal (MV)
Max Ross (MR)
Rebecca Hobbs (RH)
Joanne Mills (JM)
Christine Dixon (CD)

In attendance: Liz Goodman

Apologies Sree Dasari (SD), Kassilyn Carry (KC)

1. **Minutes of last meeting on 14TH October 2009**
Approved
2. **Matters arising/action points**
None
3. **Acceptance of any other urgent business**
 - a) Four new societies for approval and one resubmission
 - b) Forum dress code
4. **Agenda items/items for discussion**
None
5. **Standing Items**
 - a) **Operations Review**
 - b) **Licensed trade/other commercial**
 - Forum** – Healthy trading. R & B is running smoothly. Wednesday and Friday are very popular. 1300-1700 are going to Propaganda each week.
 - Style Bar** – 40-50 dishes are being served a day. People are also going in during the day for coffee. More needs to be done to improve the identity of the Style Bar.
 - Attic** – Attic Club has not yet established an identity. It is mainly used as a second room for the Auditorium. Some work needs to be done to establish an identity.

Shop – The Shop is trading well. There have been some issues with the PDQ machines. Paypoint is now working in both shops. There has been an issue with one of the tills at the De Havilland shop but this is being rectified. The De Havilland Shop took £12,500 last week.

Elehouse – Downstairs – Alcohol sales are up. And food is slightly behind. There have been issues with the equipment in the kitchen e.g. machines not being serviced quickly enough and these are being rectified.

Elehouse – Upstairs – The majority of the work was completed last Friday. Radio station is moving in. Phone shop and Barbers are being fitted out. Solutions has moved in. Office furniture from UH and lounge furniture from the Forum is to be put up there. The walkway from Forum is not yet open. The Sabbs raised the question of access to the upstairs of the Elehouse after office hours as students would need access to their office at these times. MV and MR are to discuss further with the Sabbs.

Action MV, MR, Sabbs

Locks for Venues – Locks for the venue doors in the Forum may arrive next week. ADT will also be fitting card swipes for all the doors. The intercom and CCTV on the back gate are being installed this week. Locks are in place in the Elehouse but have not been activated as yet. Radio Station locks are also being installed.

AMG Bookings – There will be no more up to Christmas but bookings are coming in for after Christmas. The cancellation and arrangements for the rebooking of N-Dubz was discussed.

c) Solutions Ltd

Student Job Centre – A clip about Job Centre is now on UH e-clips. They are now getting contracts from UH. There have been some problems with phones following the move back to the Elehouse. TPC is sorting this out.

Lettings Office – Jamie Ingles started on 26 October. He will cover Dee's job while Dee steps up to cover Laura's job when she starts maternity leave on 7 November.

d) Support Services

Volunteer Centre – Reed Book Project is starting again. A calendar of events for RAG has been prepared, including fire walking and maybe an ice rink. Islamic Society raised £4,300 for charities in the last 5 days. The money will go through the RAG account and then be distributed to the appropriate charities. JM will give the names of the collectors to DH so that she can thank them.

Action JM

Student Reps – Induction is tomorrow.

ASC – ASC has seen more students than last year, mainly with legal and housing issues. They are taking publicity stands to De Havilland and St Albans. Brook Clinic was unable to continue due to problems with funding. People are being directed to them instead. ASC staff have also joined NASMA (National Association of Money Advisors) and are also to be attending Tenancy Deposit training.

NUS Cards – 1872 issued so far with 2985 registered. We still have not got all the data from UH but are taking details of students who are not on the system and getting TPC to manually put them on. We need to get more students registered on the database for marketing purposes. NUS Extra is now on the front page of the website and MR is looking at what discounts and incentives we can provide.

SUEI - We are hoping to have our pre audit assessment in December – this is to see how we are getting on and to give us guidance for the final audit. There is a final workshop in December. The final assessment should be sometime in February with the assessment panel meeting in July.

St Albans – Julie Mace has issued over 800 bus passes to students.

Elections – Nominations start on 16 November with voting taking place from 7-11 December. A referendum should also take place at the same time.

e) Staffing

See closed business

f) Finance

UH Internal Auditor will be coming in this week. VAT advice next week. There has been a £27,000 refund from VAT.

g) Marketing

Promotions – present promotions include:

- Cross promotions with the Sports Village
- Elections
- Elehouse promotions for Halloween and Fireworks night
- Ents posters
- NUS Extra Cards

Staff event to publicise the Style Bar – DH suggested that this be repeated. Ents guides etc are available for UH staff.

Merchandising - There are lots of queries from Alumni on the merchandising website

Press – The local paper is running a competition for tickets. Radio Ads are being organised on local radio stations.

Staffing in Marketing Dept – See Closed business

6. Elected Officers Reports

AF – Had a “Majestic 12” meeting with Lee. Student feedback on events is generally good. AF has submitted application for Sound Impact Awards and is working with the Environment Team.

NK – NK is organising team for University Challenge. There are 12-15 applicants so far. Crush has £3,000 of £6,000 needed for equipment. They now have to raise the remaining £3,000. NK is working on a UHSU Jingle. The Universe is to be entered for the Guardian Design Awards. A new editor is also needed for Universe. NK is also organising events for Crush’s birthday and hopes to get this publicised in E-Futures. NK thanked MR and Christine Lazell following the success of the first SHIFT event.

LY – First Student Council went well. AU board meeting was postponed. Societies’ Federation meeting is this week. LY is hoping to get feedback from

students. Societies will also be pushed to market themselves more. RAG is going well. 28 November is the start of 96 hours in the Elehouse.

EP – EP is writing a proposal to start a De Havilland Committee. She is also increasing her presence there so that students are aware of her role. EP is also on the Elections Committee.

DH – NSS is coming up. £15,000 has been given towards student reps. DH is also researching other Unions and has been to Liverpool and Durham. DH is also packing bags for the Student Rep evening tomorrow and helping EP raise her profile at De Havilland.

7. **Trustee Board**

The next meeting is on 25th November. David James is coming in to see MV at the end of the week.

8. **Other urgent business**

a) **Societies approval**

Scout Society – For all students and affiliated with the Scout Association. There were concerns about issues with age and the reasons for the application.

Not ratified

Salsa Society

Approved

RAG Society

Approved

International Student Society – It was questioned how this society would differ from the International Students Association and the International Students Foreign Language Society. The application was sent back for further clarification.

Socialist Society – More information about this society had been requested at the last meeting. A detailed email had been sent which had been read by everyone. There were still concerns as to where the funding was coming from and the extent of external influence. It was proposed to approve the society but to closely monitor its activities. This was agreed by a vote of 3 for and 2 against. NK and EP wished to record their opposition.

Approved

b) **Dress code for the Forum**

The Sabbs wished to clarify whether there was a dress code for the Forum. MR said there is no formal policy but Security will ask customers to remove hoodies and hats from their heads so their faces are not obscured. MR also confirmed that Security staff will refuse entry to customers without giving a reason.

9. **Agenda Items**

None

10. **Any other business**

a) **Cash points in the Forum**

CD has made enquiries about installing cash points upstairs in the Forum and is waiting for an answer.

b) **Drinks promotions**

It had been planned to have promotions every day of the week but the problems with the MCR system have not made this possible as yet. It is

hoped to be sorted out by the end of the month. Promotions will only be advertised in the venues, on campus and in the Universe. There will be no promotions advertised in the Ents Guide. The Licensing Authority had been assured that cheap alcohol would not be a headline promotion. The Board of Governors were also concerned that this would not happen.

c) Bags in the Shop

DH proposed that the Shop start to charge 5p for a carrier bag with the money going to RAG. This was done last year. MV questioned whether this could be done as we are a charity. DH will investigate and bring back to the next meeting.

Action DH

d) Sauces

DH sought clarification as to charges for sauces. MR confirmed that 10p is charged for extra sauce. This could not be donated to RAG as we needed to cover costs.

e) Guest List

DH circulated an updated policy. Student Reps will be included as a separate item. Free entry for the press was discussed and it was agreed that this would be dealt with separately from this policy.

Agreed

f) Profile of the Sabbs

DH suggested that pictures of the Sabbs should be in the General Office and in the Venues so that casual staff and students were aware of who they are.

Agreed

g) Board of Governors

They have requested that fresh fruit be sold in the Shop. MR agreed this would be done.

Agreed

h) Burgers

These cost £2.50 in the Burger Bar but are available to staff for £1.00. It was confirmed that this applies to all UHSU staff.

11. Closed Business

See separate note

12. Date of next meeting

Tuesday 17th November 2009 at 10.30 am.