

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

**MINUTES OF MEETING HELD ON WEDNESDAY 14TH OCTOBER 2009
AT 10.00 AM IN UHSU MEETING ROOM**

Present:

Elected Officers: Adam Flint (AF)
Laura Yeoman (LY)
Nica De Koenigswarter (NK) (Chair)

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), Dawn Hamlet (DH), Emma Pooley (EP),
Kassilyn Carry (KC)

1. Minutes of last meeting on 15th September 2009

Approved

2. Matters arising/action points

None

3. Acceptance of any other urgent business

- a) New societies for approval
- b) Society name change for approval

4. Agenda items/items for discussion

None

5. Standing Items

- a) **Operations Review**
- b) **Licensed trade/other commercial**

Forum – There have been no real instances of vandalism after the first weekend. RH will draft something for Sabbs about consequences of vandalism. The only incident of real concern was an attack on James Brown, one of the Tech crew, by the service yard. Staff have been instructed not to smoke in the service yard. Student/public relationship was discussed. On Saturday most of the trade was from the public. There was some concern about staffing in the Forum and the length of shift that students are expected to work (until 5.00 am).

Style Bar – This is ticking over nicely. Food is now being sold. Coffee machine should arrive this week.

Attic – The Attic has been trading well. There is not a lot of entertainment specifically for the Attic at present but this should change from this week. R & B is to move to the Attic.

Shop – The Shop is also trading well. Paypoint is not up and running yet – approval is still waited from them. PDQ machines should be working in the Shop soon.

Elehouse – Downstairs – Bar is open. Food should be available later this week. Coffee machine should arrive this week. Also this week the main entrance should be completed and the fast food counter will open. Sky feed to plasma screens needs to be chased up. LY said that the lay out in the pool table area meant that the screens were behind the pool tables. However these will be moved out of the way when the screen is on.

Elehouse – Upstairs – Building was handed over at 10.00 am on Monday. The Volunteer Centre partitions are up and need to be painted. Solutions area is also being completed as soon as possible as they have to leave LB404. The phone shop and barbers shop are being fitted out. There are at present no locks, paving or IT. MR will keep NK updated on progress of the Radio Station.

MCR System – The upgrade on Friday caused problems on all computers. Stock reports should be available by 19th October. The system will not be paid for until everything works.

c) Solutions Ltd

Student Job Centre – Over 500 students are registered. The relationship with UH is improving.

Lettings Office – At present there are 51 finder's fees and 62 managed houses.

d) Support Services

Volunteer Centre – 45 societies were represented at Freshers. 500 students have expressed an interest in volunteering.

Student Reps – Induction is next week and training will take place over next 3 weeks. Mary is also working on the mentoring system.

ASC – ASC will be taking their stand out in College Lane and De Havilland. Coffee mornings are also being arranged with Chandni.

NUS Cards – 1016 have been issued so far. More data has been received from UH. Cards are also being issued in the Forum.

e) Staffing

See closed business

f) Finance

Accounts have been agreed by the auditors and will be available shortly. They will be presented to the Trustees in November.

Management accounts for September have been difficult but revenues look good. Forum is 50% above budget, Ents revenues 33% above budget, Retail is 12% below budget due to opening a week later and

having no cards or Paypoint. Employment is 23% below budget and Lettings 21%. Start up costs have been more than budgeted. (£28,000). It is difficult to set trends at present.

g) Marketing

Freshers Fair – Went well. There were more students and no real issues. A debriefing meeting has been held which showed that security levels should be increased and more information given to UHSU staff. There has been good feedback from exhibitors. An admin fee will in future be charged for those exhibitors who do not turn up on the day.

Press – There has been very positive press relating to the opening of the Forum. It is likely that members of the press will continue to be in the Forum for events.

There is a Street Team in the Forum this week recruiting students to circulate fliers. There will also be promotions in the Style Bar and Elehouse. Posters for Membership Services will be going up in the Forum.

A launch event for the relocation of Job Centre and Lettings is being planned. MV is also to discuss advertising the AU with RH. There is a link to the AU on the UHSU website but LY said she would like more. She will email Marketing to set out what she wants.

6. Elected Officers Reports

AF – Welcome talks have gone well and Freshers went brilliantly from the Sabbs point of view. He is working with Environmental Services to get information for Sound Impact Awards.

NK – NK has finished her Masters. SRA application has been handed in on time. Second issue of the Universe should go to print today and will be out on Friday. Papers will be located in the post places in Halls rather than in the kitchens. NK is trying to get CRUSH played in the Forum. TPC is working out the logistics. NK raised questions about the organisation, codes and hosting of the various UHSU websites. RH will speak to TPC about this.

LY – LY has been doing welcome talks. She also attended a RAG meeting where the RAG Chair was elected. She will be attending a meeting with MV, JM and Nick Brooking to try to get a better “Wednesday” feeling at the University.

Trustee Board

A meeting was held on 6th October.

7. Other urgent business

Societies

a) Fountain of Life – would like to change its name to RACE (Running According to Christ’s Example. **Approved**

b) The following new societies were presented for approval:

- University of Hertfordshire Tamil Society **Approved**
- International Students and Foreign Languages Society

Approved

- Socialist Students of the University of Hertfordshire – They will be asked to clarify what “political campaigning” entails and bring

the proposal back to EMB. It was also agreed to clarify what the Student Council agreed with regard to political campaigning.

8. Any other business

- a) **NSS** – David Ball wants to arrange meetings with the Sabbs about the NSS. JM will ask him to email all the Sabbs and LY will sort it out.
- b) **UH Internal Auditors** – MV reported that they will be here this month.
- c) **Dates of EMB meetings** – It was agreed to set dates going forward so that EMB was a priority and other meetings should be fitted in around it. In future they will be fortnightly on Tuesdays at 10.30 am.
- d) **Poker** - Lee has been arranging Poker every 2 weeks. It was questioned how this would fit in with the Poker Society. This will be investigated.
- e) **Hire of Venues by Clubs and Societies** – The question of charges was raised and will be discussed further by MV, MR and LY.

9. Closed Business

See separate note

10. Date of next meeting

Tuesday 3rd November 2009 at 10.30 am