

## Minutes

### Exec Meeting 02.09.2020

There was a meeting of the LSU Executive Committee on Wednesday 2<sup>nd</sup> September 2020 at 3pm in the Michael Pearson Board Room

#### 1. APOLOGIES:

N/A

#### 2. PRESENT:

Trevor Page, Matt Youngs, Ana-Maria Bilciu, Alex Marlowe, Fejiro Amam and James Greer

#### 3. TO APPROVE THE MINUTES OF THE LAST MEETING

Held on 5<sup>th</sup> August 2020 – minutes of the last meeting were confirmed.

#### 4. ACTIONS FROM THE LAST MEETING

- ~~• **Priorities for budget template to be circulated by TP/MTK**~~
- LSU Piazza lift - AM to discuss with CS to see what we can do in the short term. What can we do long term for better compliance. What can be done to make the current Room 1 lift more accessible? AM to explore sponsorship. ALL ONGOING  
~~**ACTION – AM to discuss vinyl's with JGB – JGB confirmed these are always checked properly.**~~  
~~**ACTION – AM and TP to discuss the possibility of a bid to LUDT fund with Andy Stephens.**~~
- ~~• Arts Committee – Societies Chair – **EM to inform AR and ask Cameron if he wants to sit on the committee.**~~
- ~~• **ACTION EM to inform meeting secretaries of who will sit on each committee**~~
- ~~• Terms of reference – led by Matt Youngs **ACTION – MY will circulate to the Exec – any comments made and returned to MY by 28<sup>th</sup> August.**~~  
Terms of reference, was approved pending amendments and will be sent to the next Board meeting.
- ~~• **LSU project management boards – ACTION – Officer Team to come up with inefficiencies or things that require a steering group/working group.**~~
- **ACTION – MY to circulate visuals for the caravan of love as a space to meet students - Ongoing**
- ~~• **ACTION FA to bring a budget update to every meeting and EM to add to the agenda.**~~

#### 5. ITEMS FOR DISCUSSION

- 1) Position Papers – led by Matt Youngs

As presented, position papers are papers of varying length written by that Unions Executive. MY will circulate an example, position papers would be circulated on social media and added to the Exec page of the website. A later conversation will take place to what is assigned. The Exec think these are a great idea and would like to

move forward this.

2) Section Chair iPads – led by Matt Youngs

iPads are old, officers cannot use them in a work capacity, and they are not helpful within the role, is there anything that can be done? **ACTION TP to look into further IOS device is not good to use for work purposes.**

3) Exec projects proposal – led by Fejiro Amam

The formalisation would involve the creation of a standard application form on the website to explain what it was and what kind of projects it would fund.

There would be two application rounds, the first being mid-November and it would be a two week process.

Applications shortlisted to five, the Exec would discuss further to what they think should be approved and have the final decision.

Up to £1000 per application.

There were concerns from the team about using a larger comparison and margins reviewed rather than basing on last year's spend because the building was closed from March due to COVID-19

**ACTION FA to check previous year budget amounts**

**ACTION FA to inform the Section Chairs**

Rejected ideas can be sent to the Ideas Forum.

FA will review again after feedback and bring back to the meeting.

We need to be clear how we define how this differs from external funding.

4) Project Management Board

To approve suggestions and look at allocating others (as circulated)

to note – allocations should not reflect an exec role, it should reflect your passion.

Certified student groups – what does it mean and what is the benefit?

**ACTION EM to add PMB to each exec meeting agenda.**

**ACTION MY will book a meeting to give clear guidelines to how the PMB should work with Exec and Directors.**

## 6. REFERRALS AND UPDATES FROM UNIVERSITY COMMITTEES

## 7. STRATEGY UPDATE

## 8. FINANCE/BUDGETS

Update given by Fejiro Amam

FA will circulate the update and it will be approved via email.

## 9. ANY OTHER BUSINESS

People and Planet have approached MY about having a stall at the Bazaar. It was decided they can have a stall.

AM discussed purchasing sunflower lanyards to allow more visibility for disabled students.

The lanyards are nationally recognised and he would try to have them distributed when students arrive along with some signage being displayed.

**ACTION - AM will look into further and circulate for approval via email.**

## 10. DATE OF NEXT MEETING

Wednesday 7<sup>th</sup> October 2020 at 3pm in the Board Room