**Executive Meeting**

**Minutes**

**5th December 2018**

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| In attendance: | Madaline Abrook (MA) | Riley Clowes |
|  | Clayton De Haan (CDH) | Pip Harris (PH) |
|  | Nelly Luckett (NL) | Andrew Pantling (AP) |
|  | Marta Szurmiej | Megan Tanner (MT) |
|  | Alexander Wiseman (AW) | Simone Ziel |
| Absent: | Leslie Campbell |  |
| Apologies:  | Camelia Burn | Priscilla Cailleau |
|  | Lou Hardy | Imy Stratton |

For the purpose of this document attendees shall be referenced as their initials excluding the following; Riley Clowes to be known as VPK, Marta Szurmiej as P, and Simone Ziel as VPS.

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|  | **Agenda Item** | **Action and/or Outcome** |
| 1. | **Vote for non-elected Campus Executives (Co-opt)*** P explained the reasoning for co-opting members into the executive committee – positions unfilled in elections.
* AP is currently the only member required to be co-opted in.

No questions | **Vote:**In favour: 9Opposed: 0Abstentions: 0**Co-opt passes**  |
| 2. | **Election of the Chair*** P expressed that the role and duties of the chair has been covered in training (held the afternoon of 05.12.18).
* No members presented interest in the role – positions falls to the Presidents as per 5.3.1 of the Union By-Laws.

No questions  |  |
| 3. | **Sabbatical Officer Reports.*** President EC/1/1/1819
	+ P presented their reports in full. As papers were given on the day (due to training and first meeting)
* Questions:
	+ EL asked if it can be fed back into catering that a full ingredients list would be beneficial along with the common allergen’s information.
	+ VPK asked how information is gathered for the accessibility campaign – P clarified that contact had been made with Disabled Students Liberations and accommodation re disabled students accommodation needs and accessibility.
* Vice-President Kent EC/2/1/1819
	+ VPK detailed information within the report relating to Campaigns and work since September.
* Questions:
	+ CDH asked for clarification on whether the online guides produced covered all campuses or focussed on a county – VPK confirm that they do cover all campuses with the information they contain.
	+ CDH asked if LGBTQ+ will become open to students and commended VPK on the training – VPK explained that previously, due to content, the training had been focused on academic staff, but this is something to investigate – EL noted it should be available for course reps and Clubs and Socs leaders – PH suggested a module on myUCA.
	+ EL asked for clarification on ’Homestamp’ – VPK explained the Canterbury based organisation and how the Union work with them.
	+ EL recommended VPK look into Medway Street Pastors (in line with Canterbury)
	+ EL requested that the accommodation guide includes information on student housing insurance.
	+ EL asked for more information re prevent – VPK briefly explained the agenda and where more information can be found.
	+ EL asked how viable the blogs where and suggested more advertisement – VPK advised they were on the website but will look into more promotion (facebook etc.)
* Vice-President Surrey no report submitted.
	+ VPK request why no report was submitted with ample time – VPS gives reasons. P requested that more communication is needed concerning the lack of report considering the length of time known about the meeting.
	+ As per 4.5.2 in the By-Laws, the Chair of the committee has issued VPS with an official warning for rejection of report.
 | **Actions:**P to feedback request for full ingredients list re catering campaign.**Vote:**In favour: 9Opposed: 0Abstentions: 0**Report Passes****Actions:**VPK to look into student LGBTQ+ training with the recommendations of the Exec CommVPK to explore work with Medway Street PastorsVPK to research student housing insurance and possibility of adding to the housing guideVPK to look into promotion for blogs.**Vote:**In favour: 9Opposed: 0Abstentions: 0**Report Passes****Action:**So send report to Taylor Kane (student voice co-ordinator) by 5pm 12.12.18 – this will be sent out to the exec committee for approval.  |
| 4. | **By-Law Amendment*** P presented reasons for amending the number of full-time elected sabbatical officers including the proportion of officers to students (based on research from other Unions), the role of the president has previously been misunderstood by students and the university, travel requirements for the president to be on all campuses regularly is straining.
* Questions:
	+ AW asked for clarification as to when this change, if approved, would come into place – P confirmed it would be next year, the main elections would be to elect the positions in the proposal.
	+ AP asked for clarification of a ‘term’ – P clarified as per the By-Laws that’s a term is one year with the possibility to run for two consecutive terms.
 | **Vote:**In favour: 10Opposed: 0Abstentions: 0**Motion Passes** |
| 5. | **Coming Events*** VPK presented a verbal upcoming events update which included refreshers fairs in January, ongoing Open programmes, and the appointment of a new part-time paid position based in Rochester (Advice and Insight Assistant) which will be offered to students.

No questions |  |
| 6. | **AOB** No other business. |  |