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| **Executive**  Date: **Thursday 31 August 2017**  Time: **4pm** Number: 1 Venue: **Committee Room 1, Student Union, Edinburgh Campus**  |

**In the Chair**: Diarmuid Cowan, President (DC)

**Also Present**: Aashna Bakshi, Vice President Wellbeing (AB)

Jay Clifford, Vice President Community (JC)

Hugo Barker, Executive Academic (HB)

Aoife Clarke, Executive Activities (AC)

Emily Conning, Executive SBC (EC)

Ellis Dick, Executive Welfare (ED)

Xander Mcdonald, Executive Events (XM)

Yusuf Ashraf, Black, Asian & Minority Ethnic Officer (YA)

Leila Collie, Women’s Officer (LC)

Martyn Dewar, Disabled Students Officer (MD)

Ari Finnie, LGBT+ Officer (AF)

**Apologies**: Lucy Graham, Vice President (SBC) (LG)

Quan Liang, International Officer (QL)

Toby Nadal, Executive E & D (TN)

**In Attendance**: Gail Edwards, Chief Executive Officer (GE)

 Gillian Fortune, Executive Assistant (GJF) Minute Taker

**ACTION**

**2.2 Non Executive Officers can vote at Meetings if needed President**

**3.1.2 The Plan made at OB Training to be circulated to Officers CEO**

**3.1.3 Written and Verbal Reports new layout All**

**3.14 Review Reports every three months re progress CEO**

**3.2 Doodle to Set up Future Meetings CEO**

**3.5 Make sure Students make good use of JW Commons All**

**5.3 Sustainability was to run through everything with the SU All**

**6.4 Remove LGBT+ and add LGBTQ+ and Transgender Officer CEO**

**7.4 Set up working group CEO**

**7.5 Remove Orkney and Societies Officers CEO**

**8.4 Three Items for Listen/Discuss/Act for next Executive All**

1. **FORMAL BUSINESS**

1.1 **Matters Arising**:

**Classrooms Open at Weekends**: The President reported that this depended on the room and time of year. Sometimes it wasn’t possible to do this.

**Trans Officer**: This matter was on the Agenda.

1.2 **Minutes of 10th Meeting**: The Minutes were approved and duly passed.

1.3 **Challenges to Order of Paper**: The President asked that Item 9 be taken first, rather than later in the meeting. This was agreed.

1. **MOTION FOR OFFICER VOTING AT EXECUTIVE MEETINGS**
	1. The President presented the Motion for Officers to vote at Executive Meetings. He explained the background to this Motion and why it needs to be voted on.
	2. The Motion was voted on and the Motion was passed. The President asked that it be noted that this needs to be raised each time.
2. **SABBATICAL UPDATES**

3.1 **President**: DC stated that he had nothing to add to his written report which had been circulated.

The President asked that in future reports should focus more on what the future plans of each Officer, rather than what has already happened, and also to note where the work fits into The Plan agreed at Office Bearer Training.

3.1.1 HB said it can be good to know who has done what, accountability and communications come into play. The CEO stated that 80% of the reports focused on what has happened and what has been done, we needed to get away from that kind of reporting. Certainly do a written report but needs to focus on what is live in The Plan.

3.1.2 Discussion ensued on what should be in the Reports. It was agreed The Plan should be circulated to remind everyone of what had been agreed.

3.1.3 It was agreed the Reports should contain half a page of The Plan and half a page of ongoing projects.

3.1.4 This would be reviewed every three months to check on progress.

3.2 **Meetings**: Everyone was asked to check their timetables, as the CEO would send round a doodle to set the meetings for the forthcoming year, but every three weeks would be ideal.

3.3 **Rules**: The President reminded everyone of the basic rules for meetings and papers, he emphasised the need for confidentiality from the Officers attending the meetings. He mentioned that the Minutes were put on the web and in the public view but things may be said at meetings that are not minuted during discussions.

3.4 **Bus routes**: These were briefly discussed. The VP Community had spoken to Lothian Buses but no progress had been made. The 34 route was being changed and the 45 route would not run on Saturdays.

3.5 **JW Commons**: The President asked everyone to make sure the James Watt Commons Space was well used by students. As it was seen as an attractive space and many departments were enquiring about using it. If students did not use it they would lose it.

3.6 **VP Community**: JC gave a brief verbal report. He mentioned meetings with various night clubs in town to try and get a deal for space to be used by the Student Union. He was hoping Floor Play would come up with a good deal. JC reported on Accommodation problems with over 200 students being placed in accommodation which was off the bus routes to Riccarton and at the other end of Edinburgh, making travel to University difficult and participation in Freshers Week difficult also. He was currently working with the University to try and help the students affected. JC asked for “all hands on deck” for the next Open Day on 30 September. He had also attended training at Nottingham, which had been really good.

3.6.1 AF stated that she had helped in the University Admissions and she did not understand how the problem with accommodation could have arisen.

3.7 **VP Wellbeing**: AB gave a brief verbal report. AB had held several meetings with University Staff, she felt changes were being made and she was hopeful improvements would happen in several areas. The Wellbeing Centre was an improvement. Arrangements for Diversity Month (October) involving Oriam, Sports Union, University and the Union. Committee Room 1 would be used during Freshers Week by Street Assist which would be there to help any students. They hoped to promote their special phone line. There would also be more consent talks and videos being organised.

3.8 **Executive Events**: XM informed the meeting about attending the Gathering which he had found to be very good and helpful. Events Crew were coming together nicely.

3.9 **Executive Academic**: HB informed the meeting about lecture capture, a pilot scheme in Scotland, which enabled student to choose which system to use. Student Union has now launched it’s own app which was developed by HB and his team.

3.10 **Executive Activities**: AC informed the meeting that she had been looking into the Volunteer Edinburgh Scheme. She had attended the Gathering in Glasgow and then working on Freshers Week.

3.11 **Executive Welfare**: ED had been working on the Motion for the Transgender Officer, catching up with AB and she had attended some training as well.

1. **OFFICE BEARER REPORTS**

4.1 **BAME Officer**: YA has been working hard helping AB with Diversity Month.

4.2 **Disabled Students Officers**: MD informed the meeting he had been unwell during June and July which had affected his work schedule. He was working on accessibility issues and the Quiet Space which had been voted on at the AGM. He wasn’t sure how a quiet space would work. He continued to work with other Officers.

4.3 **LGBT+ Officer**: AF had attended the Mental Health First Aid Training recently. She was also doing lots for campaigns during Diversity Month. AF had asked other University how they dealt with the issue of gender neutral toilets and asked about their experiences. DC reiterated that this was difficult when dealing with older buildings as they just didn’t have the facilities to change. AF also mentioned that she would be meeting with Jess, Transgender Officer for NUS UK at the end of September to discuss campaigns.

1. **SUSTAINABILITY OFFICER**

5.1 This subject was discussed during the last meeting. DC gave a brief background on the history of this role and the discussions so far. It was also brought up at the AGM under AOCB.

No agreement has been reached for a Sustainability Officer, it was agreed sustainability should be part of every Officer’s remit. All events should be considered sustainable. Everyone was asked to vote on this matter.

5.2 Discussion ensued on history of sustainability at the Student Union and how we should drive it forward.

5.3 After the discussion a vote was taken and it was agreed sustainability would be a consideration throughout the Student Union and for everyone to consider as part of their remit.

1. **MOTION FOR TRANSGENDER OFFICER**
	1. ED explained why she felt the need for a Transgender Officer as well as an LGBT+ Officer. ED informed the meeting of current thinking within NUS Scotland and UK. DC asked how she imagined the two Officers remits would be structured and how it would work within the Student Union. ED gave her thoughts on this matter and AF explained her thoughts.

6.2 Various questions were asked by the Officers at the meeting and discussions ensued on how it would work and why this Officer role is needed.

6.3 Exec were advised that we cannot change the roles and remits mid-term and that the new roles would need to wait until the next Election in June. The changes need to be made from a democratic standpoint.

6.4 Executive agreed to change the LGBT+ Officer role to LGBQ+ and create a Trans Officer

1. **BYE LAW CHANGES**

7.1 The CEO gave a brief explanation as to why the changes were needed to the Bye Law structure. The Student Union was top heavy with Officers for the size of the current student population and the Union. We need to take a look at the students we represent. No firm conclusions had been drawn, but some changes were needed for the Bye Elections which were taking place soon.

7.2 Two changes were requested before the Bye Elections. Orkney Officer and the Societies Officer be taken out as both roles had been unfilled for some time.

7.3 The Vice President Community reported to the meeting that he had been looking to change the way societies were overseen and had come up with the idea of a Societies Forum. The group would meet regularly when there was any society business to attend to, complaints, differences, funding, anything that affected affiliated societies and needed a group to address the problem rather than one person. JC and Polly Glynn, Activities Co-Ordinator would be in attendance to make sure the group focussed on the business at hand and that any action points were recorded and followed through.

7.4 The CEO said any changes to Bye Laws would need to be voted upon. We needed to look at the structure to ensure that the union continues to represent our membership at large. It was agreed to set up a working group with Officers, the University, NUS, staff and others to look at the questions of officer membership etc.

7.5 A vote was taken and it was agreed to remove the Orkney Officer and the Societies Officer.

1. **LISTEN/DISCUSS/ACT**
	1. The President explained this item and why it was on the Agenda for every meeting. He explained the decision to do this and why it was important.
	2. He asked the Officers to wear their hoodies as often as they could to make them a familiar sight to students and to encourage students to talk to them with any problems they had experienced. He asked them to be open to opinions.
	3. He asked that more Officers take part in the “Ask Me Anything” sessions, which should be held near the Learning Commons to be more visible to more students.
	4. He wanted each Officer to have three items minimum for the next meeting.
2. **PREVENT**

9.1 AB reported back to the meeting on the latest news on this item. She was currently awaiting the next meeting and would let the Executive know about any progress.

**10. AOCB**

10.1 AB asked that each Officer do the exercise she proposed.

GJF left the meeting.

10.2 The Officers were asked to write something nice about each Officer. These would be kept for future reference.

1. **DATE OF NEXT MEETING**

11.1 The CEO would arrange this via email, we would aim for every three weeks as per item 3.2.