

**SHEFFIELD HALLAM UNIVERSITY UNION OF STUDENTS**

**EC/09/10/10**

**Minutes of the Officer Committee Meeting – 27th November 2009**

Below are the CONFIRMED Minutes of the 10th meeting of the Officer Committee which was held on 27th November at 3 pm in the Training Room.

<b>Present</b>	Dani Beckett	President
	Tom Waltho	Finance & Services Officer
	Sam Brown	Academic Affairs Officer
	Sam Gill	Sports Officer
	Dan Pine	Equal Opportunities Officer
	Farhan Ahmed	International & Black Students Officer
	Kate Healey	Hallam Volunteering Officer
	Ben Heaton	Societies Officer
	Martin Percival	Education Officer
	Matt Bond	Welfare Officer
	Gail Stephens	CEO
	Kerry Jane Radford	Democracy & Executive Support Assistant

**OC/09/10/10/1 AGENDA**

The SAMEEM Society was moved to the top of the agenda.

**OC/09/10/10/2 APOLOGIES**

Clare Cowen DCEO - Director of Member Services

**OC/09/10/10/3 MINUTES OF PREVIOUS MEETING**

The minutes of the meeting held on 17th November were approved.

<b>Proposed</b>	Volunteering Officer
<b>Seconded</b>	Equal Opps Officer
<b>Against</b>	0
<b>Abstentions</b>	3
<b>In favour – Passed</b>	

**OC/09/10/10/4 MATTERS ARISING AND ACTION POINTS**

The Volunteering Officer is unable to attend the Student England Volunteering awards as the date has now changed.

**OC/09/10/10/5 CORRESPONDENCE**

Officers were informed that due to absence with apologies at the last 3 consecutive meetings, the Media Officer has deemed to have resigned from post. Tom Wilson, former Media Officer has been informed.

**OC/09/10/10/6 CEO BUSINESS SUBMITTED**

No business submitted.

**OC/09/10/10/7 OFFICER BUSINESS**

**7.1 Governance**

4 Officers were selected as members of the External Trustees Appointment Panel due to inquorate Union Council meetings. Applicants have been shortlisted and Officers will be meeting with the individuals over the next week.

The Officer Committee held a meeting to call a referendum (due to inquorate Council meetings) on 8/9/10/11 December. Question Time takes place Monday 7th December at 6 pm in Pod 4. The Returning Officer is Liz Grayshon, Democracy & Development Manager. 5 nominations have been received for the Student Trustee positions and 1 nomination for Union Council Chair. No nominations were received for the Assembly roles. Officers were reminded that they cannot endorse any candidate(s). Availability for referendum campaigning should be given to the President.

**The Welfare Officer and the Sports Officer joined the meeting at this point.**

## 7.2 Society Ratification

The aims and objectives of several Societies were presented to the group for comment and endorsement.

### S.A.M.E.E.M.

Representatives from the proposed Society were present for this agenda item and explained the difference between the Society and the current Islamic Society.

<b>Proposed</b>	Equal Opps Officer
<b>Seconded</b>	Societies Officer
<b>Against</b>	0
<b>Abstentions</b>	1
<b>In favour – Passed</b>	

### Post Graduate Society

In accordance with the current Societies Model Constitution it was noted that the Society requires 5 Committee members. The Society was endorsed on the stipulation that the paperwork was correct by the time the application was presented to Council. Work on documentation for Free Societies will commence. **AP - BH**

<b>Proposed</b>	Equal Opps Officer
<b>Seconded</b>	Academic Affairs Officer
<b>Against</b>	0
<b>Abstentions</b>	0
<b>In favour – Passed</b>	

### Aerospace

The group's concerns about insurance were addressed by the CEO.

<b>Proposed</b>	Volunteering Officer
<b>Seconded</b>	International and Black Students Officer
<b>Against</b>	0
<b>Abstentions</b>	0
<b>In favour – Passed</b>	

### Asian

<b>Proposed</b>	Sports Officer
<b>Seconded</b>	Societies Officer
<b>Against</b>	0
<b>Abstentions</b>	0
<b>In favour – Passed</b>	

The Society will be informed about the Union's charity policy.

### 7.3 Elections 2010/2011 - Declaration of Interest

Any Officer thinking of re-running for elections was asked to declare their interest to Kerry Radford, Administrator by 15th December 09.

**The International & Black Students Officer left the meeting at this point.**

### 7.4 Bidding Pot

A paper requesting £375 from the Bidding Pot for the Get Active Week was presented to the Committee. Everyone gave their full support to the campaign and several Officers remarked that they hoped the concept become an annual campaign. Any money not used would be put back into the pot.

The Sports Officer did not vote on this item and left the meeting whilst the matter was considered.

<b>Proposed</b>	Volunteering Officer
<b>Seconded</b>	Equal Opps Officer
<b>Against</b>	0
<b>Abstentions</b>	0
<b>In favour – Passed</b>	

### 7.5 Life memberships

The life membership applications were unanimously approved.

### 7.6 Business Gifts

Rugby Tickets, a book, Leeds University Monopoly and drinks at Embrace were all declared.

**OC/09/10/09/8**

## **REPORTS FROM COMMITTEES**

Academic Affairs Committee meetings are now up and running. One Union Council rep has been elected. The President congratulated the Academic Affairs Officer on the implementation of the Committee.

There were not enough University Challenge applicants to submit a team.

A Hallam Challenge takes place on 1st December - all proceeds are going to Amy's Retreat. Information will be circulated. **AP - KH**

Societies Committee are looking to host a Society night. The Committee are meeting tonight to discuss this issue and to look at ways of communicating to the membership.

The Finance & Services Officer recently attended a City Centre Action group meeting.

A planning application for the installation of barriers at Sheffield City Centre has been refused.

An Ironman competition is being organised by the Sports Committee and is due to take place on 16th December 09. Entry fee is £5 with proceeds being split between the Students' Union and Sheffield Children's Hospital. The Sports Christmas party is scheduled for later the same day - £1 entry - all welcome.

The President remarked that the NUS Trustee Board Chair training was very valuable. She recommended that all future Hallam Presidents attend the training.

**OC/09/10/10/9**

**EMERGENCY BUSINESS**

There was no emergency business.

**OC/09/10/10/10**

**ANY OTHER BUSINESS**

A media meeting is being set up by the Finance & Services Officer.

The drama production is scheduled for 8/9/10 December. Tickets are £3.50 each and available from Pod 4.

A meeting between UniLink reps and the Welfare Officer is being set up. The Officer will report back to the group.

An Officer drop in session is planned for 3rd December, 10 am - 12 pm.

The President would like to send out correspondence to all individuals who received honorary doctorates from the University in 09/10 congratulating them on the award, she also suggested that honorary life membership could be presented to the individuals. Everyone agreed this would be a good idea. The letter would be sent from the President on behalf of the Officer Committee. **AP - DB**

Everyone was asked to let the President know if they would be attending the Christmas Extravaganza. **AP - OC**

**OC/09/10/10/11**

**DATE, TIME & VENUE OF NEXT MEETING**

Tuesday 19th January at 10 am in the Training Room.