



## Executive Committee

7<sup>th</sup> October at 11:30am

SU Meeting Room – Pontio

Present: CS, BK, HM, MD

In attendance: IJ, DW, LG Minutes

## Section 1: Finance

### EC071016-1-1 Purchase Requests

#### i. Video Analysis

**DW reported that** the Widening Access Co-ordinator is looking to expand the use of SVB's Video Analysis equipment to a wider area to include Canolfan Brailsford. There is additional cost involved of around £3,000 for the programme, laptop and training. The Widening Access Co-ordinator has been asked to look at ways of reducing the cost and possible funding from Canolfan Brailsford. **DW** will present at the next meeting for approval.

#### ii. Nap Pods

**CS** reported that a request has been submitted to the University to install Nap Pods in the Libraries. University have said that they will be looking into the possibility of having a relaxation room. **CS** asked the Executive to consider the option of having Nap Pods located within Undeb at a cost of £3,500 per pod.

Following discussions the Executive were in **agreement** that cheaper alternatives should be sought. It was **actioned** to look at prices for hammocks and report back at the next meeting.

#### iii. Storage Shelving

**DW** reported that shelving is required for the three storage rooms and archive room. The Executive **approved** for shelving to be purchased at a combined cost of no more than £750.00 (inc VAT).

#### **iv Course Rep T-shirts**

**DW** reported that the Student Voice office have requested to purchase t-shirts for the Course Reps with the new SU logo at a cost of £1,700. Exec **approved** the purchase of the Course Rep t-shirts.

#### **iv. D1 licence / MIDAS training**

**LG** reported that currently Undeb has one member of staff trained as a MIDAS assessor. In order to improve and make the service more efficient, additional assessors are needed. Following costings have been sought:

D1 driving liecenc entitlement: £650 (inc VAT) per person

MIDAS Assessor Training: £1,620 (inc VAT) per person

Following discussions LG was actioned to look at prices for outsourcing the MIDAS test and report back at the next meeting.

#### **EC071016-1-3 Projects Budgets**

No projects budgets.

#### **EC071016-1-4 Clubs and Societies**

No issues to raise.

### **Section 2: Activity & Ideas/ Issues**

#### **EC071016-2-1 Officer Update**

##### **BK reported:**

- Will be attending Volunteering Project Training this weekend with MD.
- Attending Tom Lloyd's funeral next Wednesday.
- 1<sup>st</sup> Aid training are currently being held for clubs and societies.

##### **HM reported:**

- Preparing for 'Mind your Head' campaign next week.

### EC071016-2-2 Director's Update

#### DW reported:

- The remaining three jobs are now being advertised internally through the University:  
Societies Opportunities Co-ordinator  
Opportunities Assistant  
Student Voice Assistant
- The Sabb team need to arrange dates and times for their drop in sessions.
- Need to plan for the launch of the new website, branding and space.
- The Elections were announced in the General Meeting.

### EC071016-2-3 Progress to Operational Plan

No further update.

### EC071016-2-4 UBC

It was reported that the UBC proposal was passed at the GM. The first positions will be filled through Soc's, AU, SVB and Course Rep Executives. For the transgender position elected in March 2016, the Executive **approved** for the person elected to be assimilated to the new role on UBC.

### Section 3: A.O.B

#### EC071016-4-1

- Personal Equipment Storage in Union Storage Areas**  
BK put a proposal forward for the executive to approve for students and staff to be allowed to keep their personal equipment in Union Storage areas. This would be with the agreement that no equipment is stored in Club/society/volunteering spaces, but is kept in a separate, designated area (Opportunities Storage) and linked to the requirements of the position such as tools/PPE and equipment that facilities safe and proper activity monitoring.

The Exec **approved** the storage of personal equipment in Union storage areas.

