



Meeting Minutes

| | | |
|---------|----------------------------------|---|
| Meeting | Trustee Board | |
| | Management Board | |
| | Executive Committee | X |
| | Finance & Commercial Development | |
| | Appointments & Remuneration | |
| | Compliance, Governance & Risk | |
| | Other: | |

| | |
|-------------------|---|
| Meeting Date | 4 th February 2025 |
| Meeting Time | 13.00-14.00 |
| Attendance | |
| Present | William Campbell, Students' Association President (Chair) Siobhan Moore, Argyll Depute President Holly Pearce, Inverness Depute President Mila Tabone, Orkney Depute President Xander McDade, Perth President Harley Green, Shetland Depute President |
| Apologies | Elizabeth Keegan, Inverness President Sarah Marshall, Moray Depute President Andi Garrity, Perth Depute President Kian McDonald, Scottish Association for Marine Science (SAMS) Depute President |
| Absent | Shannon MacCullum, Vice President Education Nicolas Kowalczyk, North, West & Hebrides Depute President (West) |
| Attended | Susan Loughlin, Highland Theological College (HTC) Designate Depute Paul Stalker, Insight & Democracy Co-ordinator (Clerk) |

| Section | Minutes |
|--|--|
| 1 | Meeting Management |
| 1.1 Apologies | The Chair noted that the Inverness President, the Moray Depute President, the Perth Depute President, and the SAMS Depute President had sent their apologies in advance. |
| 1.2 Draft November Executive Committee Meeting Minutes | The Students' Association explained that there had been a delay in producing the minutes of the previous Executive Committee meeting (03/12/2024) due to additional resources being needed support the Student Elections. The Students' Association President noted that once the minutes for the previous Executive Committee meeting had been drafted, they would be distributed to members for approval. |

| | |
|---|--|
| 1.3 Executive Committee Action Log Update | <p>The Students' Association President noted that spoken to the Chief Executive about increasing Student Officer involvement in meetings involving both the planning and reviewing of Fresher's, as well as in other meetings where decisions are being made about Students' Association activities and services.</p> <p>The Students' Association President noted that as part of their action to investigate setting up a virtual suggestion box on the HISA website they had been reviewing the online processes that other Students' Associations/ Union in Scotland used to collect ideas and suggestions from students. The Student Association President also noted that the process used to collect ideas and suggestions from students at that other Students' Associations/ Union in Scotland formed part of their democratic structures and as such would require constitutional changes to introduce at HISA.</p> |
| 2 | Activities & Events |
| 2.1 Feel Fab February Campaign | <p>The Students' Association President thanked members for arranging a fantastic slate of in-person activities for Feel Fab Feb.</p> <p>The Students' Association President highlighted that several activities for Feel Fab February had already taken place including an online Laughter Yoga session and Cup & Chat session at the Lerwick campus.</p> <p>The Students' Association President explained that the Director of Community & Communications and Interim Communications Manager had created a page on the HISA website to promote Feel Fab February. (https://hisa.uhi.ac.uk/campaigns/feelfabfeb/).</p> <p>The Students' Association President noted that the Feel Fab February page on the HISA website contained a planner of the months event. The Students' Association President also noted that the Feel Fab February page on the HISA website displayed links to all the Feel Fab February events and news articles that had been set-up on the website.</p> <p>The Students' Association asked members to ensure that events were set-up on the HISA website for their Feel Fab February activities. The Students' Association President also asked members to promote the online cross-campus events to the students at their academic partners.</p> <p>The Students' Association President noted that it was important for members to take photos at their in-person Feel Feb February activities so that the Students' Association had content it could use to promote its work on social media channels. The Students' Association President noted that it was important for members to take photos at their in-person Feel Feb February activities so that the Students' Association had useful content for future Impact Reports and Marketing Packs.</p> <p>The Students' Association President noted that there were bound to be some teething problems in delivering Feel Fab February given that this was the first time a cross-campus campaign on such a large scale had been attempted. The Students' Association President also noted that given that this was the first time a cross-campus campaign on such a large scale had been attempted members needed to be kind to themselves and other when things don't go exactly to plan.</p> |
| 2.2 LGBT LGBTQ+ History Month Statement | <p>The Students' Association President noted that HISA's Equality, Diversity & Inclusivity (EDI) Committee had drafted a proposed statement to go up on the HISA website for LGBT+ History Month.</p> |

| | |
|-----------------------|--|
| | <p>The Students' Association President highlighted that HISA's Equality, Diversity & Inclusivity (EDI) Committee wanted to know if members had any comments or feedback about the proposed statement for LGBT+ History Month. The Students' Association President also highlighted that HISA's Equality, Diversity & Inclusivity (EDI) Committee wanted to know if members were happy for the proposed statement to be issued on behalf of the Executive Committee.</p> <p>The Students' Association President asked members if they had any comments or feedback about the proposed statement for LGBT+ History Month. The Students' Association President also asked members if they were happy for the proposed statement to be issued on behalf of the Executive Committee.</p> <p>The Perth President noted that they were happy for the proposed statement on LGBT+ History Month to be issues on behalf of the Executive Committee.</p> <p>The Students' Association President ask if any member objected to the proposed statement being issued on behalf of the Executive Committee.</p> <p>The Students' Association President noted that they would let the Director of Community & Communications know that the Executive Committee were happy for the proposed statement on LGBT+ History Month to be issued on their behalf.</p> <p>The Designate Depute (HTC) asked if there would be any meetings to discuss activities and events for LGBT+ History Month. The Students' Association President advised the Designate Depute (HTC) to contact the Director of Community & Communications.</p> <p>ACTION: Students' Association President to let the Director of Community & Communications know that the Executive Committee are happy for the proposed LGBT+ History Month statement to be issued on their behalf.</p> |
| 3 | AOCB |
| 3.1 Student Elections | <p>The Insight & Democracy Coordinator highlighted that all HISA employees, including Student Officers, shared a joint responsibility for ensure that the Students' Association's Student Elections are free and fair.</p> <p>The Insight & Democracy Coordinator also highlighted that the Student Elections would not be seen as being free and fair if the Students' Association was seen to prefer or support one candidate over another.</p> <p>The Insight & Democracy Coordinator highlighted that Career Staff members within HISA were required to remain impartial and neutral throughout the elections process.</p> <p>The Insight & Democracy Coordinator explained that Career Staff members had been advised to avoid saying or doing anything that could be perceived as discrimination or favouritism. The Insight & Democracy Coordinator also explained the Career Staff members had been advised to mindful of their interactions with students, including Student Officers and Student Officer, during the elections process</p> <p>The Insight & Democracy Coordinator highlighted that although Student Staff members were allowed to engage and participate in the Student Election in the capacity as a UHI student, they were required to remain impartial whilst carrying out the duties for which they were employed.</p> |

| | |
|---|---|
| | <p>The Insight & Democracy Coordinator explained that Student Staff Members could not wear HISA branded items whilst campaigning and could not use for campaign purposes any resources that they have access to because of their Student Staff role.</p> <p>The Insight & Democracy Coordinator explained that unlike Career Staff members and Student Staff members, Student Officers were not required to remain impartial whilst undertaking their role.</p> <p>The Insight & Democracy Coordinator explained that Student Officers needed to take either annual leave or special leave in order to campaign. The Insight & Democracy Coordinator also explained that like Student Staff Members, Student Officers could not wear HISA branded items whilst campaigning and could not use for campaign purposes any resources that they have access to because of their Student Officer role</p> <p>The Insight & Democracy Coordinator noted that two Student Election website pages had been developed, an Elections Rules page and a Candidate Resources page.</p> <p>The Insight & Democracy Coordinator highlighted that the Elections Rule page contained a copy of the and rulings as well as information about the Returning Officers and election complaints. The Insight & Democracy Coordinator also highlighted that going forward the Candidate Resources page would host campaigns training and tools.</p> <p>The Insight & Democracy Coordinator explained that members needed to contact elections.hisa@uhi.ac.uk if the encountered any issues nominating themselves. The Insight & Democracy Coordinator also explained that requests for clarifications or interpretation of the election rules needed to be emailed to elections.hisa@uhi.ac.uk and not directed to either Development Managers or Local Coordinators.</p> <p>The Insight & Democracy Coordinator noted that nominations for the 2025 Student Elections would close at noon (12:00) Thursday 20th February.</p> |
| 3.2 March Executive Committee Meeting Dates & Deadlines | <p>The Students' Association President noted that March's Executive Committee Meeting would be on Friday 7th March 2025 between 1pm and 2pm. The Students' Association President also noted that the deadline for papers and items for this meeting would be noon (12:00) Thursday 27th February 2025.</p> |