**St. George’s Students’ Union**

Meeting of the Executive I



MINUTES

11th August 2015

*Boardrooms H2.7 & H2.8*

**\* \* \***

1. **Business**
   1. Apologies
   2. Minutes from the previous meeting
   3. Matters arising
   4. AOB
2. **Reports**
   1. President
   2. VP (Finance & Student Activities)
   3. VP (Education & Welfare)
   4. General Secretary
   5. Events Officers
   6. Media Officers
   7. Sports Officers
   8. Heritage Officers
   9. Charities Officers
   10. Societies Officers
   11. Community Project Officers
   12. Technical Officers
   13. Environment & Ethics Officers
   14. Equality & Diversity Officers
   15. International Officers
   16. Webmasters
   17. Representation Officers
3. **Students’ Union Issues**
   1. Year Plan
   2. Postgraduate Move-in
   3. Freshers' Fortnight - What's on?
   4. SU space clear out

1. **AOB**
2. **Important Dates**
   1. RAG room clear out – 24th-28th August
   2. Postgraduate move in weekend – 29-30th August
   3. Postgraduate freshers’ fayre – 1st September
   4. First SGSU council – 1st September
   5. Postgraduate freshers’ week – 1-4th September
   6. Treasurer training – 5th September
   7. Exec weekend away and training – 12th-13th September
3. **Date of next meeting**

25th August 2015

# Business

## Present

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| --- | --- | --- |
| Steven Gilbert | President | SG |
| Alice Walker-Earwicker | VP: F & SA | AWE |
| Kat Telford | VP: E & W | KT |
| Ruth Varney | General Secretary | RV |
| Mustafa Dashti | Representation Officer | MD |
| Vafie Sheriff | Representation Officer | VS |
| Matthew Boon | Technical Officer | MB |
| Munavar Saqi | Media Officer | MS |
| Bukola Ogunjinmi | International Officer | BO |
| Georgina Chamberlain | Heritage Officer | GC |
| Sebastian Locke | Heritage Officer | SL |
| Cameron Barclay | Events Officer | CBa |
| Greta Jata | E & E Officer | GJ |
| Avin Philip | Charities Officer | AP |
| Kate Jones | Charities Officer | KJ |

## Apologies

Michael Lee

Francesca Humfrey

Sagar Sharma

Seher Bashir

Suchita Bahri

Lucy O’Reilly

Chantal Liu

Alia Nasir-Gonsalez

Lucy Chapman

Francesca Harris

Theo Rennicks Gordon

Saad Muhammed

Hannah Jones

Aniqah Rahman

Khadija Stone

James Parkin

Moneet Gill

Joe Clark

Anya Brown

Alex Lisseter

Cerys Bladen

## In attendance

N/A

## Minutes from the previous meeting

PASSED

## Matters arising

None

## AOB

N/A

# Reports

## President

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| Introduction  Hello. My name is Steven Gilbert and I am the President of the Students’ Union. It’s my job to represent the views of the student body to the union itself, the university and nationwide. It also my job to oversee the strategic and operational runnings of the Students’ Union. |
| Action points  Nil. |
| What have we done since the last meeting   * Started the job! Had lots of pictures taken and went to “Registry Speed Dating” where we met most of the Registry staff * Met with Principal Kopelman * Attended the advanced web skills training day at the MSL headquarters in Warwick SU * Attended a meeting regarding rolling out tablets to all incoming Freshers’ (apart from 1st year Physio) with Top 4, Alice Hobbs (Lead for the ‘student experience’), and Matt Szarko * Discussed the Student Experience and NSS survey results with Alice * Met with RAG this afternoon to discuss their ICE for the year |
| What have you got coming up in the next two weeks   * Meeting with Events on the 14th to polish off PG week and to see where we’re at with UG week * Lots of Freshers’ Fortnight planning – Handbooks, wristbands, t-shirts etc.,. * Attending a bar license course on the 13th which allows me to ‘open the bar’ as a licensee, the same as Rich and Kenton * Presenting at an open day on the 15th August with Kat |

* PASSED
* SG gave a verbal report to supplement his written report
* MD: Is MSL a company and what does it stand for?
* SG: Yes it is Membership Solutions Ltd and they do our website.

## VP Finance and Student Activities

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| **Introduction**  Hello everyone, my name is Alice Walker-Earwicker and I am the Vice President for Finance and Student Activities this year.  My zone contains Societies, Sport, Community Project and Heritage Officers so these are my main areas of focus, I help manage these groups, answer any queries and help you set up a new one. I also am in charge of managing the Music Room, the two minibuses as well as all of the accounts/budgets for both the Charity arm and the Trading (Bar and School Shop) arm of SGSU! |
| **Action points**  N/A |
| **What have you done since the last meeting?**  Societies   * Budgets were decided by Chris, I have now sent these out to societies so the appeals process can begin! * Answering general queries – trying to direct them to the Treasurer Training day so we can mass answer problems. * Still can’t give societies updates on their accounts as we still don’t know how to upload the reports from web sales e.g. subs/tickets into Agresso. * Emailed in regards to storage space at halls for a stage – the only potential space is currently being used by IT to store their servers.   Music Room   * I have met with Liz Gilby, head of Estates and Facilities and the music room card system – individuals pay for 365 days before being cleared – should now be in place. * Making sure the correct contract is attached to the access forms!   Minibuses   * Both minibuses have been out of action, one was nearly written off. It is really important for us to promote careful usage of the minibuses as they won’t be replaced if they break. * Contacted societies with August bookings to let them know – thankfully they don’t want us to fund any replacement travel. * Societies are better at returning them with petrol and reporting dents etc but now we need to encourage them to keep it CLEAN! (Socs/Sports/Cpos)   Zone   * Been talking to my zone via facebook/email, have not yet had an official meeting with them. * They’ve sent me some external companies as well as discussing Freshers’ Fayre map as the organisation for that has adjusted this year. * Discussed attendance for Treasurer Training – **Sat 5th September.**   Freshers   * I have been working with Michelle and Stuart Pothecary on updating our advertising pack for Freshers so that external companies want to have a stall and give us money. Distributed these via email as well as organising meetings with managers and phoning organisations, also sent to Lucy to be put online. * Paid for the Freshers’ Ball venue. * Liaising with SGUL departments who want tables and trying to make them share because space. * Emailed admissions to discuss our usage of the blue boards – awaiting reply.   Finance   * Elizabeth has been signed off as ill until the end of August so Chris and I have been working with a temporary replacement John who you may have seen around the office – trying to get everything up to date on Agresso. * Learned how to do payment runs/process claims forms/pay in bar and shop figures.   Staff   * Had a meet and greet with most university staff and sent pictures of our faces to everyone. |
| **What have you got coming up in the next two weeks?**  Societies   * Finalise Treasurer Training – work with zone on our presentations/webmaster on online Q&A page/media on advertising it. * Investigate stage – how far last year got with it, any quotes/contacts they may have had. * Continue investigating potential storage for stage.   Zone   * Arrange when will be suitable to hold the Finance Subcommittee – current eta around 11th September. * Meet with those who are around to get an update on their respective progress with Freshers.   Minibuses   * Work with Estates/Security since our booking out procedure was found not to be robust (Wheel Gate 2015). * Start thinking about minibus tests. * Start to update minibus folders.   Music Room   * Become an approved signatory for Music Room access. * Give access to Socs and Tech. * Talk to Estates about theoretically charging societies for Music Room access and having certain students on a month by month basis – feasibility/workload for reception/them.   Freshers   * Halls move in project meeting with Estates/Security etc. to plan the day and check everyone has done everything they are meant to. * Collect booking forms and send out confirmation information to externals/SGUL departments re the Fayre (hopefully!) * Look into visitor registration for external companies to get wifi access at the Fayre. * Call admissions to discuss our usage of the blue boards. * Work with Michelle in getting a fire safety/risk assessment of Freshers’ Fayre. * Work with Top 4 to order Freshers’ merchandise.   Staff   * Deborah will be back from leave on the 17th so catch up with what’s happened while she has been away etc. |

* PASSED
* AWE gave a verbal report to supplement her written report.
* MB: Will music room membership be 365 day year rather than academic year?
* AWE: Yes so if they buy it mid way through the year they will have it all the way through til midway through the next year.
* VS: Where were the budgets sent?
* AWE: The mailing list is really out of date and so it was sent to the contact details on the system.
* RV: We are trying to set up a way of streamlining the mailing lists to get them all up to date.

## VP Education and Welfare

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| Introduction  Hello, my name’s Kat Telford and I am your VP Education & Welfare. My role is to ensure that YOU feel supported in every aspect of your life here at St Georges so as to have the best student experience possible! I sit on academic meetings to ensure your education is the top priority, and I have an open door policy to provide students with support and advice. I also supply a free condom service for all students. So feel free to pop up and see me, my office door is always open and the kettle is always on! |
| Action points |
| What have we done since the last meeting   * STARTED THE JOB! * Finalising catering for freshers ball * Organising Freshers Ball: Coaches/Photographers/venue * Meeting registry and getting to know everyone I will need to know for the role! * Chasing Year reps for handovers * Organising Senate Training * Confirming STI screening Clinics involvement with SGSU freshers and throughout the year. * Contacted condom suppliers for further Lube stock * Working on welfare handbook for freshers * Had a meeting with Counselling service and have laid out the year plan for Counselling workshops and campaigns. * Had a meeting with SPA/LGBT to address concerns * Finalised colour for SU BAR. * Been providing welfare to students who have required it. * Booking meetings for the rest of the year. |
| What have you got coming up in the next two weeks   * FRESHERS! * Suicide training * Meeting with zone and laying out year plans. * Confirming Freshers ball arrangements * Finalising this years tops and wristbands for freshers. |

* PASSED
* KT gave a verbal report to supplement her written report.
* We will be having STI testing at the 3 major fresher’s disco.
* CB: Did we have that last year?
* KT: No, it is a more approachable way than outside the library so we will try both for now – trying to extend the service.
* VS: What are year rep handovers?
* KT: They are constitutionally required to prove something has been done that year and to give advice to future years.
* AWE: Do the STI clinics know that the students will be very drunk?
* KT: Yes they know, they will be coming earlier then leaving when students are too drunk.
* GC: What colour will the bar be painted?
* KT: The pillars will be a lighter shade of the wall. To avoid the ‘playpen’ look.

## General Secretary

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| Introduction  Hi I’m Ruth Varney and I’m the General Secretary. My role is organising meetings, booking rooms, coordinating with the Exec team & being the first point of contact for students – so you’ll hear a lot from me over the next year. I am the non-sabbatical quarter of SU Top4 and I am head of the Communications Zone. |
| Action points  N/A |
| What have we done since the last meeting   * Got my keys and final bits of my handover. * Organised Email and Drive access for all of Exec. * Organising room booking and doing other bookings for before September. * Placed Exec shirt orders. * Attended Top 4 and tablet meetings. * Attended Basic Website training at MSL and started updating the documents and some pages on the website. * Cleared the SU office. * Sorted through lots of old emails and room booking requests to get up to speed. * Lots of start up admin e.g. Who’s Who Exec 2015/16 and new signs for Michelle, myself and outside the office. * Went to view Fresher’s Ball venue. |
| What have you got coming up in the next two weeks   * Answering questions and collating documents from students setting up new societies. * Take in room booking requests from societies. * Sort out the society mailing list. * Subscribe Year Reps to their email addresses and buy them T-shirts. * Oversee the clearing of the RAG room. * One week of holiday before freshers’ madness – please be patient for replies 17-23rd Aug * Organise a report with media to the alumni department which funded our app. |

* PASSED
* RV gave a verbal report to supplement her written report.
* SL: What colour are the exec shirts and why?
* RV: Orange - It’s bright to be seen, it’s dark to have white writing & and it’s not been used recently.
* GC: When do you envisage the t-shirts being worn by year reps?
* RV: We are trialling it! We will ask for them to be worn once each month before senate to reduce the “I don’t know who my rep is!” and ensure that everyone can feedback.

## Events Officers

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| Introduction  Hello! We are Alia Nasir-Gonzalez, Francesca Harris, Lucy Chapman and Cameron Barclay, the Events Officers for the Student Union this year. Our job is to plan and organise many of the events hosted by the Student Union throughout the year, including discos and Freshers’ events. This involves advertising on social media and around the university, and being on duty during events. |
| Action points  Events Officers to finalise Postgraduate (PG) and Undergraduate (UG) Freshers’ timetables   * Came up with a provisional calendar * Met up with Steven to discuss * Finalised the calendar |
| What have we done since the last meeting   * We have begun planning Freshers * Rung up and emailed various sources to gather quotes for things we want to book * Made posters for both PG and UG Freshers * Met up with Steven and Rich (SU bar manager) to discuss using the bar for events and drinks deals * Emailed Steven and Alice a list of quotes to ensure we are within budget * Exchanged emails with face painters, comedy Hypnotist and photobooth company for UG freshers and are close to booking them |
| What have you got coming up in the next two weeks   * Preparing for PG Freshers * Contact the Tech Officers about where we may need their help * Book everything we need for PG Freshers including Sushi & Sake and a venue for the dinner * Start booking what remains for UG Freshers * Send invoices to Alice * Speak to Gavin about organising a movie night at halls and about merging Freshers brunch with a Mad Hatter’s Tea Party on Garrett Green during UG Freshers |

* PASSED
* CBa gave a verbal report to supplement their written report.
* MD: Suggests phoning people rather than emailing.
* CBa: Said we have been using emails due to the 4 of us working as a team and working hours/out of the country.
* MB: Reminded the assembled that we need to have everything in writing.
* AWE: Are the posters for freshers finished?
* CBa: Nearly except the logo.

## Sports Officers

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| Introduction  Hello we are Moneet and James! Our role as sports officers is to oversee SGUL sports teams with their involvement in ULU and BUCS leagues and be the first point of contact for all sports events for the Students’ Union. We also co-ordinate the use of sports facilities (e.g the Rob Lowe) via liaising with sports captains and we will be representing SGUL on several different sports related committees (e.g Sports Centre Committee). Finally, we will be organising the 2015/2016 annual Sports Ball as well as the sports trials for fresher’s fortnight. |
| Action points  *If you are assigned any action points at the previous meeting you should document them and what you have done about them here.*  I don’t think we were…? |
| What have we done since the last meeting  - Emailed all of last year’s committee requesting the new committees contact details so we can update the captain/committee contact list.  - Have met with the staff at the Rob Lowe to begin sorting out sports team allocations  - Have spoken to the events officers regarding a board outside the SU for sports results  - Have been contacted by several sports captains concerning Rob Lowe bookings for the coming year, so we have begun collating these while we wait for others to finalise the bookings. |
| What have you got coming up in the next two weeks  - Complete the tasks above  - Liase with the events officers so we can create a supplementary freshers' guide detailing the various sports clubs, their training times etc.  - Arrange a meeting with the old Sports Officers to go through the BUCS online portal and ensure a smooth handover.  - Finalise Rob Lowe bookings for next year. |

* PASSED
* No-one present to give a verbal report

## Media Officers

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| Introduction  Hello everybody! We are Sagar Sharma, Seher Bashir, Munavar Saqi and Suchita Bahri, the new Media Officers for the Student’s Union this year. We are the first port of call when it comes to anything related to media, advertising and publicity for the university. We will be doing this mainly through the SGSU app and the newsletter.  We will be in contact with Exec, clubs and societies using all channels of communication in order to address any queries between them and to keep the student body well informed about the happenings at the university. |
| Action points   * Meet with previous media officers to ensure a full handover of the role is completed * Rebranding the newsletter to make it more accessible * Ensuring the app is constantly updated and downloaded by students at the move in weekends |
| What have we done since the last meeting   * Had our first media officers meeting |
| What have you got coming up in the next two weeks   * Creating a new layout for the newsletter * Making a set of adverts for SU services and fresher events (GEP and UG) |

* PASSED
* MS gave a verbal report to supplement their written report

**ACTION POINT**

**Media to meet with RV about Newsletter**

**Media to meet Juhee about Newsletter – Consider contacting other members of the old team**

**Media to meet with Corey about the app.**

**Media to meet with Tech about the Song requests.**

## Heritage Officers

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| Introduction  Hi! We're Sebastian Locke and Georgina Chamberlain and we are your Heritage Officers for this year. It's our job to uphold the many traditions of mighty St George's, including lots of popular events such as Wandsworth 8, Spiders and Cobras. We'll also be trying to raise awareness of our rich history, start up some new traditions, and bring back that George's Spirit! |
| Action points  *N/A* |
| What have we done since the last meeting  - subscribed to our email account  - liaised with Alice regarding historic Wandsworth eight problems  - begun heavy research into scorpions and preparing for Georgina to become a spider |
| What have you got coming up in the next two weeks  - handover with Michael and Kirsten (delayed because of mobility issues earlier in summer)  - meeting with Steven and Alice to discuss ways of ensuring WW8 goes smoothly  - start to contact pubs regarding everyone's favourite event of the year  - trial our brand new, top secret Heritage event to get an idea of timings |

* PASSED
* GC gave a verbal report to supplement their written report
* KT: What are the ideas for the new event?
* SL: We cannot disclose that information at this time.
* MB: Are we using the same pubs for WW8 again this year?
* SL: We think there will be at least 1 that won’t have us back – we will know more soon.
* SG: The RAG quiz on that week usually gives a bar tab as a prize, would you consider having it as a tab at the 1st pub of WW8 rather than the SU bar.
* SL: Raised the concern it would be more expensive but in theory would be fine.
* GC: Checked that RAG quiz will still be family based.

## Charities Officers

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| **Introduction:**  Hi everyone, we are Beth, Avin, Khadija and Kate and we have been elected as the Charity Officers at SGUL for 2015-2016.  Our focus as charities officers is raising and giving on behalf of SGUL for 4 chosen charities. This year we have chosen St George’s Hospital Charity and a Charity Society. We felt it important we represented you, so a vote for the two remaining charities will be cast in the first week of fresher’s during various events.  We will give the student body the opportunity to raise money awareness through events and the opportunity to participate in volunteering through out the year.  As charities officers we will also be organizing the much-anticipated RAG week for everyone to get involved in!  If you have any questions feel free to email us or ask us in person, we don’t bite! |
| **Action points:**   * Finalise international and national charities for voting * Contact charities via email/phone or arrange meeting to talk about their charities and gain brief description of their charities so that people voting are aware of the charities and their motives * Decide on areas/times/dates where voting for the charities will take place during fresher’s week * Get in contact with local businesses and restaurants for prizes/ sponsorships for events |
| **What have we done since the last meeting:**   * Brainstormed ideas for prizes/ potential businesses that could sponsor prizes for RAG quiz during fresher’s * Finalised that St George’s Hospital charity and a charity society (E.g. SKIP/ Marrow) will definitely be 2 out of the 4 charities * Finalised that voting for the remaining 2 charities will be for 1 national charity (based in the UK) and 1 will be an internationally acting charity |
| **What have you got coming up in the next two weeks:**   * Meeting with Steven Gilbert on 11/08/2015 to discuss further events this year including plans for RAG week * Start contacting possible charities for further information about their charities and what they do * Start enquiring about possible sponsorships from local businesses/restaurants for RAG events- possible enquiry of bar tab at SU bar for family winning RAG quiz? |

* PASSED
* AP gave a verbal report to supplement their written report
* AWE: How have you chosen the internal charity?
* AP: Khadija sorted it. We will clarify the choosing process.
* KT: We found some potential prizes in the SU office & potentially the RAG room.

**ACTION POINT**

**Old and New RAG to meet with Chris Raby**

**RAG meet with Kat about booking the SLS.**

## Societies Officers

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| Introduction  Hi!! We are Anya, Cerys, Joe and Alex and we are this year’s Societies Officers! Our role is to maintain and oversee all goings on involving St. George’s Societies. As well as looking after the music room and second floor Boards. We also organise two major events in the year, Fresher’s Fayre and Awards evening. |
| Action points  *If you are assigned any action points at the previous meeting you should document them and what you have done about them here.* |
| What have we done since the last meeting  We have all been well on our way in organising post- and undergrad fresher’s fayre:   * Boardrooms, AHR, Bar and Music Room are all booked for both dates (and boardrooms for night before) * Emails have been sent out to societies for fresher’s handbook entries and needs for both post- and undergraduate fayre – still getting replies * Fresher’s handbook is being made – this can only go as fast as the replies we get * Been trying to contact AV about extension plugs and booking blue boards for both fayres |
| What have you got coming up in the next two weeks   * Still waiting on final number of societies coming before we book out extra tables from Rayners * Finish Fresher’s Handbook so it is ready to be sent out to all the fresher’s before coming – still waiting for replies * Need to urge old societies to complete handovers as email list still needs further updating * A rough floor plan has been made up by Alice – need to finalise this * Email attending clubs/companies/others closer to the event to remind them when they should arrive * Liaising with Lucy in organising the bar code system for undergrad fayre * Make a float (from VP Finance) for the post grad Fayre * Print place names for each society attending * Organise plugs and blue boards for both fayres * Decide what to do about boards around 2nd floor |

* PASSED
* No-one present to give a verbal report
* VS: How is the floor plan being decided?
* AWE: They will be separated into rooms based on general groupings. Questions about having stalls together will be considered but not guaranteed.
* SG: Clarified that the handbook referred to was the society handbook not the ‘freshers’ handbook.

## Community Project Officers

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| Introduction  Hello. We are Aniqah Rahman and Durva Patel, the Community Project Officers for the Student’s Union this year. Our role consists of representing all the community projects at SGUL, keeping them updated with important information, ensuring that there is a good level of communication between the projects and the students, and attending to any need or query they may have. We intend to advertise all volunteering opportunities and successes to ensure students and staff stay up to date. |
| Action points |
| What have we done since the last meeting   * Set up our twitter page on the 1st Aug to begin advertising our community projects evening. Follow us @sgul\_cp |
| What have you got coming up in the next two weeks   * Continue to look for potential external organisations to come to our community projects evening * Contact all current community projects about the evening * Create a spreadsheet for contacts with community projects |

* PASSED
* No-one present to give a verbal report

## Technical Officers

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| Introduction  *We are your tech officers. We’re responsible for the upkeep, maintenance, and use of technical equipment of the SGSU. This includes all of our sound, lighting, and AV equipment, as well as assisting the societies officers with anything PA related in the music room.* |
| Action points  *n/a* |
| What have we done since the last meeting   * *Spoke to Rich and Kenton regarding the new SkyTV box for the bar.* * *Researched upgrading current bar AV systems to HD – including cost.* * *Proposed new system to Bar Managers.* * *Chased up David Geddes regarding installation of Phillip’s Colorblast lighting in Monckton lecture theatre.* * *Spoken with AV regarding Monckton tech booth,* * *Spoken with hospital estates regarding Monckton tech booth.* * *Complete inventory of all technical equipment, including costs to replace, for insurance policy.* * *Complete inventory of all music room equipment, including costs for replacement, for insurance policy.* * *Started to plan “DJ lessons” with Victor Abiodun, in response to the perpetual “play better music” feedback we get.* * *Visited and surveyed the venue for freshers ball.* * *Planned tech set up and band mic arrangement for freshers ball.* * *Received new speakers, amps, mixer for new sound systems in both dance studios.* * *Helped VP finance choose the correct leads to sell to dancers and musicians.* |
| What have you got coming up in the next two weeks   * *Book a DJ for freshers ball.* * *Unpackage and check all new gear for faults.* * *Book a date to overhaul bar setup, tidy tech booth etc.* * *Continue planning of “Dj lessons” and contact other DJs to act as mentors.* * *Start to plan tech for freshers events and contact DJs.* * *Sound and Lights for Revue show.* * *Use Revue show to trial new system for recording shows – May eventually use for bigger shows to avoid a repeat of the Fashion Show “Camera gate”* |

* PASSED
* MB gave a verbal report to supplement their written report.
* GC: What is the new trial of recording shows?
* MB: We are trying to streamline the process to prevent shows not being recorded or camera people messing shows about.

## Equality and Diversity Officers

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| Introduction  Hey, We are Theo Rennicks-Gordon and Saad Muhammad, your SU Equality & Diversity Officers for 2015/16. Throughout this academic year we will have meetings with the Equality and Diversity committee, uphold the no platform policy and ensure equality on the interfaith forum. Our role is one that involves working with students through the Dignity Scheme being brought back this year and helping form institutional policies that’ll ensure St George’s stays equal and diverse. |
| Action Points  N/A |
| What have we done since the last meeting?   * Had a meeting with one of last year’s EandD officers (Jonathan) and Rochelle Rowe (equality and diversity advisor for the university) to get more information about the role and possible projects for the coming year. * Also had a brief meeting with Kat to get more information about the role and possible projects we could get involved in. |
| What have you got coming up in the next two weeks?   * Make St George’s Equality and Diversity Facebook page. * Get in contact with Kat and Rochelle to organise plans for an EandD stall at Fresher’s Fayre, and solidify some plans for events for the year. |

* PASSED
* No-one present to give a verbal report

**ACTION POINT**

**E&D to meet with Kat about fresher’s and plan for the year**

## Environment and Ethics Officers

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| Introduction  *Hey friends, we’re Hannah and Greta and we are your Environment and Ethics Officers this year. Our role is mainly to make sure we can make Georges as sustainable and environmentally friendly as possible. We will do this throughout the year by reminding and encouraging staff and students alike via the various activities we’ll be holding such as in the Go Green Week and Ethics Week.* |
| Action points   * Register for the Green Impact Training Award * Environment sticker campaign * Subcommittee? * Start working on Mindful Printing Campaign, work on stickers to place on printers, talks on stocking recycled paper, having more recycling bins by printers |
| What have we done since the last meeting   * Made a list on which shops are ethical and environmentally friendly to put into the Student Guide. |
| What have you got coming up in the next two weeks   * Talk to the two girls interested in the Allotment * Make Facebook page & start the “Food for Thought”? * Register for Green Impact Training |

* PASSED
* GJ gave a verbal report to supplement their written report
* KT: What is the list of shops your referred to and where do you want it?

**ACTION POINT**

**E&E to meet with Kat about a multitude of confusions.**

* GJ: It should have been sent to you! We shall sort this with you ASAP.

## International Officers

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| Introduction  *Hey Everyone! We are Chantal and Bukola, your International Officers.*  *Our role is to represent International students at St. George’s, to ensure that the challenge of studying in a completely new country is as smooth as possible. We aim to help international students feel comfortable, content, and integrated while at George’s. To achieve this, we will represent them in the SU and have regular meetings with the International Advisory Team. We will also be planning numerous events throughout the year, alongside the International Students Society.* |
| Action points  *NA* |
| What have we done since the last meeting   * Made contact with Dr Hooper and Dr Baboonian, the Joint Personal Tutor Leads for International Students |
| What have you got coming up in the next two weeks   * Meet with at least 5-7 restaurants in Tooting to ask about food sponsorship for Multicultural Dinner * Meet up with Societies Officers to plan the Multicultural Dinner * Discussions with Mrs. Coveyduck to confirm plans for International Welcome Weekend * Meet with Kirsty to discuss plans for the Introduction Speech for INTO Foundation students |

* PASSED
* BO gave a verbal report to supplement their written report
* AWE: Not confirmed as no SUCS meeting but international food will be being brought into the shop in the near future. It would be great to advertise this together!

**ACTION POINT**

**International Officers to meet with Societies Officers about MCD.**

**International Officers to meet with Kat about the Welfare Handbook.**

**Meet with Events about younger international students events at halls.**

## Webmasters

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| Introduction  Hi, I’m the webmaster for 2015-16. This role involves overseeing the content of the website as well as making sure it is up-to-date and interesting. It also involves creating events, tickets and subs for SU activities. |
| Action points  N/A |
| What have we done since the last meeting   * Attended MSL training course for the website * Adding Exec Bios/ photos to the website – only received a few so far * Created a Fresher’s fortnight widget for the homepage – need the event details from Events plus any posters for advertising * Updated new Exec names on various pages and the Year Rep page |
| What have you got coming up in the next two weeks   * Removing any out-of-date info/widgets on the website * Adding the rest of the Exec Bios/ photos to the website * Planning for Freshers Fayre with Socs |

* PASSED
* No-one present to give a verbal report
* BO: I can’t open the constitution on my tablet! Why not?

## Representation Officers

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| Introduction  Hey guys, we’re Vafie Sheriff + Mustafa Dashti, you’re representation officers this year.  We’re basically going to attend everything, pump out reports for all to see and will be the first port of call for the year reps. |
| Action points  Make a report of this meeting |
| What have we done since the last meeting  Plan to make reports of all meetings |
| What have you got coming up in the next two weeks   * Make a report of this meeting * Inform the year reps of our position and support them in any way possible * Attend and organise Mums and Dads (with the year reps) to try and make it run smoothly * First council meeting, so room bookings * Attempt to try and pass the year |

* PASSED
* MD gave a verbal summary to supplement their written report.
* AWE: Have you started thinking about the Exec board?
* MD: We shall crack on now we are together! Open to ideas.
* KT: Could the reports be as formal and detailed as possible please.

**5. Year Plan**

Dates added:

29 Aug – GEP move in & Meet and Greet at the Manor

30 Aug – GEP move in & Meet and Greet at the SU bar.

31st Aug – Dinner TBC

1st Sept – GEP Fresher’s Fayre 8-3 & Mums and Dads.

2nd Sept – Sushi & Sake

3rd Sept – Kareoke in the SU bar.

4th Sept – Casino night.

5th Sept – Treasurer training.

11th Sept – Appeal deadline for Soc budgets & Finance committee??

19th Sept – Fresher move in & Meet and Greet at the Manor

20th Sept – Fresher move in & Meet and Greet at the SU bar (beach party).

21st Sept – Fresher’s Fayre 8-3 & Back2School

22nd Sept – Comedy Hypnotist (Ian Dee)

23rd Sept – Circles and Kaspas

24th Sept – Mums and Dads

25th Sept – Toga and Tequila

26th Sept – Mad Hatter’s Tea Party (brunch) & Laser quest (TBC)

27th Sept – Laser quest (TBC)

28th Sept – RAG quiz

29th Sept – WW8

30th Sept – Circles and Alternative event (TBC)

1st Oct – MCD & CP evening

2nd Oct – Zoo after dark Disco

3rd Oct – Movie Afternoon at halls

4th Oct – Fresher’s Ball

7th October – Senate training (1-3)

30th October – Halloween Disco

The year plan was updated until the end October 2015

**6. Postgraduate Move in**

MD: How many people will be moving in?

SG: About 100 people will be moving in so it will be exec practice for undergraduate move in. Estates will only be helping for Undergraduate move in.

VS: Have Men’s Rugby volunteered to help again?

SG: No, but women’s hockey have.

**7. Fresher’s Fortnight**

Unless you have found a replacement for a disco/event duty you are still on the duty have been assigned to.

Please see the year plan for details of events.

**8. SU Room clear out**

We spent hours clearing the SU office so now no society will be allowed to leave their belongings in the office unless given specific special permission by Steven.

The RAG room will now be cleared out in the last week of August. Everything not on a shelf will be binned/recycled/repurposed. Then the room will be sorted and societies can request and justify space in there. The room will be policed by the exec officers.

**7. AOB**

None