**St. George’s Students’ Union**

Meeting of the Executive XIV



MINUTES

5th April 2016

*Boardroom H2.7&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. Sports Officers
   7. Media Officers
   8. Heritage Officers
   9. Charities Officers
   10. Societies Officers
   11. Community Project Officers
   12. Technical Officers
   13. Equality & Diversity Officers
   14. Environment & Ethics Officers
   15. International Officers
   16. Webmasters
   17. Representation Officers
3. **Students’ Union Issues**
   1. Constitutional Amendment Committee
   2. Year Reports (deadline 30th April)
4. **AOB**
5. **Important Dates**
   1. Awards Committee – 16th April
   2. Constitutional Amendment committee – 19th April

b.      Part V – 22nd April

c.       Stay Safe, Stay Smart Week – 25th-29th April

d.      Prevent Open Meeting – 26th April

e.      Go Green Week – 9-14th May

f.        Use Your SU Week – 18th-25th May

g.      Sports Ball – 18th May

**h.      AGM – 23rd May**

i.        Advertising Week for SU Elections – 23rd – 27th May.

j.        Nominations Week for SU Elections – 30th May – 3rd June.

k.       Campaigning Week for SU Elections – 6th – 10th June.

l.        Awards Evening – 10th June.

m.    Voting Week for SU Elections – 13th-17th June.

n.      SU Elections Results – 17th June.

o.      VP: Student Activities & Finance (Alice) on Leave – 20th June - 8th July.

1. **Date of next meeting**

Constitutional Amendment committee – 19th April

**1 Business**

* 1. **Present**

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| Steven Gilbert | President | SG |
| Alice Walker-Earwicker | VP: F & SA | AWE |
| Ruth Varney | General Secretary | RV |
| Michael Lee | Chair | ML |
| Vafie Sheriff | Representation Officer | VS |
| Suchita Bahri | Media Officer | SuB |
| Chantal Liu | International Officer | CL |
| Bukola Ogunjinmi | International Officer | BO |
| Georgina Chamberlain | Heritage Officer | GC |
| Sebastian Locke | Heritage Officer | SL |
| Hannah Jones | E & E Officer | HJ |
| James Parkin | Sports Officer | JP |
| Moneet Gill | Sports Officer | MGi |
| Joe Clark | Societies Officer | JC |

* 1. **Apologies**

Kat Telford

Mustafa Dashti

Saad Muhammad

Theo Rennicks-Gordon

Francesca Harris

Lucy O’Reilly

Lucy Chapman

Seher Bashir

Matthew Boon

Alia Nasir-Gonzalez

Francesca Humfrey

Tanisha Amin

Greta Jata

Avin Philip

Khadija Stone

Martin Gannon

Cerys Bladen

Anya Brown

**1.3 In attendance**

None

**1.5 Minutes from the previous meeting**

PASSED by simple majority.

**1.6 Matters arising**

From before February

Societies Officers to file Karate Club constitution & handover forms and to update the mailing list. COMPLETED

Heritage Officers to email Ruth the dates for cobras to put in the year plan. COMPLETED

Michael Lee to send Charities old RAG Mags. FAILED

AWE to find out if we can use SGUL on social media with regards to Freshers’ Advertising. CONGOING

From 8th March

AWE to count RAG money and produce a total. COMPLETED

Media and Webmasters to meet RE newsletter. ONGOING

Societies and Webmasters to meet about online forms for locker keys and handover forms. ONGOING

Webmasters and AWE to meet about advertising on the website. ONGOING

Webmasters to set up a webpage for DAPS vision. ONGOING

AWE to make a budget and cost centre for DAPS vision COMPLETED

Societies Officers to file DAPS vision constitution & handover forms and to update the mailing list. ONGOING

From 22nd March

KT to email senate updating them on these developments. ONGOING

AWE to count the money E&D raised for student minds. COMLPETED

Sports officers to collate a list of the end of season league positions from each sports team for the newsletter. COMPLETED

Kat to Send Ruth the email address SGUL is trying to contact the media officers on. COMPLETED

Ruth to contact IT about streamlining email addresses. ONGOING

CPOs to clear CP cupboard ASAP. ONGOING

Kat to email final years of all courses to get them to ‘buy’ their free fast track Part V ticket and for 1 guest. ONGOING

Ruth to add something about student outreach to the agenda for council. COMPLETED

Societies Officers to organise filing and mailing list to reflect SPA and Pride's new Welfare Support group status. ONGOING

**1.7 AOB**

None

**2 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 |
| What have we done since the last meeting   * Bank Holiday + Annual Leave! * Restarted our fortnightly meetings with Jenny * Alice and I continue to meet the SGUL Finance Director * Working with Eddies Café with Alice to reassess how they’re profits have changed since they’ve changed their management structure (we don’t get the profits from Eddies but if they aren’t prosperous then they may leave so we don’t get rent money!) * Prepping for awards/elections + finding the new Returning Officer for the elections |
| What have you got coming up in the next two weeks   * Alice and I to meet with Estates to discuss RLSC in prep for Space Strategy Committee * **Finally** meet with Andrew Dyer to discuss the Financial Improvement Plan and how to quantify it * Make a ‘handover’ list for the Top4 so things are ‘found’ to do throughout the year… accurate timetabling of key milestones/actions ensures a fluid handover of officers * Setting up for Martin Gannon to come work in the SU for 2/5 days a week to prepare the Subvention Paper for the University |

* SG gave a verbal summary of his report.
* ML: Why is MG coming to work for the Student’s Union.
* SG: He is doing his elective here and will be doing some finance work and help me get the subvention proposal together.
* ML: How much is he being paid?
* SG: London living wage.
* CL: If Eddie’s leaves, then what happens?
* SG: They have no intention of leaving. If they do, they have to give 6 months notice and we will easily be able to fill it.
* ML: Who applied for it last time?
* SG: Subway, I think.
* Passed

**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**   * AWE to find out if we can use SGUL on social media with regards to Freshers’ Advertising. **– Ongoing** * AWE to count RAG money and produce a total. - **Completed** * Webmasters and AWE to meet about advertising on the website. - **Ongoing** * AWE to make a budget and cost centre for DAPS vision – **Completed** * AWE to count the money E&D raised for student minds - **Completed** |
| **What have you done since the last meeting?**  Societies   * I have sent rough 2014/15 reports to certain concerned societies but I have not rolled this out to all societies as the numbers are subject to change as the auditors have not finished. * Emailed all society/club committees with information on the Treasurer role as I know this is AGM season for many and I wanted to reinforce the importance of elections as well as making it clear what the Treasurer role actually involves.   Zone   * Music Room equipment has arrived! We are waiting for finals exams to be completed before putting the new amps into the room. * The castors on the pianos have been reported as broken so I have informed Societies Officers so we can book a repair. * I helped promote Awards Evening which nominations are now closed for. * The Spiders Ties the Heritage Officers ordered have arrived so can start to be sold to successful students. * I have booked a meeting with the Library to discuss the SU using one of their display cabinets – unfortunately I will not be able to attend so Heritage Officers are attending in my place.   Other   * The SGUL Finance Director volunteered the Finance Department to help count the cash from our safe, they all gave up a few hours of their day last Thursday and that is why the RAG/ other money has now been counted! * I have been working with final year MBBS reps to ensure a successful Graduate Ball. * Q1 finances have been completed so a comparison of Q1 for 14-15 vs 15-16 has been sent to the Trustees for them to review. * The extra finance pair of hands we hired we unfortunately had to let go due to persistent illness, we have since hired another candidate from the interviews and he started on Friday. |
| **What have you got coming up in the next two weeks?**  Zone   * Help promote Awards Evening and encourage nominations.   Other   * Write reports on 14-15 accounts and send to Treasurers to review * Check what amount of money comes through on the bank statement, confirm with RAG how much they have raised, also let them know how much they have spent through claims forms etc. |

* AWE gave a verbal summary of her report.
* CL: Have you sorted out the boat party finances yet?
* AWE: No, I need to find the float form.

AP – AWE to find the boat party float form and sort the finances for it.

* GC: What are you doing with grad ball?
* AWE: We are trying to push back the venue as they want the deposit soon but we haven’t started selling tickets yet.
* Passed

**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  KT to email senate updating them on these developments. COMPLETED I put a fb post up, (I thought this was more appropriate as the post only applied to medics, so I tagged all the relevant reps.)  Kat to Send Ruth the email address SGUL is trying to contact the media officers on. COMPLETED  Kat to email final years of all courses to get them to ‘buy’ their free fast track Part V ticket and for 1 guest. ONGOING. Final years are currently smack bang in the middle of OSCE’s I do not wish to send an email out right now to distract them, or overburden them with emails prior to their exams. Therefore I am waiting until after the OSCE exams to send this email. This will be on Wednesday 13th April and therefore 1 week and 2 days before the event. |
| What have we done since the last meeting   * FINALLY cleared all emails ☺ * SU presentation for MBBS5 offer holders * Did videos for Recruitment department * Dignity Adviser Network meeting * Met with final year Biomed reps to support them with Ball * Met with ISOC members regarding Isupport * Working on E&D policy edits for approval within this meeting. * Discretionary panel meeting to discuss the future of discretionary panels. * Support to final years with their exams. * Contraception arrived. * Ordered more pregnancy tests * Wrote Single Equality Scheme updates/reports |
| What have you got coming up in the next two weeks   * Senate Training round 2 preparations * Preparations for next campaign: Stay Smart. Stay Safe. |

* KT not present to give a verbal summary.
* Passed.

**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. I am the non-sabbatical quarter of SU Top4 and I am head of the Communications Zone. |
| Action points  Ruth to contact IT about streamlining email addresses. – ONGOING, simply not had any time to get my head round this, sorry!  Ruth to add something about student outreach to the agenda for council. – DONE (however only 16 societies turned up and no-one had any comments to make so we are taking it forward to AGM). |
| What have I done since the last meeting   * Admin and answering questions. * Council |
| What have you got coming up in the next two weeks   * Typing up lots of minutes. * Communicating with societies to get the rest of the handover forms in. * Setting an autoreply on my email account to communicate with students there may be a delay in replies during my exams. |

* RV gave a verbal summary of her report.
* Passed.

**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 |
| What have we done since the last meeting   * Ordered decorations for Part V * Showcase tickets up online * Emailed Deborah Bowman and Gavin Taylor about being judges, have already confirmed Steven and Baboonian * Put our subcommittee of 4 freshers together * Emailed our Showcase acts asking about their tech requirements i.e. what music they need, what instruments they will be using etc and have set a deadline for this |
| What have you got coming up in the next two weeks   * Ordering alcohol for Part V * Finalising details for Showcase – ordering stage & tickets * Promo for Showcase – making a Facebook event & selling tickets with the help of our subcommittee |

* No-one present to give a verbal summary.
* Passed.

**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  *Create a list of end of season league positions for each team* |
| What have we done since the last meeting   * *Finalised the last few match scores* * *Continued captain meetings* * *Sports ball – tickets are online and started advertising* * *Started chasing risk assessments/year reports etc.* |
| What have you got coming up in the next two weeks  - Sports Ball – coaches and advertising, newsletter?  - Fixtures – summer leagues, cricket  - Finish captain’s meetings (hopefully!)  - Write our end of year report |

* MGi gave a verbal summary of their report.
* Passed.

**Media Officers**

* No report received
* SuB gave a verbal report: We tried to send out an app notification as requested by SG. It was not very successful.
* CL: So what is happening with the app?
* SuB: I’m not sure, we need to contact them.
* Passed

**Heritage Officers**

* No report received
* GC gave a verbal report: We have be in discussions to put some of our trophies downstairs outside the library and planning Cobras & Scorpions and a talk on Women in Medicine.
* Passed

**Charities Officers**

* No report received
* No-one present to give a verbal report.
* FAILED.

**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, Freshers’ Fayre and Awards evening.  *Who are you, what is your role – give a brief description.* |
| Action points  File Karate  *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   * Man came in to measure up music room for sound proofing * Filing handovers and updating mailing list * Got posters out and advertised for nominations – which ended on the 1st April * Started organising Awards Evening   *A summary of what you have done since the last meeting. This should be in bullet points.* |
| What have you got coming up in the next two weeks   * More Awards Evening stuff to sort out * Sort out nominations pack for Awards committee * File more handovers and update mailing list * Continue to sort out music room   *A summary of what you plan to do by the next meeting. This should be in bullet points.* |

* JC gave a verbal summary of their report.
* Passed

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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   * *CPOs to clear CP cupboard ASAP.* |
| What have we done since the last meeting     * *Keeping the CP cupboard access list updates* * *Chasing up CP regarding risk assessments* * *Advertising SGSU awards* * *Set a date for CP cupboard clean up – Wednesday 13th April – 1pm* * *Writing year reports* |
| What have you got coming up in the next two weeks   * *Chasing volunteer of the month awards as well as advertising them* * *Advertising and keeping up to date our social media pages* * *Revision for exams!* |

**Community Project Officers**

* No-one present to give a verbal summary.
* Passed.

**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 |
| What have we done since the last meeting   * T year ball – set up speakers and sound system, set up all DJ equipment. DJ was supposed to help but decided to get drunk then turn up after I’d done all the work. He proceeds to DJ whilst he can just about stand, all the while keeping his drinks right next to £1,700 of DJ equipment (second hand prices). One of his friend’s asked if I was “the DJs assistant.” DJ got paid a free dinner for his work, Tech got given a bar tab for dinner, at a bar that didn’t serve food. Not even crisps or peanuts. At the end of the night the minibus driver didn’t want to come out again, so we got space on the coach home. The coach dropped us outside the hospital grounds, on the other side of the premises. Had to carry 2 subs, 2 full range speakers, 2 CDJs, a mixer, an amp, a compressor, 2 moving heads, and a box of assorted cables all the way around the hospital and back to the SU. If not for help from rugby boys, probably would have floated them home on a river of my own tears. * Done most of the planning for Part V. |
| What have you got coming up in the next two weeks   * Establishing that all future balls will provide food or payment for tech, or go with an external company. Also, minibus transport to University entrance. * Pondering the fact that the student body doesn’t quite realise that Tech Officers are people too, and probably have better things to do with our time than sit around for 4-5 hours at a time, just waiting to pack up. * Probably going to hook up the SU sub-woofers in the HGR with a projector and watch a film. Maybe Iron Man or Jurassic Park. Something with a lot of bass. Perhaps Inception. This is a strictly professional endeavour, to test that the speakers are at full operational capacity prior to Sports Ball, which should hopefully be a lot more fun than T year ball because it has food for tech, and sports officers for company. * Finalise Part V plans. There will be bright lights, and moving lights. We will also start fixing large amounts of bass to the ceiling so that at various points throughout the night we can “drop the bass.” |

* No-one present to give a verbal summary.
* Passed.

**Equality and Diversity Officers**

* No-one present to give a verbal summary.
* Passed.

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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 |
| What have we done since the last meeting?   * Dignity Adviser meeting with Head of Counselling * Got in touch with Rochelle Rowe concerning Dignity adviser advertisement |
| What have you got coming up in the next two weeks?   * Dignity Adviser Scheme advertisement |

**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   * N/A |
| What have we done since the last meeting   * Emptied our first box to the charity shop * Worked on allotment * Finally claimed money back- YAY * Emailed Liz Gilby regarding allotment * Spent time in Albania/ at work |
| What have you got coming up in the next two weeks   * Facilitate meeting with Liz Gilby for Allotment funding * PROPER PLAN OF GO GREEN WK * Possibly get audited? |

* HJ gave a verbal summary of their report.
* Passed.

**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 easy as possible for students from around the world. 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   * N/A |
| What have we done since the last meeting   * Promoted RAG opportunities to INTO Foundation students |
| What have you got coming up in the next two weeks   * Work on SGSU International Webpage * Collaboration with ISS for Freshers (30th Aug GEP, 19th Sep Undergraduate) |

* CL gave a verbal summary of their report.
* Passed

**Webmaster**

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| Introduction  Hi, We’re Lucy and Jordan, Webmasters 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 |
| What have we done since the last meeting   * Sorted out problems with awards nominations and made sure it’s running smoothly * Set up Part V tickets with all the requirements for Final year courses plus guest tickets * Sports Ball tickets are all up – 29 sold as of Friday 1st April * Set up Hockey subs and kit on the website * Some changes to the shop pages and now it’s better advertised on the homepage |
| What have you got coming up in the next two weeks   * Download and collate nominations packs for awards * Boat club subs/problems with sage pay * Meet with MSL |

* No-one present to give a verbal summary.
* Passed.

**Representation Officers**

* No report received.
* VS gave a verbal report of Council: Agenda points included AGM and it being compulsory for societies, Prevent Open Meeting, NSS/SES, Does the SU represent you? (this was postponed until AGM).

1. **Student’s Union Business**
   1. **Constitutional Change Meeting – Ruth Varney**

Next exec meeting will be looking at any changes to exec roles and the general constitution. You will not need to write a report for it. Please look at your constitution in the meantime. Year Reps will also be invited to attend.

* 1. **Year Reports – Ruth Varney**

Deadline is the end of April! Please ensure they are completed by then.