**MEETING OF SGSU EXECUTIVE**

**Tuesday 10th January 2017**

**5.30pm – H2.6/7**

**ATTENDEES**

|  |  |  |
| --- | --- | --- |
| **FH** | Francesca Harris | General Secretary |
| **CBr** | Corey Briffa | SU President |
| **TA** | Tanisha Amin | VP Education + Welfare |
| **IB** | Ishaan Bhide | VP Finance + Student Activities |
| **KT** | Kat Telford | Chair |
| **CBl** | Cerys Bladen | Heritage Officer |
| **AB** | Anya Brown | Heritage Officer |
| **SH** | Sarah Hill | Communications Officer |
| **JC** | Joe Clark | Communications Officer |
| **ET** | Eesha Tripathi | Charities Officer |
| **VP** | Vikram Patel | Charities Officer |
| **YK** | Yuna Kishimoto | Events Officer |
| **SJ** | Shalu James | Events Officer |
| **CL** | Chantal Liu | International Officer |
| **BO** | Bukola Ogunjinmi | International Officer |
| **KS** | Khadija Stone | Equality and Diversity Officer |
| **AP** | Avin Philip | Equality and Diversity Officer |
| **GB** | Gabriela Barzyk | Representation Officer |
| **AD** | Alex Denley | Technical Officer |
| **WM** | Will Morrell | Sports Officer |
| **AS** | Ash Sithirapathy | Societies Officer |
| **CBa** | Cameron Barclay | Environment and Ethics Officer |
| **MD** | Mustafa Dashti | Community Projects Officer |
| **NMer** | Na’im Merchant | Student Trustee |
| **RT** | Ruben Thumbadoo | Student Trustee |
| **NMel** | Naomi Melamed | Societies Officer |
| **JM** | Jess Mcnaughton | Societies Officers |
| **BA** | Bethany Agnew | Campaigns Officer |
| **LuC** | Lucy Chapman | Campaigns Officer |
| **OR** | Ollie Ryan | Sports Officer |
| **RV** | Ruth Varney | Communications Officer |

**APOLOGIES**

|  |  |  |
| --- | --- | --- |
| **CA** | Chandru Amaranathan | Events Officer |
| **SS** | Sunil Singh | Representation Officer |
| **LoC** | Lorna Chapman | Societies Officer |
| **SA** | Saeed Azizi | Student Trustee |
| **NMer** | Na’im Merchant | Student Trustee |
| **VP** | Vikram Patel | Charities Officer |
| **EO** | Ethan Osborn | Technical Officer |

**ABSENT FROM MEETING**

|  |  |  |
| --- | --- | --- |
| **JT** | Jeremy Teo | Events Officer |
| **AC** | Anshaal Chawdhery | Charities Officer |
| **MG** | Michelle Ginsburg | Technical Officer |
| **VS** | Vafie Sheriff | Community Projects Officer |
| **LJ** | Lucy Jones | Sports Officer |

**MINUTES**

Minutes from the previous meeting were AGREED.

**ACTIONS FROM LAST MEETING**

|  |  |  |
| --- | --- | --- |
| **President** | Meet with Technical Officers | **Ongoing** |
| **President** | Explain restructuring of roles within the SU | **Complete** |
| **Tech** | Ethan to train up Alex and Michelle before the next exec meeting | **Ongoing** |
| **Comms** | Meet with Corey about putting money into the newsletter | **Ongoing** |
| **Socs** | Meet with Kat about constitution for societies | **Complete** |
| **CPOs** | Send information on CP award to Comms | **Complete** |
| **E+D** | Meet with zone leader to define role, particularly in regards to show regulation | **Ongoing** |
| **E+E** | Meet with Campaigns | **Complete** |
| **E+E** | Meet with Tanisha | **Complete** |
| **E+E** | Send in NUS summit report | **Ongoing** |
| **Gabriela** | Send minutes from steering group to exec | **Complete** |

**ACTIONS FROM PREVIOUS MEETINGS**

|  |  |  |
| --- | --- | --- |
| **Ishaan + Socs** | Go through and amend society start up document. | **Ongoing** |

**REPORTS\***

|  |  |  |
| --- | --- | --- |
| President | CBr gave a verbal summary of the written report.  NMer: when are you meeting tech officer  CBr: have struggled to get in contact with them, so they are working on availability of all three of them.  NMer: when will may ball promotion begin?  CBr: hopefully by the end of the week  NMer: what is the benefit of putting money into the newsletter?  CBr: will be an initial fund to get someone to redesign the newsletter and make it easier to edit. More of a phrase in terms of sprucing it up a bit to attract more readers. Can then also use it as a way of advertising and generating revenue. | PASSED |
| VP F+SA | IB gave a verbal summary of the written report.  BO: when is the next minibus test?  IB: 25th February  NMer: can we have a date for trustee finance board meeting soon! | PASSED |
| VP E+W | TA gave a verbal summary of the written report.  KS: who is the disability advisor and can we help in anyway?  TA: Emma Catlow – we are first putting out feelers as we can’t specifically target people with a disability so we need to see who would like to be/have a mentor and will then see what happens there.  NMer: Is there any way suicide prevention trianing can be earlier in the year in the future?  TA: yes – its just that this is the first time its been organised by the psych fellow so when it has been done once it will be easier in the future.  NMer: can you expand on the increasing incidence of sexual violence on campus and meeting with the Deans?  TA: initially were going to do e-learning which would have to be done at induction in order to enrol for all first years, however we didn’t think it was enough as lots of people just click through inductions. Will do it in a CBL/PBL type setting which is registered and they have to attend. HEFCE are willing to match funding of whatever the university puts in which will help us to run more on this topic. | PASSED |
| General Secretary | FH gave a verbal summary of the written report.  NMer: what challenges do you anticipate this semester?  FH: time management with upcoming deadlines but so far this semester seems quieter than before so will be taking each day as it comes. | PASSED |
| Events Officers | YK gave a verbal summary of the written report. | PASSED |
| Technical Officers | AD gave a verbal summary of the written report.  NMer: do you feel Ethan has trained you up now?  AD: I know how to do the basic setting up for an open mic night etc which I am comfortable with, | PASSED |
| Sports Officers | WM gave a verbal summary of the written report.  CBr: what have the issues been with the Rob Lowe?  WM: facilities issues with the basketball court. The next has been broken.  MD: what’s happening with advertising sports teams results?  WM: we sent a link to Comms which can be used so waiting for that to get done at the moment. | PASSED |
| Communications Officers | JC gave a verbal summary of the written report. | PASSED |
| Heritage Officers | AB gave a verbal summary of the written report.  MD: what are the upcoming events?  AB: spiders and cobras, stall outside library and St George’s day.  NMer: what was the rationale behind publicising the rules of Spiders?  CBl: It has been done before and don’t see any harm in it.  VP: what are your plans for St George’s Day  AB: working with those on heritage ball and alumni group to do an event on the day around the SU for alumni and current students. Still in the work and after coursework deadlines it will be in motion. | PASSED |
| Charities Officers | VP gave a verbal summary of the written report.  RT: have you spoken to staff members about prizes?  VP: we’ve asked Corey who has sent an email to communications for the staff newsletter and if not then we will chase them up.  NMer: why was no report submitted?  VP: pressure from exams and revision  RT: with exams looming how will you manage your time getting everything done?  VP: we have time set aside | PASSED |
| Societies Officers | JM gave a verbal summary of the written report.  VP: what sort of constitution do you need form individual societies to get constitutions online?  AS: we just need a typed up word document.  CBr: how many constitutions have we got?  NMel: I’m missing 3/23  AS: all in charge of a certain section, all missing 3-5 so its not bad but could be better.  **AP meet with last year societies officers, Corey and Kat about awards committee.** | PASSED |
| CP Officers | MD gave a verbal summary of the written report. | PASSED |
| E+D Officers | AP gave a verbal summary of the written report.  NMer: have you had a meeting to coordinate the sexual violence work?  KS: today we met with Sarah Lasoye, Tanisha and Campaigns about the campaign week which was productive.  TA: The ongoing issues with the breastfeeding facilities, instead of creating a list and keeping it updated, there will instead be a member of staff in charge of doing it which we thought would be easier and more personal do you think this would be ok?  KS: yes, spoke to John Hammond about it also.  BO: do you think there is an issue with sexual violence here?  KS: we wouldn’t know if we don’t put it out there. Its about raising awareness and giving people the skills to deal with it in the future. | PASSED |
| E+E Officer | CBa gave a verbal summary of the written report.  MD: are you going to put a new map for the allotment up in the shop?  CBa: yes  **AP: put up new allotment poster in shop**  MD: how will you allocate SU allotment space amongst students?  CBa: it wont be a certain measured space for each student, I just want to create a space specifically for students in general who want to be involved and anyone who’s interested can come along and get involved.  AD: where are you sourcing the insects?  CBa: sourced them online – they are Fairtrade and are as environmentally friendly as possible!  LuC: why bugs?  CBa: I will campaign this at the time – there is a huge problem in the world I that a lot of people don’t have enough food and protein, and environmentally to rear animals there is a huge impact and pollution. Insects have a much higher amount of protein for a very small amount of food, and they are much healthier. In many places in the world it is a much cheaper alternative of getting protein into their diets. I will have a lot more information on the day also.  CBr: have you thought much about the NUS green impact award?  CBa: has to be in at the end of march, so it is now crunch time. I have a print out of all the things to do so I have all the information I just need to put it online. I feel that I am on track with it. | PASSED |
| International Officers | CL gave a verbal summary of the written report.  MD: do you have any comments about the GMC’s intro report?  CL: everyone knows its not great but feel that the university have it somewhat sorted, but it is an ongoing issue.  BO: the university has to shape up and do what they have been asked otherwise they will be penalised.  NMer: Into issues again from the academic perspective. The T years and iBSc students who will be going to the US next year and the year after have recently done mocks which is the most recent academic thing so closer to exams we get application problems. | PASSED |
| Representation Officers | GB gave a verbal summary of the report.  BO: the year reps don’t feel represented – can you expand?  GB: they don’t feel that they are always recognised for what they do and its hard for them to be out there and getting involved with people. We have tried to tackle this in senate and work out how they can be made to feel more valuable. | PASSED |
| Campaigns Officers | BA gave a verbal report:   * we have moved mental health week as we hadn't managed to secure a speaker, also its just before 1st and second year exams and worried about how that might affect amount of people we reach. However, planning for mental health week is ongoing, we are speaking to a mental health charity at the moment who potentially can provide us with a speaker. * started to make posters and materials to hand out * Organised speaker with Kate  for consent week to do a talk and a  workshop - organised games night * spoken to someone about doing a self defence class in consent week * met with Khadija Avin, Tanisha & Sarah today - planning a fair for LGBT, iFem soc, Sexpression, going to contact isoc, CU as suggested by Sarah * thinking about ways we can involve circles in consent week - bar coasters with slogans/posters in toilets etc * Organising another blood donation day in Feb with Tasnim from blood bank * Another TEF open meeting has been organised - promote and publicise better, free food etc * Coming up: * Meeting with SSC student Avin spoke about (final year) about survey to use in consent week * finalising speaker for mental health week * writing 6 month report * Preparing for TEF meeting * get back onto increasing social media presence - posting regularly on fb page etc. * Helping Cam with E&E week * appraisal with Tanisha * helping charities with jailbreak   NMer: Why was no report submitted?  LuC: we have had a lot of deadlines and ICAs which we know is not an excuse.  NMer: Have you achieved your action points?  AP – campaigns to reach out to students about getting involved in the planning of campaign weeks.  BA: Had someone approach us in second year paramedic who wants to get involved and hoping to set up a subcommittee  AP – campaigns to send round the LSU video  LuC: no  AP – send round script for TEF video  BA: no because we have changed our plans and are no longer making the video | PASSED |

\*For full written reports, please see Executive Officer Reports document.

**STUDENT UNION ISSUES**

|  |  |  |
| --- | --- | --- |
| **Six month reports – FH** | FH gave details on how to write 6 month reports and when they are due (22nd January) and explained how EGM will work (7th January).  **AP Top 4 send out communication to all exec members regarding EGM.** |  |
| **Events Calendar/Year plan – CBr** | 6th-10th Feb - Consent Week  *6th Feb – Tea with Tanisha / Lunch / SLS*  *7th Feb – sexual violence policies and procedures / lunchtime / SLS*  *8th Feb – Speaker and Film / 6pm / LT TBC*  *9th Feb – Fair/stalls / lunch / SU bar*  *10th Feb – Sexpression games night / AHR / eve TBC*  Ethics Week 16-20 Jan  *16th Jan – Halls coffee morning / Halls Reception / 8am*  *17th Jan – Bugs Lunch / 12pm / SLS*  *17th Jan - Movie Night / 7.30pm / Halls common room*  *18th Jan – Spotlight on Science Lecture / H2.6+7 / 5.30pm*  *19th Jan – Quiz Night / SU Bar / 7.30pm*  *20th Jan - Open Mic Night / SU Bar / 8pm*   * 13th–17th March - Mental Health Week * 14th Feb – Council Steering Group * 7th Feb - Chinese New Year Dinner * 7th Feb – EGM – 5.30pm / MHLT * 3rd Feb - Boat Party * 9th and 10th March - Tooting Show / Monckton / 6.30pm * 9th Feb – Spiders / SU Bar / 7pm |  |
| **EGM dates/constitutional edits - CBr** | EGM – 7th Feb  Constitutional Change meeting – 18th April  Look through your role anything that needs to be changed or added or removed, or any new roles you would like to create. These will be discussed on the 18th April and will then be ratified at AGM. |  |

The year plan was updated.

**SOCIETY PROPOSALS**

None

**AOB**

**SH – ‘Ask Deborah’**

This is a type of agony aunt thing for things going on at university which is in the newsletter, please ask your friends to get involved and send in questions!

CBr – UH Conference

Each year conference is run for those looking at doing a sabbatical role. There are workshops on finance, running a business, welfare, campaigns, representation etc. It is on 14th January (this weekend) and please email me if you would like to attend. Its free and let me know if you can come.

CBr – emails

Please check emails and see if there’s anything important. Pleas try and do so every day as we have been getting complaints.

IB – cash handling

LThis year there has been a temporary policy since the cash backlog was too huge. I have to count the cash when they hand it in, then it has to be counted again by me and another person and then counted again at the bank. This makes cash a redundancy and cash handling is very risky which is reflected in our insurance premium. From now on the SU will not be accepting cash from clubs and societies – the only cash counted will be at SU events and cash from charities. The SU bank details are online, cash is counted and put into committee member’s own accounts and then transferred.

RT: doesn’t that mean you can’t audit the money

IB: we are capturing the data. I have to take whatever cash you have at face value anyway – I have to trust the treasurers. This is one way of using technology to move forward and save lots of time.

BO: have you thought about contactless payments at discos

IB: there isn’t a card machine to the charity arm of the SU and it is too complicated to even think about getting one. The only time we can use one is at Freshers fayre where we use the trading arms machine but with VAT inspections it gets complicated so we cant do that

MD: where is the new policy written – does it allow for special circumstances?

IB: it is not written anywhere but can be put online if you like.

IB – Sports Officers

Since November we have been down 3 to 2 sports officers and from now on it will continue to be the case. Lucy is no longer able to do her duties meaning that will and Ollie have been doing all the work since then. That is why I have taken some of the flack for them. If all of exec can rally behind them and keep them going form now on and help in any way they can. Lucy has not officially resigned and we are in conversation with the team about the next steps.

**DATE OF NEXT MEETING**

Tuesday 24th January 2017