**MEETING OF SGSU EXECUTIVE – AGENDA**

**Tuesday 22nd August 2017**

**5.30pm – H2.6+7**

1. **Business**
   1. Apologies
   2. Minutes from the previous meeting
   3. Action Points
2. **Society Presentation**
   1. Ronald McDonald
3. **Reports**
   1. President
   2. VP (Finance & Student Activities)
   3. VP (Education & Welfare)
   4. General Secretary
   5. Events Officers
   6. Sports Officers
   7. Communications Officers
   8. Heritage Officers
   9. Charities Officers
   10. Societies Officers
   11. Community Project Officers
   12. Technical Officers
   13. Equality & Diversity Officers
   14. Environment & Ethics Officer
   15. International Officers
   16. Representation Officers
   17. Campaigns Officers
   18. Democracy officers

1. **AOB**
2. **Date of next meeting**

5th September 2017

**Apologies:**

1. Sam Khavandi
2. Yuna Kishimoto
3. Elisavet Arsenaki
4. Aggie Bebbington
5. Mohib Raza
6. Rohan Sudhir
7. Olivia Craig-McFeely
8. Jeremy Teo
9. Shalu James
10. Alan Hasanic
11. Kurush Medhora
12. Craig Brooks

**Action Points:**

1. **Vafie to train everyone on duty for Casino night**
2. **Beth to contact and chase the fund for Tech and also ask about when the next panel is**
3. **Socs, Sports and Sam to talk about handbook**
4. **YK to send out handovers to those who have not received it and to chase any that have not been previously sent**
5. **Vafie to make budget code**
6. **Socs to file handover and constitution**
7. **Comms to make webpage**
8. **YK to make email account**
9. **All for both Connect and Stagecraft**

**REPORTS**

**President**

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| **Introduction:**  Hi, my names Sam Khavandi and I’m the Students’ Union President for 2017-2018. It is my job to represent the views of the student body, to our union, the university and nationwide. It is also my role to oversee the strategic and operational running of the Students’ Union. As always my door is always open and really encourage you to pop in for a chat at any point. |
| **Action Points:** N/A |
| **What have I done since the last meeting:**   * Ensured we’re on track for freshers’ * MSL election training * Working on freshers’ handbook * Search for sponsors * Personal Licence training * Meeting with SPACE * Found a table football * Changed the office code – to be announced at meeting * Presented and gave tours on clearing open day * Ensured we’re on track for freshers’ * Mini bus test * Spoke with socs and sports officers regarding freshers’ handbook * Did my exec report ☺ |
| **What have I got coming up in the next two weeks:**   * GEP FRESHERS! * Weekend away! * Pret deal finalisation still * Clean up the whole office space |

**VP (Finance & Student Activities)**

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| Introduction  Hello everyone, my name is Vafie Sheriff 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   * Create a Costcenter for Stagecraft - completed * Create a Costcenter for Connect - completed |
| What have we done since the last meeting   * *Taking over the VP email and responding to general queries* * *Continued to book in external companies for Freshers fayre* * *Had first Minibus test for the 19th August* * P * Created a doodle poll to organise time for “Meetings with all societies” * Payed for exec shirts, weekend away, Freshers fayre tables etc. * Update the Council Manual from 2015/16 * Officially become director of the Trading Company * Successfully completed my first payment run * Organised dates for Treasurer Training, Budget Appeals deadline, Budget Appeals Finance Committee * *Finally received my commercial credit cards and access to Barclays.net* |
| What have you got coming up in the next two weeks   * Start organising Trials with my sports officers * Start thinking about CP Evening with CPOs * Postgraduate Freshers + Freshers fayre * Start having face-to-face meetings with societies * 1st Council of the year * Brainstorm meeting on monthly produced Society newsletter/video/ some form of cool medium * Various finance related tasks |

**VP (Education & Welfare)**

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| Introduction  Hi, Im Bethany, it’s my job to represent the students at meetings with the university and look after the welfare of our students to allow you to have the best possible experience studying at St George’s. Additionally, I provide a free condom service for all students. Anybody is welcome to drop in my office for a cup of tea and a confidential chat without an appointment as I have an open-door policy. It doesn’t matter how big or small your problem may seem- I am here to listen and here to help. I can offer advice and point you towards the most helpful service available whether it be an academic, health, emotional or financial problem. Please feel free to come and say hello, my door is always open and sometimes a listening ear is all you need! |
| Action points  *N/A* |
| What have we done since the last meeting   * planning Black History month with E&D and Campaigns * Met with the counsellors * welfare handbook – all students not just freshers * freshers’ planning * Organising senate/Year rep training * Planning mums & dads without Representation Officers * Working with Margot, Judith, Sarah & Hannah on m. * Organised principles of design workshop for exec * Attended meetings, started working on small projects * World mental health day comedy night planning * Met with SPACE – welfare room * Met with PRIDE committee * Seen students * Bar opening |
| What have you got coming up in the next two weeks   * Meetings * Senate Training planning * Athena Swan meeting * Freshers’ planning * Freshers’ condom order * Finish WH in time for grad freshers * BHM planning |

**General Secretary**

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| Introduction  Hello! I’m Yuna and I’m the General Secretary of the Student’s Union for 2017-18! As GenSec I am involved in room booking, writing minutes from meetings and also general enquiries from students and Exec! I also help with the setting up of new societies but also helping existing societies with emails and rooms. |
| Action points   * Create Email accounts for both new societies; Connect and Stagecraft * Send out Handover to those who have not received but to also chase up any missing ones |
| What have I done since the last meeting   * Created e-mail accounts for the new societies * Chased handover and sent it to current officers * room booking system emails * helped with freshers * ordered Exec shirts! * Planned exec weekend away * Enjoyed Japan ☺ |
| What have you got coming up in the next two weeks   * GEP freshers and move in * Exec weekend away (2nd September) * First room booking council meeting |

**Events Officers**

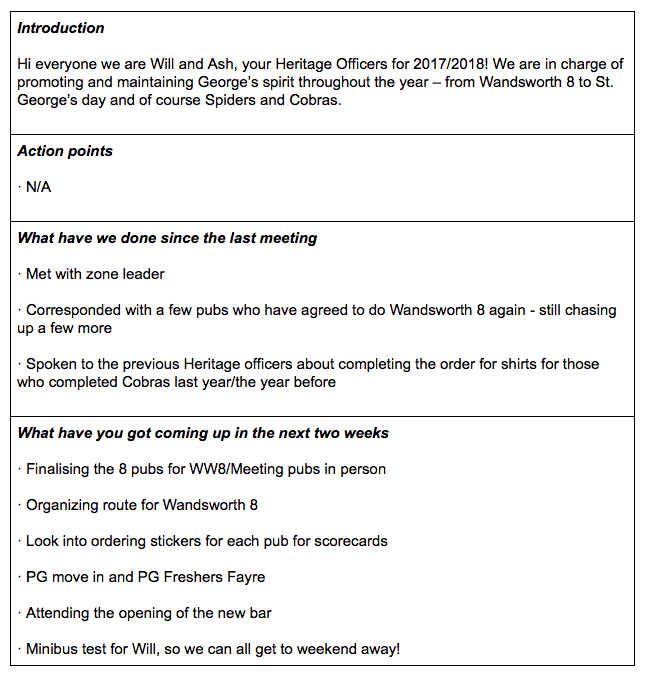
**Sports Officers**

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| Introduction  Natasha, Nathan and Alan Our role is to co-ordinate and oversee the sports teams here at SGUL. We are the first point of contact for all sporting events and we organisine teams’ involvement in LUSL and BUCS leagues. We’re also responsible for the timetabling and use of Rob Lowe facilities and representing SGUL on many sports committees. |
| Action points   * Meet with president and socs officers regarding freshers handbook |
| What have we done since the last meeting   * *Set up mailing lists* * *Catching up with the massive backlog of emails* * *Started on freshers handbook* * *Familiarise ourselves with BUCS and LUSL* * *Detailed handover with previous officers* |
| What have you got coming up in the next two weeks   * Add current captains to the LUSL and BUCS website * Condense and finish sports side of handbook * Sort out the timetable for Rob Lowe (sports hall and squash courts) |

**Communications Officers**

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| Introduction |
| Action points   * We weren’t assigned any specific action points in the previous meeting |
| What have we done since the last meeting   * Contacted MSL regarding the status of the app – still waiting to hear back * Contacted someone in the library team regarding poster workshop training for certain members of exec whom have campaigns coming up * Continued work on updating the website |
| What have you got coming up in the next two weeks   * Organizing a date for poster workshop training with the library staff (and gauging interest) * Print barcodes for societies with stalls at GEP freshers   Speak with events about any advertising for freshers they may want help with |

**Heritage Officers**

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**Charities Officers**

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| Introduction  We are Aditi, Luke, Hannah and Jack and we are this year’s Charities officers. Our role involves making contact with local and national charities, supporting students in individual or group fundraising attempts and organising RAG events throughout the year to make the largest RAG total yet! |
| Action points  N/A |
| What have we done since the last meeting   * Emailed MIND to investigate them being our national charity for the year. * Organised a meeting with St Georges hospital charity about how we can work together over the next year. * Begin to plan a voting system for students to pick out of 5 shortlisted local charities to support. |
| What have you got coming up in the next two weeks   * Prepare for fresher’s fare * Organise the selling of ‘RAG shots’ at back to school disco * Contact and shortlist our 5 local charities |

**Societies Officers**

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| Introduction  Hi everyone! We are your Societies Officers for 2017-18; Jeremy Teo, Gabriela Barzyk, Ramneek Chana and Shalu James. We are the contact point for all societies throughout the year. We are also responsible for handovers, Freshers Fayres, Awards Evening and the upkeep of the music room. Feel free to contact any of us with any questions you may have! |
| Action points   * Met with Sports Officers, President and VP finance to finalise the handbook * Emailed Stagecraft and Connect and received their updated constitutions, which we forwarded to comms to be uploaded on the website. |
| What have we done since the last meeting   * Sent out an email about Fresher’s Fayre forms, email access, website admin access, handbook forms and any events they have coming up so we can start making an event calendar. * Sent out an email to chase societies who haven’t sent their handbook forms and gave them an extension. * Started working on compiling the handbook and sent Sports Officers the link to relevant sports handbook forms for them to sort. * Have emailed back all the societies that had outstanding queries since May and continued to reply to emails about any queries socs are having. * Have been forwarding any email access requests to Helpdesk * Continued to contact people on fb etc to get them to fill in handovers as very few were filled in at the start. * Continued to update handovers and made a clear mailing list * Continued to update the spreadsheets with Fresher’s Fayre requests. * Counted and sorted out tables, blue boards and plugs ready for the Fayres. Emailed VP finance to book more tables for PG Fresher’s Fayre. * Made an impromptu fayre map for a maximum capacity layout. * Planning the table layout and floor plan for fresher’s fayres. * Contacted Comms Officers to update pages and emailed about barcodes for different socs ahead of Fayres * Sent CP Officers updated list of community project committees so they can sort out security access for CP cupboard. * Have confirmed dates for treasurer training (16th September) and still discussing ideas. * Have contacted old Socs Officers to locate handover folders – all sorted now * Enquired to unfreeze accounts of the societies that met requirements following May Dissolution Council * Gained access to the music room |
| What have you got coming up in the next two weeks   * Organising Fresher’s Fayre and handbook, booking tables and equipment and continuing to sort out Floor plans for the fayres * Keep updating handover and other documents |

**Community Project Officers**

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| Introduction |
| Action points   * None |
| What have we done since the last meeting   * Made an instagram account * Found the CPO board and started to plan what to do with it * Started updating the security list * Gotten access to the CPO email and mailing list * Collected the key for the CP cupboard * Got the alternative funding list * Got the info about vinspired and volunteer of the month |
| What have you got coming up in the next two weeks   * Email all the CPs to introduce ourselves * Arrange the first CP meeting * Start to plan CP evening * Make a facebook page and get the instagram account going * Start to update the alternative funding list * Finish updating the security list |

**Technical Officers**

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| Introduction  We are Ethan, Rowan and Olivia – Technical Officers for the SU. Our duties include overall responsibility for lighting, sound and other AV equipment for the SU, running the tech for shows, events and societies, and managing the tech subcommittee. |
| Action points  Currently none. |
| What have we done since the last meeting   * Re-rigged bar lights * Patched new AV systems * Bar relaunch * Worked on budget and funding documents * Made arrangements for Tech at freshers’ fayres and in handbook |
| What have you got coming up in the next two weeks   * Thursday night comedy club * GEP Freshers’ * Clear AHR DJ booth * Equipment repairs * Planning for undergrad freshers’ |

**Equality & Diversity Officers**

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| Introduction  Hey everyone, we are Naireen and Vikram – your E and D officers for the upcoming year. Our main objectives are to achieve a number of things serving the nine protected characteristics and striving to achieve equal opportunity across the whole of St George's. We also hope to initiate a number of campaigns throughout the year, raising awareness of different issues of equality. |
| Action points  None |
| What have we done since the last meeting   * Meeting with ACS + Campaigns for a feedback session regarding our BHM proposals. ACS bought up the idea of potentially raising money for a charity during BHM, but wanted time to research. For BHM ’17 we decided to focus on:-  1. **Photo/Art exhibition** 2. **Beyoncé tribute: Lemonade night**   Have confirmed an external speaker coming in to talk about Beyonce’s album Lemonade and how it links to black Feminism. We’re hoping to host this in collaboration with Femsoc, as they are currently discussing about the representation of women in media. The possibility of having music/dance performances was looked into.   1. **Panel of Inspiring Speakers**   To talk about their experiences + possibly start a discussion? We’re looking into inviting lecturers, ex-students etc.   1. **ACS Meet n Greet + Soul Food Night**   Spoke about combining these two events, and advertising as a BHM event.   * Helping out Ronald McDonald Charity in finding volunteers for their Family day.      * In touch with Margot who asked for our help with an exhibition focusing on stories from the First World War. |
| What have you got coming up in the next two weeks   * Meeting with Margot Turner next week about the wall ideas ACS have for BHM + how the exhibition will be running and discussing ways we can help. * Meeting with SPACE to introduce ourselves, plans for the year + collate information on how to best represent them during Fresher’s Fayre. * Arranging meetings between STAR/Photosoc and ACS+us to offer advice on how to tackle the photo exhibition. * Waiting for ACS + FemSoc to collectively decide on how Lemonade Night should progress, and then contacting the speaker with details. Naireen has been in touch with some friends from other medical schools who would be willing to perform musical/dance numbers should there need be. * Working with Campaigns and ACS organizing the panel event + emailing speakers. * Setting up a provisional date in September with Campaigns for us to meet ACS and see how everything is progressing. |

**Environment & Ethics Officer**

**International Officers**

**Representation Officers**

N/A

**Campaigns Officers**

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| Introduction  Hi all, we are Craig Brooks, Omar Hijazi, Ramat Ayoola and Sadik Al-Hassani, your Campaigns Officers for 2017/18. Still quite a new role, we hope to take it from strength to strength as we ensure we are an active campaigning union. Our role this year will include supporting the rest of exec in delivering successful campaigns, as well as introducing new ones of our own that we and the student body feel are needed. Be sure to get in touch if you have something you want us to get out there! |
| Action points  N/A |
| What have we done since the last meeting   * Met with ACS regarding BHM * Met with ACS, CW, Beth and E&D regarding use of the wall * Set up a meeting for Self-Care week 2018 * Set up a meeting with the blood donation centre * Began planning our freshers Fayre stall * Contacted more speakers for the BHM Panel |
| What have you got coming up in the next two weeks   * Meetings with Self Care week delegate and blood bank * Second meeting with ACS to finalise plans for BHM * Making sample posters for BHM campaigns * Meet with Ka-Ming from library to discuss usage of the TVs in the library |

**Democracy Officers**

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| Introduction  Hey everyone, we are Spardha and Sahana, your democracy officers for the year. Our role is to oversee and ensure democratic process is followed within your student union, and implement new measures to improve the efficacy and reliability of the voting processes in elections. |
| Action points  We must learn to use the online voting system and then create a training document to be distributed to all committees. |
| What have we done since the last meeting  Since the last exec meeting, we have:  - been reading and reviewing the constitution  - spoken to Sam regarding learning to use the online voting system (the course for which he will attend on the (22/08/2017) |
| What have you got coming up in the next two weeks   * Hearing back from Sam regarding the online voting system training * Starting to create a training document for the online voting system |