**MEETING OF SGSU EXECUTIVE – AGENDA**

**Tuesday 5th September 2017**

**5.30pm – H2.7+8**

1. **Business**
   1. Apologies
   2. Minutes from the previous meeting
   3. Action Points
2. **Society Presentation**
   1. Wine and Cheese Society
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**
   1. Freshers Fayre attendance
   2. Exec Duties training
2. **Date of next meeting**

19th September 2017

**Action Points:**

* **YK:**Sort out calendar for Exec, Senate and Council
* **YK:** make email for Democracy Officers
* **Comms:** send out all society email to introduce themselves
* **Beth:**to add everyone on exec to the GEP Fresher age and for everyone to add people to the page
* **Events:** to hand Comms with material so that they can advertise for fresher’s
* **Sam:** to have a meeting with all of Events to see what is happening
* **Sam:** to follow up with charities
* **CPO:**To have the first CP meeting
* **CPO:**Contact heads of CP for the dates of meetings

**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:**   * Postgrad + Paramed move in + welcome week * Weekend away * All student email * Met with charities * Updating freshers handbook * Sorted cleaning + security for Fresher’s fortnight * Emailed societies regarding Circles * Wristbands gone on sale * Did my exec report ☺ |
| **What have I got coming up in the next two weeks:**   * Clean minibuses * Finalise Freshers * Another exec report ☺ |

**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 RMH - completed * Run atraining sessions for Casino night- completed |
| What have we done since the last meeting   * Continued to book in external companies for Freshers fayre * Had over 20 meetings with societies * Took part in Freshers Move in and Freshers Fayre * Packed Freshers bags and set up a stall for various societies * Attended the first council of the year, in its entirety * Run my first exec duty * Met with Derek and ISOC as a Top 4 about Prayer room * Weekly Finance tasks * Unfreezing society accounts * Various email correspondence + supporting our societies |
| What have you got coming up in the next two weeks   * Book last minute external organisations for Freshers fayre * Clear out Henry Grey to make it available for society use again * Undergraduate Freshers fayre preparation * Continue having face-to-face meetings with societies * Start creating a timetable of all society Meet and Greets and Trials * 1st official Senate of the year * Have a pre treasurer training meeting with participation zone on the 12th * Have treasurer training on the 16th * Weekly finance tasks * End of month finance tasks for August * Learn from Ruth on how to run Rob Lowe Booking system * Get HGR cleared out * Start creating a timetable society meet and greets and trials * Meeting about treasurer training with involved members * Treasurer training on the 16th September * Prepping for Undergrad Freshers * End of month finance 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   * Postgrad + paramedic freshers * Meeting with HEFCE * planning Black History month with E&D and Campaigns * welfare handbook finished – soon to be emailed out * undergrad freshers’ planning * Organising senate/Year rep training * Introductory talk with paramedics * First consent training sessions * Started working on an SU response to the NSS * Freshers’ condom order * Helping with freshers’ advertising * Seen students |
| What have you got coming up in the next two weeks   * Meetings * Seeing students * Meeting with International officers + E&E * Undergrad freshers’ planning – final minibus use confirmation * Planning freshers fayre stand * BHM planning * SU response to NSS |

**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   * **YK:**Sort out calendar for Exec, Senate and Council * **YK:** make email for Democracy * **YK**: make e-mail for Ronald McDonald |
| What have I done since the last meeting   * Created email accounts for Democracy Ofcciers and Ronald Mcdonald * Postgrad/paramedic move-in weekend * Duty for Casino night and Meet and Greet * Mums and Dad sorting out for PA and physiotherapy * Buying food for Exec weekend away * Exec Weekend away! * Room booking council – finalising the spreadsheet and attending the meeting * Room booking for September * General room booking * Trying to fix the broken link on the room booking system |
| What have you got coming up in the next two weeks   * Organise senate meeting * Slowly process the room bookings for October and November |

**Events Officers**

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| Introduction  We are Aggie, Elisavet, Rohan and Mohib, the event's officers for this year. Our role is to organise various events throughout the year, especially the ones planned out for freshers. |
| Action points   * We have met with the previous event's officers once * We had sent apologies, Aggie could not make it to London due to a family meeting, the rest of us are internationals and thus currently not in the UK * We had sent our report on time but the secretary was unable to download it, for some reason it was not opening in her computer * Undergrad freshers is all organised now * We will all be back by the 15th of September and undergraduate freshers will be done by us, all events are already planned, unfortunately due to poor communication the top 3-4 had to make the posters for events and we apologise about that causing inconvenience |
| What have I done since the last meeting   * All events for undergraduate freshers have been finalised, * It has been decided that Charlie and the chocolate factory will be held in halls and not the SU bar as originally planned, a list with all the materials that need to be purchased for it, as well as a general outline of the event have been sent to the President and Secretary, * Tech officers have been asked to book Djs for "Back 2 school" and "Toga and tequila", * The President has booked a special Dj for the last event which will be a disco with the name "Grand finale", * We have contacted Rich from the SU bar to discuss drink deals his response was as follows:   “ A few ideas for promos   * Mon 25th “back 2 school” 2x vk £5 * Tue 26th “beer pong” ALL beer jugs £10 * Fri 29th “toga and tequila” tequila £2.50 each or 4 for £9.00 * Fri 6th of Sept (grand finale) 4 x jagerbombs £10 “ * Meet and greet theme for undergraduate fresher's was decided to be "call me maybe" after discussion with the President and Secretary |
| What have you got coming up in the next two weeks   * Purchase materials for Charlie and the chocolate factory, * Find all the decorations that we will use for each event and figure out if we need to buy anything, * Finalise drink deals, * Small posters of the undergraduate freshers' events (summative ones) are to be printed and distributed around Horton Halls, these posters could also be distributed during the freshers' fayre? |

**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 have sent out the all society email and introduced ourselves – [sucommunications@sgul.ac.uk](mailto:sucommunications@sgul.ac.uk) |
| ***What have we done since the last meeting***   * Printed barcodes for GEP fresher’s, made a note of everything that has/could potentially go wrong for Undergrad fresher’s! * Added all fresher’s onto the relevant societies they signed up for at the fayre * Replied to all the emails that we’ve received and given relevant society heads access to their webpage |
| ***What have you got coming up in the next two weeks***   * Look into why some of the barcodes at the fayre did not scan (speak with relevant person about this) * Prepare for undergrad fresher’s |

**Heritage Officers**

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| ***Introduction***  Hi everyone we are Will and Ash, your Heritage Officers for 2017/2018! We are in charge of promoting and maintaining George’s spirit throughout the year – from Wandsworth 8 to St. George’s day and of course Spiders and Cobras. |
| ***Action points***  N/A |
| ***What have we done since the last meeting***   * Continued to correspond with pubs who have agreed to do Wandsworth 8 again - still chasing up a few more * Speaking to people about stewarding for WW8 * Looked into getting copies of yearbooks from previous years to have an up to date record * Completed our Karaoke/Bar Night duty * (Will) Attended Postgraduate move in and Postgraduate Freshers Fayre * Weekend away * Attend Casino Night and hopefully select our ‘Best Dressed’ candidates of the night |
| ***What have you got coming up in the next two weeks***   * We will be attending the Heritage Group Meeting on September 21st to meet the new archivist Carly Manson * Organizing route for Wandsworth 8 * Design and order stickers for each pub for scorecards * Maybe spruce up the Heritage Board |

**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   * Received our written handover * Received a letter from Mind offering us support and resources to help with fundraising; emailed requesting resources * Met with St George’s Hospital Charity to introduce ourselves and set aims for the year * Met with Democracy officers re voting system – have agreed to do a physical system with tokens for Freshers Fair and to use the online system for the rest of the university. Democracy to show us how to use the system. * Started a list of charities to be voted on * Talked to Beth (previous RAG officer) re plans for the year and how to best go about freshers * Contacted Dr Baboonian & Gavin Taylor about hosting RAG quiz – Baboonian has confirmed, waiting on Gavin * Emailed Domino’s about free pizza for the quiz * Planned categories for the quiz questions * Emailed and visited businesses to ask for prizes for RAG raffle & quiz * Designed a poster for RAG quiz * Met with Rich who confirmed we can sell up to 200 shots at Back to School * Started working out what shots to sell, where to buy them from and pricing * Got access to the RAG Instagram account * Got down some initial ideas for RAG week – bucketeering at Waterloo, silent disco, RAG lunch (all v preliminary ideas) * Confirmed we have resources for raffle |
| What have you got coming up in the next two weeks   * Produce a list of charities from which to make a shortlist of 5 with Exec (as per our meeting with democracy) * Plan stall for undergrad freshers * Write questions for RAG quiz * Confirm prizes & food for quiz and raffle * Advertise for quiz & raffle * Finalise what we are selling as shots + pricing |

**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, Fresher’s 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  N/A |
| What have we done since the last meeting   * We have finalised the layout and content of the societies section for the Fresher’s Handbook and sent it to Sam   + Wrote a section on SGSU awards to make sure Fresher’s are more aware of awards earlier on   + Contacted Vafie about writing a small paragraph for societies that have no one running them and are “up for grabs” to anyone that is interested * Sorting out and updating handovers and other documents of societies * Chasing up handovers from societies that have yet to send them in * Organising the tables, boards and floor plan for GEP Fresher’s Fayre * Booked plugs and TVs for GEP Fresher’s Fayre with ITAV * Replying to emails * Contacted Ronald McDonald as they are a CP to introduce ourselves, answer any queries and to organise they’re Fresher’s Fayre stall and what they wanted to put in the Handbook * Had a meeting with Vafie about how we thought GEP Fresher’s Fayre went and what could be improved for Undergraduate Fresher’s Fayre * Dealing with email access for committee members for societies * Updated all the documents to make note of Saving Londoners Lives dissolution |
| What have you got coming up in the next two weeks   * Budget appeal meeting * Treasurer training meeting with Vafie and other officers in our zone * Contacting societies about their meet and greet date and times🡪 work with other officers in our zone to make timetable of when all meet and greets are so Fresher’s can easily view all meet and greets on one document * A few duties * Weekend away * Organising Undergraduate Fresher’s Fayre |

**Community Project Officers**

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| Introduction  We are Flora and Jean Claude, your community project officers for 2017-2018. Our role is to represent and support all of the community projects at SGUL and ensure there is good communication between the community projects and all students. We also want to advertise all the great work the community projects do, as well as other volunteering opportunities available to students. |
| Action points   * Contact CPs about date of CP meeting * Have first CP meeting |
| What have we done since the last meeting   * Arranged a date for the first CP meeting (14th September) * Booked a room for the first CP meeting. * Written agenda for the first CP meeting and sent it to the CPs. * Emailed external charities about coming to the CP evening. * Briefly introduced ourselves at council (well JC did (tried!)) * Sent the CPs information about vinspired in order for us to set up their accounts. * Looked into other national volunteering awards as an alternative to vinspired. * Finalised design for CP board * Responded to enquiry from someone from CLEFT charity |
| What have you got coming up in the next two weeks  • Finish the CP board (ready for undergrad freshers to see)  • Have the CP meeting  • Start posting on the CP instagram and facebook page – PLEASE LIKE/ FOLLOW J  • Get volunteer of the month applications going |

**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   * GEP Freshers: * Move in weekend * Fresher’s Fayre * Karaoke * Comedy Clubs * Casino Night * Continued with development plans * Arranged for sale of old equipment * Started arrangements for Undergrad Freshers |
| What have you got coming up in the next two weeks   * Clear AHR DJ booth * Equipment repairs * Continue planning for Undergrad Freshers * Contact John Cronin re. finishing the bar * General tidying, sorting * Start planning tech training for the year ahead |

**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  N/A |
| What have we done since the last meeting   * Meeting with Pride Soc to introduce ourselves + discuss plans for the upcoming year * A very successful Humans of George’s launch and making an accompanying * Instagram page. We’ve put our first interview up with wonderful Gabriela, please check it out J * Found volunteers to help around for Margot Turner’s World War exhibition. * Finished our consent peer tutor training * Unfortunately we’ve had a clash between ACS and Charity Week on who gets the equality and diversity wall during the month of October. Us and campaigns officers organized a meeting between representatives of charity week and ACS to come up with a possible solution + talk it out. |
| What have you got coming up in the next two weeks   * CW and ACS have been given a provisional date (7th September) to come up with a solution. We’re still working with campaigns to mediate conversations both parties have, and keep encouraging them to talk it out amongst themselves. We would really like a compromise where both sides are happy. * Looking into possibly organizing visits to the black cultural archives in Brixton and Soul exhibition in the Tate; as other potential side events happening during BHM * More Humans interviews! May form a small team because after our first post, we’ve received quite a few messages from people wanting to be involved. * Contacting more speakers for our inspiring panel event. * Waiting on ACS to inform us about Lemonade night, so we can start contacting performers |

**Environment & Ethics Officer**

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| Introduction  We are Alex and Kurush, Environment and Ethics Officers for 2017-18! Our duties include representing and promoting environmental and ethical issues; ensuring completion of accreditation schemes; representing student issues concerning SU commercial services; maintaining the allotment; and generally keeping the SU as environmentally and ethically efficient as possible. |
| Action points  None. |
| What have we done since the last meeting   * Visited the Allotment |
| What have you got coming up in the next two weeks   * Meeting Cameron to discuss handover notes * Meeting Beth as part of Representation and Student Participation zone * Complete SGUL Change form for allotment rejuvenation |

**International Officers**

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| Introduction  Hello everyone! Simi and Golnoush here. Our job is to represent and ensure the integration of all International students at George’s. We will work with the International Students Society, the SU and the International Advisory Team to achieve this. We will also be planning numerous activities throughout the year, alongside the ISS. |
| Action points  N/A |
| What have we done since the last meeting   * Met with Gaby and the ISS to discuss plans for undergraduate events with the ISS. * Multicultural Dinner: following up on some restaurant, adding some more restaurants, making some confirmations, etc. * Setting up connection with Year reps, possibly trying to arrange a meeting with those available. * Meeting with Eduardo (International Committee) on International Mobility and ERASMUS. * Postgraduate and Paramedic Move-In and Events. Been on duty for Meet and Greet (Internal) and Casino Night (and Training). |
| What have you got coming up in the next two weeks   * More Multicultural dinner. * Confirming Undergraduate Events with ISS. * Set meeting with Year Reps. * EXEC TRAINING & WEEKEND AWAY!! |

**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 external charity regarding self care week in November * Continued planning of BHM events including room bookings * Arranged and attended meeting between ACS and Charity Week * to come to a compromise over disputed E&D wall space * Created mailing list of possible volunteers for future campaigns * at GEP/Paramedic freshers’ fayre * Discussed year round consent awareness etc throughout the year * GEP/Paramedic move in |
| What have you got coming up in the next two weeks   * Undergrad freshers’ fayre * Final decision about E&D wall and subsequent * planning/constructing * Meeting with blood bank to arrange university blood drive * Meeting with ACS and E&D to finalise panel speakers, poster designs * Training and weekend away! |

**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   * been reading and reviewing the constitution * met with Charities regarding their use of the online voting system at freshers fayre for RAG charity selection. Decided the most inclusive and representative approach would be to design a form in which only 2nd years and above can vote, and allow the first year freshers to take part in a physical vote at the fayre as this is the most interactive and ensures greater voter turnout whilst still including the older years not attending the fair. * spoken to Sam regarding learning to use the online voting system. |
| What have you got coming up in the next two weeks   * Meeting with Sam to learn how to use the online voting system * Starting to create a training document for the online voting system * Sorting out an online voting form that with a selective audience for Charities |