**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. **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. **Agenda points** 
   1. Sexual consent training
   2. Disco Duty training
2. **AOB**
3. **Date of next meeting**

3rd October 2017

**Action Points:**

* **Sam:** Contact MSL training for comms and YK
* **Sam:** Contact Claire Frost
* **Yuna:** Online calendar
* **Yuna:**Website and board
* **Yuna:** Society proposal pack update
* **Yuna**: Access to student trustee e-mail
* **Yuna:** make email account or Wine and Cheese society
* **Events:** Change the dates and locations to the right ones on the Freshers posters
* **T4:** to follow up the problems in the bar regarding tech
* **Comms:** Sort the website out – updating names and banner
* **Comms:** make webpage for Wine and Cheese society
* **Interntional:** Talk to students in the US
* **Democracy:** Learn how to use the online voting system
* **Vafie:** to make budget code for Wine and Cheese
* **Socs:** file handover and constitution for Wine and Cheese Society

**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:**   * Freshers Fortnight finalising * Frehsers Handbook finalising * Circles meeting * Cleaned minibuses * Contacted MSL for comms + Yuna * SGSU comms + SGUL comms = acquainted * Did my exec report ☺ |
| **What have I got coming up in the next two weeks:**   * Student as governor training * 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 Wine and Cheese - completed |
| What have we done since the last meeting   * *Continued to book in external companies for Freshers fayre* * *Continue to meet with societies* * Weekly Finance tasks * End of month finance tasks for August * Various email correspondence + supporting our societies * Pre treasurer meeting on the 12th * Treasurer training on the 16th * *Pre-Freshers Meeting with Gill* * *Continued to deal with Rob Lowe logistical issues* * *Physically went to Rob Lowe to see whats there* * *Quick catch up meeting with CPs and Socs* |
| What have you got coming up in the next two weeks   * Clear out Henry Grey to make it available for society use again * Freshers fayre and Freshers Move in * Undergraduate Freshers duties * Continue having face-to-face meetings with societies * Created a timetable of all society Meet and Greets and Trials * Weekly finance tasks * Learn from Ruth on how to run Rob Lowe Booking system * Attend SPARC meeting * Packing Freshers bags * Various email correspondence + supporting our societies * Deadline for Budget Appeals + Match Kit * Budget Appeals Committee * Quick Catch up meetings with Sports and Heritage |

**VP (Education & Welfare)**

Not received

**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 Cheese and wine society * Online calendar (ongoing) * Website and board (ongoing) * Society proposal pack update * Access to student trustee e-mail (ongoing) |
| What have I done since the last meeting   * Created e-mail accounts for the new societies * room booking system emails * Had a successful senate meeting * Trying to sort out October and November room bookings * Printed out the description and pictures for the board for exec * Gamsat |
| What have you got coming up in the next two weeks   * Undergrad freshers and move in * putting all the minutes from senate, council and exec up on the website * organise a meeting with comms and sam and potentially Ruth/Corey * UKCAT |

**Events Officers**

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| Introduction  We are the event's officers for this year: Aggie, Elisavet, Mohib and Rohan. Our current role is to organise freshers' events (and other events throughout the year). |
| Action points     * Freshers' poster has been amended. the correct one was re-posted and advertised, while the old version that had mistakes on the dates of some events has been deleted. |
| What have we done since the last meeting   * More advertising of all freshers' events on different facebook pages via posts, pictures, links for our wristbands etc. We have also joined a freshers' group on whatsapp and advertised a lot there. * We have created events on "St George's Students' Union" for all upcoming events apart from: WW8, sports circles and their alternatives, the multicultural dinner, RAG quiz and the grand finale. * We have thought about decorations for the discos (back 2 school, toga and tequila, the grand finale) and made a list of potential decorations (to be discussed with top four). * Aggie has been sent a list of drink deals from the Manor pub |
| What have you got coming up in the next two weeks   * More advertising on social media and distributing posters at halls (also in uni if they posters are not up already). * Finalise decorations: * Check out the decorations that we have available in the SU and then buy whatever is needed (if necessary), Discuss how we will decorate for sports circles and whether we will rent photo booths for any of the discos coming up. * Meet Rich in person to confirm on the drink deals that he sent us via email (we have sent those to the Secretary and President before). |

**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 |
| What have we done since the last meeting   * *Catching up with emails* * *Sorting Rob Lowe timetable* * *Finish sports side of fresher handbook* * *Add new captains to BUCs/LUSL* * *Making a start on clearing and organising sports cupboard* |
| What have you got coming up in the next two weeks   * Finalise Rob Lowe timetable * Finish clearing sports cupboard * Make the new sports board gather current pics of sports |

**Communications Officers**

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| Introduction  We are Keshini, Louay, Alex and Sinthu, your communications officers for this year. We are an enthusiastic team that is looking forward to keeping the students up to date with the fun events and activities taking place at/outside of George’s. Our role is mainly to put together the newsletter, update the website and the app. |
| Action points   * Sort the website out – updating names and banner * Make webpage for Wine and Cheese society |
| What have we done since the last meeting   * Booked training day for MSL (will learn everything about updating website there) * Working on first newsletter – almost complete * Made webpage for new societies * Added constitutions to society pages * Arranged meeting with Top 4 to discuss contents of the App * 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   * Prepare for undergrad fresher’s * First newsletter for this academic year! * Meeting re. App with top 4 * MSL training day |

**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***  · Finalised all of the pubs for WW8  · Speaking to people about stewarding for WW8  · Designed and ordered stickers for each of the pubs for WW8  · Finalised route and designed map for WW8  · Looked into getting copies of yearbooks from previous years to have an up to date record  · Made a Heritage Facebook page for info on our events (please like it)  · Met with our zone leader |
| ***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  · Finalising stewards for WW8 and contacting heads of families with further details  · Helping at Undergraduate move in  · Speak to Rich about potentially holding a Cobras in the second week of Freshers’ - if positive we’ll make a Facebook event in time for Freshers  · Undergraduate Freshers’ Fayre  · Duties for Fresher’s Fortnight  · Selecting the top candidates for Best Dressed at the main Fresher’s events and running polls on Facebook to decide the winners!  · Wandsworth 8!  · Spruce up the Heritage Board  · Look into creating a spreadsheet of all existing/known Cobras and Spiders and their years of winning for posterity |

**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   * Shortlisted our 4 local charities (local has been defined as working in and affecting the south London area). Our charities going forward to vote are:   + Wandsworth Food Bank (https://wandsworth.foodbank.org.uk/)   + Royal Trinity Hospice (Clapham) (https://www.royaltrinityhospice.london/Pages/Category/care-at-the-hospice)   + The rainbow trust (https://rainbowtrust.org.uk/)   + Full circle (<https://www.fullcirclefund.org.uk>)   + These will be voted on using a physical (tokens and buckets) voting system at undergrad fresher’s fayre and all other years will be able to vote using an online system. * Confirmed lots of prizes for the RAG quiz and raffle. * Updated the RAG Instagram and Facebook accounts with our new logo. * Organised for the charities on the shortlist to send us freebies and leaflets to hand out at undergrad fresher’s fayre. * Planned the shots and pricing for RAG shots to be sold during back to school. As usual the bar have set the limit at 200. * Invited St Georges hospital charity to have a team at the quiz. Emailed Paula who has sent a whole staff email to invite staff to also form a team for the quiz. * Typed up summarising paragraphs for each charity to be displaced next to each bucket at the fayre and on the online system. |
| What have you got coming up in the next two weeks   * Confirm dominos or other pizza supplier for food for the quiz. * Finish writing quiz questions * Buy materials for the physical vote and meet with democracy to set up the online vote. |

**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   * File away Wine & Cheese Soc handover and constitution |
| What have we done since the last meeting   * Printed society information, arranged and updated society boards on the second-floor corridor for Special Interest, Academic, Performance, Welfare and Cultural Societies * Contacted our newest society, Wine & Cheese Soc, to introduce ourselves and offer them an opportunity to sign up for UG Fayre stall and write a handbook entry * Helped Vafie to write a small section for the handbook * Have sent updated version of Fresher’s handbook to Sam * Sent a warning email to societies which have not made contact with us since we started the role, in order to establish which societies will be ‘up for grabs’ at UG Fayre due to inactive committees. * Sorting out and updating handovers and other documents for societies * Chasing up handovers from societies that have yet to send them in * Have made a UG Fayre table plan, including plugs and boards * Replying to emails and updating mailing list, forwarded mailing list to Michelle * Had a meeting about Treasurer Training * Organised Treasurer Training slides and what we will say on the day * Attended Treasurer Training |
| What have you got coming up in the next two weeks   * Budget appeal meeting * UG Move in * Meeting about UG Fayre with Vafie * Undergrad Freshers Fayre * UG duties * 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 |

**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  None |
| What have we done since the last meeting   * Had the first CP meeting * Attended treasurer training * Emailed external charities about CP evening, three have confirmed they would like to attend * Contacted all the CPs about CP evening and started to organise the evening * Updated the security list with yoga soc people |
| What have you got coming up in the next two weeks   * Finish organising CP evening * Finish the CP board (ready for undergrad freshers to see) * Start posting on the CP instagram and facebook page * Get volunteer of the month applications going – send information out about it, make an application form, look into putting an application form on the SGSU website * vInspired and alternative funding list: send information to CPs and update info |

**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:   * Equipment sales * Ordered replacement parts for equipment * Stocked up for Freshers * Organised equipment list for finale * Assisted in stage hire for finale * Liaised with Redline re. Bar AV * Pub Quizzes |
| What have you got coming up in the next two weeks   * Clear AHR DJ booth * Equipment repairs * Continue planning for Undergrad Freshers * General tidying, sorting * Start planning tech training for the year ahead |

**Equality & Diversity Officers**

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| Introduction  Vikram Patel and Naireen Asim |
| Action points  N/A |
| What have we done since the last meeting   * A second successful Human’s of St George’s Post on Facebook and an accompanying post on Instagram. * Been in discussion with Vanessa Ho (Assistant Dean for Equality and Diversity) in regards to funding for the trip to the Black Cultural Archives. * Met with ACS and Campaigns to discuss plans for Black History Month and cement dates for the events that we plan to hold in the month. Confirmed the speaker for the Lemonade Night and looking to arrange dance performances for the event. * Been in contact with Gavin Taylor and Judith Ibison to arrange a meeting to talk about the sustainability of the consent sessions being delivered to Freshers. Both of us have attended the consent training sessions and are now able to deliver sessions. * Been in contact with LGBTQ rep at SOAS around the early stages of planning a University of London LGBTQ Forum. |
| What have you got coming up in the next two weeks   * Continuing planning of BHM events; finalising speakers for panel, working with ACS to plan what they want on the wall. * Arranging meetings with Show Directors (committees) for the upcoming year to discuss the equality and diversity pack and guidelines, within the next few months. * Meetings with Gavin Taylor (Student Centre), Tom Ana (SOAS LGBTQ rep) and Mother Bukola (Student Trustee). * Organising our Undergraduate Freshers Fayre stand and welcoming Freshers during Move In Weekend. * Our Next Humans of St George’s interviews and posts, in preparation for Freshers fortnight. |

**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. * Discussed plans for the allotment and brainstormed ideas on how to promote it. |
| What have you got coming up in the next two weeks   * Complete SGUL Change form for allotment rejuvenation * Start posting and publicising E&E related material on the Food for thought page. |

**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   * Multicultural dinner. * Had a meeting with Gaby and ISS to confirm Undergraduate Events. * IMOG Meeting. * Meeting with Paola and Sam to discuss International Integration. |
| What have you got coming up in the next two weeks   * Set meeting with Year Reps. * International Committee Meeting. * Undergraduate Freshers- Move- In and Events. * Multicultural Dinner. * More Multicultural Dinner! * …Yes, even more Multicultural Dinner! |

**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   * Finalised posters to advertise BHM events * Resolved the issue of the wall * Discussed ideas for Pride month with E&D * Finalised speakers for BHM Panel * Met with IFemSoc about Lemonade night * Met with Ka-Ming from the library for “30 people in 30 days” * Met with Blood bank representative * Discussed Consent plans for upcoming year with consent team |
| What have you got coming up in the next two weeks   * Finding a sponsor for Lemonade night * Undergrad Freshers Fayre * Advertising BHM events * Constructing “Wall of Black Excellence” with ACS and E&D * Planning Self Care Week in November |

**Democracy Officers**

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| Introduction  Hey everyone, we are Spardha and Sahana, your democracy officers for the year. We aim to keep tabs and oversee any democratic processes within the SU ensuring equality throughout. We are also in charge of implementing new measures to improve the efficiency and reliability of the voting processes in elections |
| Action points  Meet with Sam and learn to use the online voting system |
| What have we done since the last meeting   * Crossed the halfway point for reading the constitution * Met Sam and decided that an alternative third party voting website should be used for society committee elections – currently are deciding on which one is best * Discussed autumn elections with sam * Started to look at summer election demographics to try and identify the cohorts of students we need to target our election campaigns towards |
| What have you got coming up in the next two weeks   * Use the third party online voting system and create a training pack for societies * Help out during freshers * Go to council meetings (at least one of us) to introduce ourselves so people know who to contact if they feel something in the meeting has been done unfairly |