**MEETING OF SGSU EXECUTIVE – AGENDA**

**Tuesday 23rd January 2018**

**5.30pm – H2.7**

1. **Business**
   1. Apologies
   2. Minutes from the previous meeting
   3. Action Points
2. **Society Presentation**
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. **Agenda points**
2. **Date of next meeting**

6th February 2018

**Action Points:**

* Charities to meet with Beth and Sam to talk about the Risk Assessment for Mystery Night
* To meet with E+D after the meeting with Beth and Sam to talk about steering groups
* YK to make changes from previous meeting minutes

**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:**   * May Ball planning- venue + sponsorship * Appraisal meetings * Spoken with Events about event ideas * Meeting with SUMS along with Beth, reviewing counselling services * Discussions with Nicosia students regarding their experiences + addressed these at international committee meeting * St George’s Awards Admin * UH meeting * Did my exec report ☺ |
| **What have I got coming up in the next two weeks:**   * May Ball planning * Appraisal meetings * UH conference * TEF event in Leeds * Conference with other Su’s * 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 |
| What have we done since the last meeting   * *Weekly finance tasks* * *Various email correspondence + supporting our societies* * *Finished most of my appraisals* * *Started working on Sponsorships with Sam – plan put in place* * *Successfully sorted the online payment issue* * *Council* * *Meetings with societies about their finance* * *Booked next minibus test* * *Meetings with Estates & Facilities , Fran about Awards, about New stage* |
| What have you got coming up in the next two weeks   * *Weekly finance tasks* * *Various email correspondence + supporting our societies* * Finance Committee meeting * UH conference * Start sorting out timetable for new spaces in RLSC * Update RLSC exam timetable * End of month finances * SGM report |

**VP (Education & Welfare)**

**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   * Redo the minutes * Exec officer page |
| What have I done since the last meeting   * Replying to e-mails * Council meeting and successful room booking meeting * Increased office presence (gradually) |
| What have you got coming up in the next two weeks   * Minutes (exec and council) * Senate * Prepare for SGM with attendance and report stats * RAG room clear out (24th January 2018 – Had to change the date * Buy polo shirt – meet Rep officers * Mayball entertainment planning and creating groupchat with my ‘zone’ * Zone appraisal |

**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 events throughout the year. |
| Action points |
| What have we done since the last meeting   * Met with Sam to discuss plans for upcoming events (St. Pat’s, Part V etc). * Discussed that a dissertation drinks deal (for only 3rd year biomeds) might be more effective than a ‘part 3’ disco. |
| What have you got coming up in the next two weeks   * Create posters for St. Patrick’s disco and decide on drinks deals. * Make a St. Patrick’s Facebook event. * Advertise dissertation deadline drinks deals. * Appraisals. |

**Sports Officers**

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| **Introduction:**  Hi! We’re Alan, Nathan and Tasha, Sports Officers for 2017/18. Our role sees us as the first point of contact for sports in the Student’s Union. Our main responsibilities include overseeing teams participation in LUSL and BUCS leagues as well as coordinating the use of Rob Lowe Sports facilities. Other aspects of our role include our position on sports committees and organizing Fresher’s sports trials |
| **Action Points:** N/A |
| **What have we done since the last meeting:**   * Council * Emails * Fixtures |
| **What have we got coming up in the next two weeks:**   * The usual * Rob Lowe timetabling * Sports heritage |

**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:** |
| **What have I done since the last meeting:**  \*   Up to date with all emails   \*   Sent out the newsletter   \*  Uploaded new constitutions   \* Created webpage for Midwifery and Indian soc   \*  Advertised awards |
| **What have I got coming up in the next two weeks:**   * Get in touch with Appsoft to review App progress   \*   Continue replying to emails   \*   Newsletter |

**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***  · Date for spiders |
| ***What have you got coming up in the next two weeks***  · Spiders |

**Charities Officers**

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| **Introduction:**  We are Luke, Hannah, Jack & Aditi 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:**  none |
| **What have I done since the last meeting:**   * • Planned out RAG week (W/c 12th February) * • Vafie has counted our last TFL collection - £234 * • Released advertising, video and posters for mystery night out * (16th Feb) * • Met with Sam about plans for RAG week * • Met with Vafie about jailbreak * • Spoken to Kenton and Rich about RAG week events – Bar FTSE confirmed * • Continued advertising Mystery Night Out – only 15 spaces left |
| **What have I got coming up in the next two weeks:**   * • Produce ‘what is RAG?’ poster to publish around uni. * • Start the rets of the advertsing fro RAG week * • Keep planning RAG week * • Bucketeering at stations to be decided |

**Societies Officers**

**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 |
| What have we done since the last meeting   * Had second CP meeting with those who didn’t attend last term * Discussed CP refreshers event with CPs. Decided wouldn’t work this year but can pass on info to next years CPOs. * Set date for CP cupboard tidy/ clean out * Emailed CPs with the vInsprired information to get details to make their pages |
| What have you got coming up in the next two weeks   * Get details from CPs to make their vInspired pages * Help global health advertise global health forum * Finish getting descriptions from all CPs for the CP board and website * Finish volunteer of the month could be you poster * Finish getting presentations from CP evening from Cps to put on website * Draft ideas for a community projects achievement event/gallery * Advertise what the CPs have been doing and any upcoming events on Facebook and Instagram |

**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:   * More clearing, tidying and sorting :) * Musical script readthrough / meetings * Tooting Show meetings * Seasonal Party for SGUL Staff * Staging meeting with Vafie, TAD, Fashion Show and Musical * Organisation for Paul Sinah’s Comedy Reunion (Alumni) * Fixed Rich’s glasses (again) * Council (re: Music Room) |
| What have you got coming up in the next two weeks   * Paul Sinah’s Comedy Reunion * Ordering new equipment * Second staging meeting, assisting with staging purchase |

**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   * Meet with Rep Officers (Hopefully done by the time of this meeting!) |
| What have we done since the last meeting   * Fixing interfaith week around mid-February, we’ve started to help promote KC Soc’s interfaith discussion and poll around social media and in the newsletter. More events to follow. * Pride have sent us a list of amazing events they’ve been planning. Currently we’re focusing the wall, where every week a panel will be put up under the overarching theme of 'definition'. They’ve asked for student input and as of now collecting student answers on questions such as what gender roles mean to them. * Attending BME archive group meetings with the GEPS, gathering information from that end for the wall too if need be. * Appraisals |
| What have you got coming up in the next two weeks   * For March, we’re hoping to include a panel on the wall focusing on local woman. Margot gave us a list of some interesting features, and we’ve also been provided research from IFemsoc. We’re looking into meeting up with campaigns in the next couple of weeks to plan out how to build the remaining part of the wall up. * We are also looking into the logistics of working together with Ifem and Margot Turner to do famous women of tooting lunch time walk around March * Working together with campaigns to promote PRIDE events all around soon as posters are ready, and just support them wherever need be. * Finishing off Interfaith Week * Getting Tooting Show Script |

**Environment & Ethics Officer**

**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 I done since the last meeting   * Boat party plans! * Preparing schemes for Boat party advertising for February, in conjunction with end of 1st and 2nd year exams and the Chinese New Year. * Planning the Chinese New Year Meal in February. * International Committee Meeting on the 15th Jan 2018. * Meeting with ISS, International Advisory Team and East Asian Society on 17th Jan 2018. * INTO Allocation process 2019 document vetting. * International Welfare. |
| What have you got coming up in the next two weeks   * Boat party advertising and sales, website, social media and table stands, till February 2nd (EARLY BIRDS SOLD OUT!) * Planning the Chinese New Year Meal on 20th Feb 2018. * International campaigns for the New Year e.g. International Mother Language day (perhaps in conjunction with Language Society), etc. * Meeting with ISS and International Advisory Team on 24th Jan 2018. * INTO Allocation process 2019. * International Welfare. * Appraisals and Six month reports. |

**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   * Appraisals * Spoken to Beth about Campaigns timetable between now and Easter * Continued communication with Pride and E&D |
| What have you got coming up in the next two weeks   * Meeting with E&D to discuss IFem women’s day wall * Supporting Pride and E&D with LGBT History Month |

**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 |
| What have we done since the last meeting   * Planning our approach for Use your SU Campaign * Planning summer elections campaign * Reading the constitution to review some societies election processes. |
| What have you got coming up in the next two weeks   * Continue planning ‘Use your SU’ campaign * Continue planning summer elections * Developing a strategy to deal with societal election issues |