**MEETING OF SGSU EXECUTIVE – AGENDA**

**Tuesday 9th 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**

23rd January 2018

**Action Points:**

**YK** : Re-do minutes from last meeting to change errors

**YK + Comms** : Sort to update ‘elected officer’ page

**Reps** : Sort to update year rep page and board

**YK + BA + VS** : Change your photos on your emails

**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:**   * MMI Presentations * Tidying SU Office * Annual leave + X-mas break * Demo of new potential SGUL App * Meetings with E&F + Vafie for freeing up of RLSC space – cardio room 1 + free weights room * Meeting with Fusion (our CCTV company) regarding upgrades * Meetings with Charities officers re RAG * Met Aileen O’Brien + Angela Kubacki regarding concerns about cheating in MMI’s * Did my exec report ☺ |
| **What have I got coming up in the next two weeks:**   * May Ball planning * Meeting with Events officers to discuss plans + ideas * Appraisals meetings * 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   * *VPF + SA email update* * *End of December finance tasks* * *Try to work out online payment issue on website* * *Counted and cashed money from discos, charity week, etc.* * *Specific roombooking until the 21st December* * *Clear-out of offices* * *Review society finances* * *CHRISTMAS HOLIDAYS* |
| What have you got coming up in the next two month   * *Weekly finance tasks* * *Various email correspondence + supporting our societies* * *Refocus on RLSC* * *Focus on Mayball with rest of top 4* * *Start working on Sponsorship booklet* * *Start reviewing/working on my mid-term goals* * *VPF + SA email update* * *Still trying to work out online payment issue on website* * *Appraisals* * *Start calling in some societies to speak about their finances*. |

**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   * Re-do minutes from last meeting to change errors * Sort to update ‘elected officer’ page * Change your photos on your emails |
| What have I done since the last meeting   * Replying to e-mails * Room bookings for December and January * Council spreadsheet * Had a good holiday |
| What have you got coming up in the next two weeks   * Minutes * Senate * Council * RAG room clear out (17th January 2018) * Room booking e-mail reminder * Buy polo shirt * Mayball * 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 upcoming events. * Decorated the SU for Christmas disco. * Christmas disco duty. |
| What have you got coming up in the next two weeks   * Planning for St. Patrick’s Day disco. * Make poster for St. Pat’s disco + start advertising. * May ball committee. |

**Sports Officers**

**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 first newsletter of 2018 * Uploaded new constitutions |
| **What have I got coming up in the next two weeks:**   * Meeting with App-soft to see progress of App (still waiting for them to reply) * 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***  · Met with zone leader  · Updated the Heritage board with photos of Best Dressed winners so far  · Attended Christmas Disco and took photos of candidates for Dressed  · Looked into prices for tankards for those that do both Spiders and Cobras in the same year  · Thinking of ways to advertise/reward non-drinking Spiders and Cobras (Dryders and Sobras) to increase student engagement - maybe a different coloured tie?  · Filled out our Exec Appraisals |
| ***What have you got coming up in the next two weeks***  · Keep updating the board with Best Dressed winners - Will is going to post the pics for Christmas Disco Best Dressed asap, holidays have been busy  · Start looking into dates for Spiders and Cobras, talk to Rich/Kenton about them  · Contacting previous Heritage Officers to chase up shirt orders from previous years - not very responsive so will probably have to order shirts for last years winners as well as this years’  · Gauge interest in tankards for those who do Spiders and Cobras in the same year - Facebook poll?  · Meet with Vafie following our Exec Appraisals |

**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:**   * Took George the Dragon to the paediatrics Christmas party. * Planned out RAG week (W/c 12th February) * Got our TFL bucketeering licence! * Released advertising, video and posters for mystery night out (16th Feb) * Met with Sam about plans for RAG week * Spoken to Kenton and Rich about RAG week events |
| **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**

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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   * Working on advertising posters for awards promotion * Emailed/ messaged people for more quotes for awards promotion * Replying to emails * Created a fb page for presidents and slowly adding the 2017/2018 presidents who did not request to access the group after initial email * Liaising with people about Socs up for Grabs |
| What have you got coming up in the next two weeks   * Council * Making awards promo and posters * Releasing awards promo * Continue building on Presidents FB page * File away constitutions/ handovers * Continue working on Socs up for Grabs |

**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   * Send a reminder to the CPs that did not come to the second meeting to meet with us at the substitute meeting * Emailed the CP's asking about how they'd feel about a re-freshers event * Been on Christmas break |
| What have you got coming up in the next two weeks   * Get details from CPs to make their vInspired pages * Have catch up meeting * Get venue for the CP refreshers event * 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:   * IMBE Staff Christmas Drinks * Principal's Mince Pies and Christmas Raffle * Clinical Genetics Christmas Party * St George's Theatre Recovery Christmas Party * GMB Trade Union Christmas Party * Cleared, tidied and sorted Monkton booth * Organisation for Seasonal Party * Issues with storage of equipment for Radiosoc * Had a break from Tech! |
| What have you got coming up in the next two weeks   * More clearing, tidying and sorting :) * Musical script readthrough / meetings * Tooting Show meetings * Seasonal Party for SGUL Staff * Organisation for Paul Sinah’s Comedy Reunion (Alumni) |

**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   * Going through Cabaret Script * Contacted representation officers for a steering group meeting |
| What have you got coming up in the next two weeks   * Going over final wall plans and features IFEM and PRIDE want to include on the wall, ordering relevant art supplies together with campaigns. * Reaching out to ARTsoc and any other volunteers who would like to help with wall construction * Helping Sarah Lasoye, who’s planning a Trans-Health fundraiser which we’d like to incorporate in PRIDE. * Discussing a final schedule of events for PRIDE with Campaigns and PRIDE committee. * Meeting Beth so we can finalise our interfaith week list of events. Many societies have mentioned they would like to have Interfaith Week some time after January exams, so we’re trying to come up with a good date. * Getting Tooting Show script and watching rehearsals * Watching Cabaret rehearsals |

**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   * Started preparing for green impact award * Looked at the possibility of more bike storage |
| What have you got coming up in the next two weeks   * Continue preparing for green impact * Speak to estates and uni about more bike storage - get funding * Advertise clothes bank in the new year |

**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***   * Boat party plans! * IMOG Meeting on the 9th Jan 2018. * USMLE Information and FAQ Booklet. * International Welfare. * INTO Allocation process 2019 document vetting. |
| ***What have you got coming up in the next two weeks***   * 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 campaigns for the New Year e.g. International Mother Language day (perhaps in conjunction with Language Society), etc. * International Committee Meeting on the 15th Jan 2018. * INTO Allocation process 2019 document vetting. * International Welfare. |

**Representation Officers**

**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   * A well-deserved Holiday |
| What have you got coming up in the next two weeks   * Meeting with LGBT Society and IfemSoc to finalise plans for Pride month * Completing bid for Self-Care Grant * Discussing Anti-Islamophobia Campaign * Initial Ideas for Mental Health Awareness Week |

**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   * Working on a document to detail our role for future democracy officers * Started planning our approach for Use your SU Campaign * Started planning summer elections campaign |
| What have you got coming up in the next two weeks   * Continue planning Use your SU campaign * Continue planning summer elections * Continue working on document for future officers * Developing a method for people to contact us if they have SU problems |