**MEETING OF SGSU EXECUTIVE – AGENDA**

**Tuesday 28th November 2017**

**5.30pm – JPLT**

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

12th December 2017

**Action Points:**

1. Tech meet with Vafie
2. E+D meeti with Bethany to catch up on the legacy meeting
3. Vafie to do finance for Dent and maxillofacial society
4. Socities to file constitution for Dent and MAxfax
5. Yuna make e-mail for Dent and Maxfax

**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:**   * MFQCR meeting with students + Derek (E&F) * Education Day * May Ball plans * Prevent Training * Strategy survey * Digital services review meeting – printing etc. * SGSU Council * SGUL Council * Student Trustee meeting * Student Experience Action Group- what questions to put in NSS * Did my exec report ☺ |
| **What have I got coming up in the next two weeks:**   * Research Day planning * More May Ball * More strategy * X-mas disco prep * 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 Costcenter - completed * Create Summary of Freshers Fortnight Finances - ongoing |
| What have we done since the last meeting   * *Continue to meet with societies + students* * *Weekly Finance tasks* * *Various email correspondence + supporting our societies* * *SU Strategy Survey* * *Council* * *MFQCR Meeting* * *Cancelled Minibus test* * 2 instances of fire marshalling * MFQCR meeting * *Organised date to meet with people for inactive societies* * *Helping with society/gradball sponsorships* * *Meeting with shows about combo tickets* * *Diwali Show Afterparty* * *Update RLSC Booking form* * *Handover meeting with Gabriella and Representation officers* |
| What have you got coming up in the next two weeks   * *Continue to meet with societies + students* * Weekly finance tasks * Various email correspondence + supporting our societies * End of month finance tasks * *Continue to manage RLSC* * Continue helping with Roombooking issues * Start working on Sponsorship booklet * Meeting of Partcipation zone on how to proper recognise and advertise society achievments. * Meeting with Socs for Awards Evening * Fashion Show Afterparty * Attend Intersoc ball, Ronald McDonal Charol and Revue to show SU support * Start reviewing/working on my mid-term goals * Review all society finances over Christmas |

**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   * Self care week * BSL Course * Seeing students * May Ball Planning * Exec Christmas social planning * SU Strategy Survey * NSS progress * Starting to plan mental wellness week for the new year * Starting to plan interfaith week * Staring to plan LGBT+ History Month * Prevent Training * SLS Bookings * Seeing students * Organised some training! |
| What have you got coming up in the next two weeks   * Meetings * BSL Course * May Ball planning * More campaigns planning for new year * Meetings with zone * Seeing students * Submitting business case |

**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 MSF society * Create Email accounts for Midwifery society * Look up polo shirts * Send e-mails of new society |
| What have I done since the last meeting   * Created e-mail accounts for new societies * Council meeting * University challenge finalising * Minutes * University challenge audition organisation * Finalising room booking clashes * Replying to e-mails * Block booking February and March * Started the spreadsheet for show season |
| What have you got coming up in the next two weeks   * Minutes * Senate * RAG room clear out * Buy polo shirt * Start Mayball planning |

**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   * Booked the photobooth for Christmas disco (same company as last time but using a better backdrop). * Designed the snapchat filter. * Decided on a purple Christmas pitcher for £9 and 4 J-bombs for £10. * Spoken to Tech about a snow machine. * Spoken to Charities about possibly using an ice luge for RAG shots. |
| What have you got coming up in the next two weeks   * ‘8 days of Christmas’ advertising for the disco. We will reveal one exciting piece of info about the disco each day on the facebook page e.g. drinks deals, ice luge etc. * Speak to Charities about ice luge. * Decorate!!!!! |

**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 I done since the last meeting:**   * Fixtures * Email admin * Attended UH Sports Night in order to build stronger and closer relationtions with members of different university teams. |
| **What have I got coming up in the next two weeks:**   * The usual * See how the allotment is coming along |

**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:**   * Launch the app at an exec meeting – will present the App at the upcoming meeting |
| **What have I done since the last meeting:**   * • Newsletter * • Had a meeting where we discussed and designed the App * • Replied to emails * • Constitutions * • Advertised all event on the website * • Done subs * • Given access to society members |
| **What have I got coming up in the next two weeks:**   * • Putting together the App! * • Newsletter |

**Heritage Officers**

**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  N/A |
| What have I done since the last meeting   * Had a RAG meeting * Finalised proposed dates for RAG week (W/C 12th Feb) * Applied for a TfL bucketeering licence * Begun planning our mystery event for RAG week * Contacted other universities’ unions asking how they run their ‘mystery events’ * Booked a cake sale for 7th Dec by Hunter (all help/cake gratefully received xx) * Spoken to Events re using their vodka luge for Christmas Disco * Emailed sports teams re RAG fundraising competition * Found our volunteers list from freshers * Emailed heritage about Man O Man – (how do we do it without Szarko) |
| What have you got coming up in the next two weeks   * Advertise volunteering opportunities with our charities * Make RAG info poster – advertising what RAG is, who we’re supporting etc * Follow up re bucketeering licence * Christmas disco shots * Keep researching options for a trophy/potential sponsorship * Meet with Vafie re Jailbreak * Visit the allotment |

**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   * Replying to emails * Assisting newly formed societies * Continued to file constitutions * Confirmed and compiled a list of societies which are no longer active to advertise them for others to take them up 🡪 “societies up for grabs” * Attended council and made an announcement about “societies up for grabs” * Been in correspondence with individuals who are interest in the “societies up for grabs” so we can meet all parties interested in each separate society to answer any questions they may have * Continued to advice people on forming new societies * Pushing people to fill out the Strategy Survey * Met with members of a committee who were expressing issues they had with the society * Contacted Midwifery Society and Friends of MSF about consititutions |
| What have you got coming up in the next two weeks   * Replying to emails * Assisting newly formed societies * Continue to file constitutions * Continue to advice people on forming new societies * Meeting with participation zone about advertising society achievements |

**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  N/A |
| What have we done since the last meeting   * Had second CP meeting * Sent alternative funding list to the CPs * Volunteer of the month been advertised in newsletter and nomination form is on website * Responding to emails |
| What have you got coming up in the next two weeks   * Get details from CPs to make their vInspired pages * Finish getting descriptions from all CPs for the CP board and website * Advertise volunteer of the month more, get put on the digital boards * Finish getting presentations from CP evening from Cps to put on website * 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  None |
| What have we done in the last 2 weeks   * Diwali show 5 rehearsals and 3 shows * Diwali show after party * Fashion show 3 rehearsals * Programming for Diwali show * Programming for Fashion show * University challenge * Training to use the new sound desk |
| What do we have coming up in the next 2 weeks   * Fashion show 1 rehearsal and 2 performances * Revue 3 rehearsals and 3 shows * Paediatric soc quiz * Midwifery soc Christmas party * Fashion show after party * Christmas Disco |

**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   * Sat through Diwali Show rehearsals and read script * Contacting societies and organizing meetings for Interfaith Week; as an opportunity to brainstorm ideas. * Quick catch-up with campaigns officers, talking to them about Femsoc and Pride plans for wall in February. * Meeting with Margot Turner about a BME archive group being started by a few GEPS. We’re hoping to incorporate the work they do with the Pride and FemSoc wall, for example the wall can feature achievements of black women in pride. |
| What have we got coming up in the next two weeks   * Sitting through Fashion Show rehearsal * Sitting through revue rehearsal and reading their script * Organizing a second meeting with Pride + FemSoc + Campaigns for an update on the wall. * Meeting with religious societies for Interfaith Week. |

**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 we done since the last meeting   * Think up international campaigns, perhaps in collaboration with relevant societies and groups. * Welfare plans for International students with Beth. * International Christmas Lunch and Secret Santa on the 28th. * INTO USMLE Student’s meeting on the 15th. * Boat Party. |
| What have you got coming up in the next two weeks   * Meeting with Beth. * International Christmas Lunch and Secret Santa on the 28th. * INTO USMLE T-year meeting on the 28th. * Negotiating with Boat party company. * Sort out international events in collaboration with BIAS UK and ISS. |

**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   * Self-Care Week * Breakfast at halls * Zumba * Food outside library * Run for Fun |
| What have you got coming up in the next two weeks   * Planning Aids Awareness campaign (in December) * Applying for Self-Care grant for future self-care initiatives * Meet with E&D and PrideSoc to organise LGBT campaign early next year * Holiday! |

**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   * Analysed the voter demographics to plan a campaign for summer elections * Marked areas of low voter turnout to target * Started trying to figure out why these cohorts aren’t voting * Helped getting people to do the surveys outside the library * Been in contact with some students from less well represented cohorts to ask what they think of SU and what problems they have faced regarding electoral processes and the elections |
| What have you got coming up in the next two weeks   * Organise with Sam when to learn MSL * Planning our campaign to increase student awareness of our role |