**MEETING OF SGSU EXECUTIVE – AGENDA**

**Tuesday 31st October 2017**

**5.30pm – H2.8**

1. **Business**
   1. Apologies
   2. Minutes from the previous meeting
   3. Action Points
2. **Society Presentation**
   1. Canadian Society
   2. India Society
   3. Dent and MaxFax 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**
2. **Date of next meeting**

19th September 2017

**Action Points:**

1. Vafie: upload the Budget for Freshers by the end of this month
2. Vafie: make the budget coding for MedTech
3. Yuna: Email address for MedTech
4. Yuna: Update the Exec members on the website
5. Events: Talk to comms about putting up poster on the digital screen for advertisement
6. Comms: Upload all the new society constitutions on the website
7. CPO: To sort out the Ronald McDonald problem on the website
8. Democracies: Meet with campaigns
9. Democracies: (ongoing) learn how to use voting system

**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:**   * Elections – advertisement posters, advertisement emails, admin, lecture shout outs * May ball committee arranged * Halloween Disco * Council Meeting * Bar bookings plan * Canvas roll out – plans on how to get students feedback * Did my exec report ☺ |
| **What have I got coming up in the next two weeks:**   * More elections work * Education Day planning with Beth * TEF 3 face to face event – to find out more about timings, requirement, process of TEF 3 * 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 cost center for Medteck * Send Event Budgets to events * Create Summary of Freshers Forthnight Finances |
| What have we done since the last meeting   * *Continue to meet with societies* * Weekly Finance tasks * Various email correspondence + supporting our societies * Finance Apprentice Interviews * Updated Budgets sents out and Budget Tracker uploaded * Started counting Charity Week, Freshers Finale and Haloween Disco * *SU going to start paying DJ* * *Continued to help with some Roombooking issues* * *Had first successful Council* |
| What have you got coming up in the next two weeks   * Some face to face meeting with Treasurers * Weekly finance tasks * Start looking at potential Sponsorship for balls * Various email correspondence + supporting our societies * Continue helping with Roombooking issues * Start looking at dates for next Minibus tests * Organise a session on how to enter and leave our carpark with minibus * Start working on Sponsorship booklet * Organise a date for meeting to decide how to proper recognise and advertise society achievments. * Rob Lowe Meeting with students to deal with internal issues * Meeting with Matt Bull, Derek Bannister, Gill to discuss full rights of stakeholders concering RLSC * Meeting with socs and tech about management of music room * End of month October finance tasks * SGUL Finance meeting * First Trustee Board Meeting |

**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 I done since the last meeting:**   * BHM * MEntal health comedy night * BSL course organising * Business case for wellbeing project * MFCQR * SLS bookings * Seeing students * Year rep training |
| **What have I got coming up in the next two weeks:**   * BSL course * Business case * Seeing students * Senate * Working with Jane Saffell * Meeting with Helen from finance * Meeting with Alice from careers |

**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 MedTech * Update Exec description on website |
| What have I done since the last meeting   * Created e-mail accounts for MedTech * Council agenda * Minutes * Halloween Circles and Disco Duty * Met with comms * Contacted Appsoft Soc * Sorting out room booking clashes * Working with Vafie to have a very clear room booking guide * E-mails |
| What have you got coming up in the next two weeks   * Senate * council minutes * e-mails * Room booking |

**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   * We contacted Michelle about putting posters on the new electronic display boards, which she did and information about Halloween disco was put in the newsletter by Comms officers. |
| What have we done since the last meeting   * Requested an invoice for the photobooth for Halloween and gave this to Vafie to order – since then we have been in contact with the company to confirm the times they are attending. * Designed a snapchat filter for the Halloween Disco which will be active from 7pm-3am on the night of the Halloween disco. * Been in contact with the Art society about free face-painting for the freshers in Halls on the 27th, we have also bought paint and brushes for them to use. * Bought all the decorations for the Halloween disco. * Designed drinks deals posters and face-painting posters. * Put posters up around university and advertised for Halloween almost every day on social media. |
| What have you got coming up in the next two weeks   * Review how Halloween went and how we can improve things for Christmas disco, as well as how to improve turnout. * Get Christmas posters made ASAP so we can start advertising early. * Start brainstorming decoration ideas for the Christmas disco. |

**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 organise 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  N/A |
| What have we done since the last meeting   * Checking on the availability of different venues for fixtures * Continue checking fixtures for proposed changes * Continue arranging fixture times, venues, kit colour * Continue responding to numerous sports inquiry emails * Send out weekly fixture lists to all BUCS and LUSL universities * Update contact details for every university’s Sports Officer/Coordinator in the BUCS and LUSL leagues * Follow-up proposal for sports heritage items to be more prominent in the SU bar * Put up the Rob Lowe timetable |
| What have you got coming up in the next two weeks   * Continue checking fixtures for proposed changes * Continue arranging fixture times, venues, kit colour * Continue responding to numerous sports inquiry emails |

**Communications Officers**

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| Introduction  We are Keshini, Louay, Alex and Sinthu, your communications offic-ers 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   * Upload all the new society constitutions on the website |
| What have we done since the last meeting   * Newsletters * Added constitutions to relevant society pages * Updated subs for the relevant sports clubs * Updated the website with new events * Given further admin access * Emailed Appsoft about collaborating with them on the new app |
| What have you got coming up in the next two weeks  • Meeting with Appsoft to discuss the app |

**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 to discuss events before Christmas* * *Updated the heritage board with winners of best dressed this year* * *Halloween circles duty* * *Halloween circles best dressed* |
| What have you got coming up in the next two weeks   * *Promoting Halloween themed archive day* * *Meeting with archivist to discuss what we can do to help her out and how to get more students involved* |

**Charities Officers**

Not received

**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   * File handover for Med Tech |
| What have we done since the last meeting   * Penalised societies that left their stall in mess at fresher’s fayre * Replying to emails and enquiries * Sorting out email access to societies * Replying to people who are interested in taking over societies which are up for grabs * Emailed comms with information to update on SGSU website * Cross checked and confirmed with people who need confirmation of participation * Updated mailing list * Confirm handover information with societies * Offered advice about council * Offered advice about starting up a society |
| What have you got coming up in the next two weeks   * Replying to emails * Council * Meeting with Vafie and Tech officers about music room |

**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   * Set date for second CP meeting, emailed agenda to CPs, booked room * Sent volunteer of the month application form to comms to be put on website * Started getting info from CPs to update board and website * Getting all presentations from CP evening to put on website |
| What have you got coming up in the next two weeks   * Finish the CP board * Get details from CPs to make their vInspired pages * Have second CP meeting * Finish getting descriptions from all CPs and presentations from CP evening to put on website * Get started with giving info on alternative funding list to CPs * Let all students know about volunteer of the month and how to nominate someone |

**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 in the last 2 weeks   * + 24 hour musical (41 hours awake!)   + Lemonade Night   + Halloween Disco   + Tech training sessions   + Athena Swan Conference   + Day to day running of the office   + External event – comedy night   + Quiz night   + TAD rehearsal   + Music room meeting   + Council meeting   + Meetings with Diwali Show   + Diwali Show quotes and equipment |
| What do we have coming up in the next 2 weeks   * TAD – (5 rehearsals and 2 performances) * Quiz nights * Meetings with Diwali * Meeting with Fashion Show * Meeting with Musical * Installing equipment for Diwali Show |

**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   * BHM * Helped put up The Lemonade Project, it was a good success! Thank you from all of us to Vafie for hosting + Gabriela for the great photos ☺ * Working together with Book Club, Campaigns Officers and the Library for the My Name is Leon Event. * Helping come up with some discussion questions for the “Growing up Black” panel. * Promotion of events around Facebook, getting in contact with media officers to have it in the newsletter. * Sending Margot details about BHM so it can be passed onto uni comms. * Sat through 24hr Musical * Almost finished with performance societies signing our E&D pack |
| What have you got coming up in the next two weeks   * Going through TADsoc script and sitting through rehearsals * Meeting with Judith, Margot, Gavin for Legacy Planning |

**Environment & Ethics Officer**

Not received

**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   * Set meeting with all Year Reps. * Survey for students, administered by year reps, especially for former ‘INTO’ students. * Meeting with ISS and Gaby. * International Lunch on the 18th. |
| What have you got coming up in the next two weeks   * Survey for students, administered by year reps, especially for former ‘INTO’ students (already done by YR 2). * Think up international campaigns, perhaps in collaboration with relevant societies and groups. * Start planning Boat Party. |

**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   * Organised and promoted BHM events with E&D * Ensured the smooth running of Lemonade Night. * Hosted our final BHM event on Friday * Last week of “30 in 30” inspiring black people on screens around uni * Met with Beth regarding Self-Care week and our plans * Discussing World AIDs day campaign/fundraising * Met with Democracy |
| What have you got coming up in the next two weeks   * Finalising Self-Care week (13th – 17th November) * Starting Self-Care week promotion * Going to halls with democracy to encourage voting * Setting up area outside library for voting * Campaigns Snapchat giveaway! |

**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   * Autumn Elections Advertising week, made a facebook event, invited everyone * Spammed all the groups we are in * Nominations Week, lecture shout outs for a variety of groups * Identified positions that remain * Messaging current year reps of underrepresented groups * Met with Campaigns to discuss advertising strategies for voting week of Autumn Elections |
| What have you got coming up in the next two weeks   * Campaigns Week and Voting week for Autumn Elections * Going to Halls during Voting to encourage people to vote * Sitting outside the library with computers to encourage people to vote. |