**MEETING OF SGSU EXECUTIVE – AGENDA**

**Tuesday 17th October 2017**

**5.30pm – JPLT**

1. **Business**
	1. Apologies
	2. Minutes from the previous meeting
	3. Action Points
2. **Society Presentations**
	1. MedTech
	2. Somali Society
	3. MSF
	4. Canadian Students 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. Technical Officers constitutional changes
	2. Mayball
	3. Freshers
	4. RAG room
2. **AOB**
3. **Date of next meeting**

31st October 2017

**Action Points:**

**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.
* Freshers Handbook
* App brainstorming with comms
* Undergrad open day
* MFQCR meetings
* Kit run review
* SGUL Awards admin
* Set up elections
* Did my exec report ☺
 |
| **What have I got coming up in the next two weeks:** * More elections admin
* Halloween Disco organising
* Set up May ball committee
* Visit the allotment
* Another exec report ☺
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**VP (Finance & Student Activities)**

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| IntroductionHello 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* *Continue to meet with societies*
* Weekly Finance tasks
* Started end of month finance tasks for September
* Various email correspondence + supporting our societies
* Meetings with people interested in forming societies
* Freshers fayre and Freshers Move in
* Undergraduate Freshers duties
* Counted and cashed money from Freshers
* *Finished Rob Lowe timetable and created a Booking form for external users*
* *Budget Appeal and Match kit applications looked at and decisions made*
* *Attended SPARC, Finance, SUCS and meetings on MFCQR amongst others*
* *Quick catch up meeting with Heritage and Sports*
* *Helped with some Roombooking issues*
 |
| What have you got coming up in the next two weeks* Some face to face meeting with Treasurers
* Weekly finance tasks
* Complete end of month finances
* Start looking at potrential Sponsorship for balls
* Various email correspondence + supporting our societies
* Continue helping with Roombooking issues
* Finance Apprentice Interviews
* 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.
* Council !!
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**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 * FRESHERS
* Seeing students
* BHM with ACS, Campaigns + E&D
* Contacted university communications to get BHM advertised to staff and the trust
* Lliasing with members of trust staff to plan a mental health comedy night (19th October)
* Organising suicide awareness training
* Organising BSL course for paramedics, hoping to make this a regular course which will be open to applications from all students
* Met with Jane Saffell to set a timeline for staff & student lliason groups and starting to prepare an SU response to the NSS
* Met with Jack from marketing to work on new scholarship package and
* Writing a business case for alumni funding to launch a new welfare project
* Communicating with academics interested in wellbeing to join and take part in welfare project
* Attended Athena Swan event
* Met with E&E to discuss ‘use the stairs’ initiative and SU clothes bank, as well as starting to think about allotment plans
* Helping Lea with website redevelopment project
* Met with the counsellors
* Written a “library reminder” sheet for the library to remind students about no food/low noise etc in the library
* MFCQR meetings with Sam & Vafie- making sure students are kept up to date
* SLS bookings
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| What have you got coming up in the next two weeks * More BHM events
* More students
* BSL course organising
* Working with Jane Saffell
* Submitting business case for new welfare project
* MFCQR
* Meeting International Officers
* Working with year reps to advertise elections
* Year rep training
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**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 * Exec board
* Access the Trustee board
* Online calendar
 |
| What have I done since the last meeting * Sorting out room bookings
* Putting rooms into the system
* MSL training in Warwick with comms
* Freshers duty
* Move in
* Made Halloween poster
* Helping events with Halloween
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| What have you got coming up in the next two weeks * Continuing with Room bookings and sorting out clashes
* start with Mayball planning
* Halloween prep
* Halloween Disco Duty
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**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 * Talked to Rich about drink deals for Halloween, agreed on a Halloween pitcher for 9 pounds and 4 jagerbombs for 10 pounds.
* Created a facebook event for the Halloween disco and invited people.
* Decided on the decorations we want to purchase and compared their prizes on different sites online, deciding that amazon prime is the cheapest option.
* Requested and received quotes for a photobooth, as well as a snapchat filter and found the best deals (cheapest).
 |
| What have you got coming up in the next two weeks * Design a poster for the Halloween drink deals and advertise the event (Halloween disco) further.
* Order the decorations, after we have a meeting with Sam to explain our ideas and get approval.
* Book the photobooth.
* Create the snapchat filter
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**Sports Officers**

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| IntroductionNatasha, 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 * 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
 |
| What have we done since the last meeting * Finalised Rob Lowe timetable \*cue applause\*
* Made a new Sports Board (on display outside SU)
* More meetings with Will for more in-depth Sports officer training
* Ensured all teams were entered for the correct BUCS and LUSL leagues for the coming year
* In-depth discussion with SGUL Basketball President about upcoming fixtures
* Attended University of London Athletics social event to see if the newly-founded SGHAC has scope to compete with local athletes
* Proposal to bring back certain items of sports heritage to a visible space in the SU bar
* Visited the allotment to de-stress from all the emails
 |
| What have you got coming up in the next two weeks * 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
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**Communications Officers**

No Report received

**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. We also decide who’s the best dressed at SU events so keep an eye out for us! |
| ***Action points***· N/A |
| ***What have we done since the last meeting***· WW8· Back to School, Toga ‘ best dressed awards’ · Duty· WW8 ‘best dressed’  |
| ***What have you got coming up in the next two weeks***· Thinking about spiders and cobras· Go and see the archives· Promote the upcoming Halloween inspired archive day · Add photos of Best dressed to heritage board! |

**Charities Officers**

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| IntroductionWe 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 pointsN/A |
| What have we done since the last meeting* Shortlisted our charities.
* Hosted a vote for our local charity at undergrad freshers fayre and a stall outside the library for other years to vote.
* Sold out of RAG shots at back to school which made a profit of £310
* Hosted a successful RAG quiz with a bigger than expected turn out.
* Sorted organisation for the raffle and have begun selling tickets in the bar and outside the library.
* Met with Sam to plan the next few months
 |
| What have you got coming up in the next two weeks* Organise bucketeering licences for TFL
* Meet with Vafie about jailbreak
* Announce winning charity from vote
* RAG shots at Halloween disco
* Produce a plan with fundraising targets for the rest of the year.
* Email RAG officers from other London unis about the prospect of a joint event in RAG week.
* Follow up sign ups from freshers fayre for RAG volunteers
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**Societies Officers**

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| IntroductionHi 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 pointsN/A |
| What have we done since the last meeting* UG Move in
* Made a mailing list for societies on our Socs email to make sending emails easier
* Meeting about UG Fayre with Vafie
* Finalising UG plans for boards, plugs, printing signs and maps
* Sending out confirmation email with table numbers for UG Fayre
* Contacting societies about their meet and greet dates and times🡪 made a calendar for Vafie, which was released at the Fayre
* Undergraduate Freshers Fayre
* Emailed societies which left a mess at Fayre to tell them that they might be penalised
* UG Freshers Fortnight duties
* Getting updated constitutions from societies post Council
* Answering society queries about booking library stall for bake sales
* Talking to potential new societies and arranging meetings to discuss the process, including Indian Soc, Doctors without Borders, Disability Soc
* Budget appeals meeting
* Replying to emails and enquiries
* Sorting out email access to societies
* Sending relevant committee information to incoming freshers
* Sent email about photoshoot opportunities for societies from SGUL Media team
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| What have you got coming up in the next two weeks* Replying to emails
* Council
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**Community Project Officers**

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| IntroductionWe 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 pointsNone |
| What have we done since the last meeting* Freshers duties
* Planned CP evening
* Had CP evening: 13 projects presented (3 external organisations), 65 attended
* Sent info and application form for volunteer of the month to CPs
 |
| What have you got coming up in the next two weeks* Finish the CP board
* Send CPs vInspired information
* Get CPs to send up descriptions to update website
* Get volunteer of the month application form put on website and let everyone know about it
* Set date for second CP meeting
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**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 PointsCurrently none. |
| What we have done in the past 2 weeks* + Freshers fortnight
		- Move in weekend
		- Meet and Greet disco
		- Fresher's fayre
		- Back 2 Skool
		- Sports Circles
		- Toga and Tequila
		- Rag quiz
		- Freshers finale 8:30am - 3:00am
* Stage construction
* Speaker set up
* Lighting design
* Monitor Engineer
* Live lighting
* Pack up
	+ Cleared AHR Disco booth
	+ Revue tech rehearsal and performance
	+ Open Mic Night
	+ Pub Quiz
	+ Set up Tech Instagram
	+ General tiding and sorting
	+ Planned tech training sessions
	+ Contacted performance societies about tech for their shows
	+ Equipment repairs
	+ Managed to get some sleep
 |
| What do we have coming up in the next 2 weeks* + 24 hour musical
	+ Lemonade Night
	+ Halloween Disco
	+ Tech training sessions
	+ Meet with ISOC to talk about charity week
	+ Athena Swan Conference
	+ Day to day running of the office
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**Equality & Diversity Officers**

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| IntroductionHey 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 pointsNone |
| What have we done since the last meeting* BHM Planning
* Helped with wall designing
* Promotion of events around Facebook.
* Confirming speaker and performances for the lemonade project.
* Drawing out rough schedules for our Growing up Black Panel and The Lemonade Project with Campaigns officers.
* Met up with a couple of performance societies so they can sign in our E&D pack
 |
| What have you got coming up in the next two weeks* More BHM promotion
* Meeting up with more performance societies so they can sign the E&D pack
* Sitting through a run-through of 24hr musical
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**Environment & Ethics Officer**

No report 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 * Freshers Fortnight
* Crushed the Multicultural Dinner #whoop (How do you think it went?)
 |
| What have you got coming up in the next two weeks * 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.
* Think up international campaigns, perhaps in collaboration with relevant societies and groups.
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**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
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| What have we done since the last meeting * Stall at fresher’s fayre
* Organised and promoted BHM events with E&D
* Updated Campaigns Facebook page and used Snapchat for promotion
* Made and distributed BHM posters
* “30 in 30” inspiring black people on screens around uni
* Helped with construction of BHM “Wall of Black Excellence”
* Discussion about self-care week
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| What have you got coming up in the next two weeks * Attending/running BHM events
* Lemonade night rehearsal/run through
* Organising self-care week
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**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 * Finished reading the constitution
* Met Sam and to discuss advertising strategies for Autumn Elections
* Made a list of year reps to contact to help in targeting subgroups not voting
* Started to look at summer election demographics to try and identify the cohorts of students we need to target our election campaigns towards
* Made posters for autumn elections
* Had a great freshers!
 |
| What have you got coming up in the next two weeks * Advertising Week for Autumn Elections
* Go to council meetings (at least one of us) to act as a point of contact if people feel something in the meeting has been done unfairly or against the constitution/wants to challenge the chair.
 |