**MEETING OF SGSU EXECUTIVE – AGENDA**

**Tuesday 4th September 2018**

**5.30pm – J1.1**

1. **Business**
   1. Apologies
   2. Minutes from the previous meeting
   3. Action Points
2. **Society Presentations**
   1. Eastern European Society
3. **Reports**
   1. President
   2. VP (Finance & Student Activities)
   3. VP (Education & Welfare)
   4. General Secretary
   5. Events Officers
   6. Sports Officers
   7. Heritage Officers
   8. Charities Officers
   9. Societies Officers
   10. Community Project Officers
   11. Equality & Diversity Officers
   12. Environment & Ethics Officer
   13. International Officers
   14. Representation Officers
   15. Campaigns Officers
   16. Democracy officers

1. **Agenda points** 
   1. President’s leave and plans for cover
   2. President’s Inaugural email
   3. Top 4 Email Accounts
2. **AOB**
3. **Date of next meeting**

18th September 2018

**Reports**

**President**

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| **Introduction:**  Hi, my name is Muhammad Omar Hijazi and I’m the Students’ Union President for 2018-2019. 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. It is a responsibility and duty which I take very seriously, and one which I have a lot of passion for. Should there ever be anything to discuss, any cause for concern or any form of feedback, please feel free to contact me via email, phone or by meeting with me in my office. |
| **Action Points:** N/A |
| **What have I done since the last meeting:**   * Met with Democracy officers regarding targets for the rest of the year. Plans for evaluating social media channels, working with university communications team, setting up introduction videos for exec members for freshers and discussing potential events. * Top 4 (plus trustee Mark) met creating initial strategy of targets and goals to achieve by the end of the year. Some of the areas discussed include future of games room, heritage, student mental health, app and website development (plus how they can be better utilised for student engagement i.e. surveys), and student experience in general. * Meeting with Alumni team regarding funding, events such as career conferences which encourage alumni involvement, ideas for promoting heritage around campus (i.e. games room) and plans for future. * Meeting with members of joint faculty team (Professor of Mental Health and Nursing) regarding upcoming events with which student union can collaborate, help with outreach to student. * Planning move in with post graduate move in with Halls team, introducing some plans for undergrad freshers week to get clearance. * Sorting through initial merchandise batch. * Admin work * Away on leave! |
| **What have I got coming up in the next two weeks:**   * Annual leave * Meeting tech officers for tech office future. * Meeting charities * Freshers Handbook * Undergrad freshers * Catch up with everything missed |

**VP Finance & Student Activities**

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| **Introduction:** Hello everyone my name is Will Morrell and I am the Vice President for Finance and Student Activities this year. A large part of my role is dealing with budgets and accounts of the charity branch of SGSU, this involves helping our clubs, societies and community projects stay on top of their finances as well as the day to day paying of invoices and bills. I also manage the music room, the two minibuses and the Rob Lowe sports centre. My zone contains Societies, Sports, Community Projects and Heritage Officers. If you have any questions or need any help with anything please just pop by the office or email me at vpfinance@su.sgul.ac.uk |
| **Action Points:**   * Make Integrative Medicine Society budget code * Make Labour Society budget code |
| **What have I done since the last meeting:**   * Postgrad + paramed halls move in weekend * Postgrad + paramed freshers fayre * Booked the minibus test and started taking applications * Finished uploading annual budget onto single pivot document and sent out to all students * Sent out information for bidding form, budget appeals, and treasurer training * Set up new charity card machine for use at discos, wristband sales at move in and for paying for music room/rob lowe memberships * Met with review to discuss show in freshers * BUCs and LUSL meeting about change to a league * Training day for those on duty at casino night * Postgrad + paramed freshers week duties * First room booking council * Rob Lowe external bookings and music room memberships |
| **What have I got coming up in the next two weeks:**   * Undergrad freshers planning * Ordering decorations * Minibus test * Treasurer training * Block booking sports hall for exam use * Continue to get external bookings for undergraduate freshers fayre and book tables for that * Meeting Mark from BUCS for a training day in the new LUSL management platform, Playwaze * Zone meetings * Booking tables for undergrad freshers * Ordering more merchandise to put in bags * Counting money made from postgrad events |

**VP Education & Welfare**

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| **Introduction:** My name is Annabel and I am your VP Education and Welfare. I’m here to help you enjoy your time at University by supporting you through any hardships you might face, making your wellbeing my priority and making sure everyone is aware of the advice and support available. In my role I will also be overseeing Senate, a platform where all Year Reps from all courses can raise your concerns to the senior officers of the SU. I operate as a point of contact for any academic appeals you want to make throughout your time here at Georges. |
| **Action Points:**   1. Get previous E&E to write a handover. |
| **What have I done since the last meeting:**   * Met with International Officer, discussed budget and plans for multicultural dinner, discussed plans for rest of year. * Met with Environment and Ethics officers to discuss fresher leaflets and set deadline, discussed plan for the rest of the year. * Had a basic tech lesson with Ethan, did the tech set-up (alongside will) for meet and greet, karaoke & beer pong, pub quiz and casino night. * Set date for E&D meet up * Seen students regarding academic procedure, edited statements ect * Met with Jane Saffel (Alongside representation officers) to discuss plans for senate. * Postgraduate fresher organisation including advertising and set-up * Undergraduate fresher’s including plans and advertising * Trained consent and bystander awareness trainers * Filled postgraduate fresher bags * GEP/paramed move-in |
| **What have I got coming up in the next two weeks:**   * Set date for senate training * Finish writing welfare handbook * Finalise plans for undergraduate freshers’ * Finalise plans for weekend away * Start researching a Transgender student policy * Finalise a date for senate training. * Fresher’s fair stand plans and advertisement * Meet with campaigns about Black History month, and meet with SGUL staff about joint film event |

**General Secretary**

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| **Introduction:**  Hi everyone, I’m Nick and I am the SU’s General Secretary for 2018-19!  As “GenSec” it is my job to coordinate room bookings, minute all meetings of the union, oversee the executive “Communications Zone” and be the contact point for all general queries and questions relating to the SU.  I am also a Senior Officer of the Union, alongside the President and 2 VP’s, together we oversee the running of the SU and make any important decisions with the help of the executive committee and student body. I am also a trustee, which means I sit on the Trustee Board, which is the highest governing body of the Union, where we oversee the strategic direction of the SU and make sure the decisions we are making are the best for the SU’s future!  Alongside all of this I am also a full time student currently in T year, so please bear in mind I won’t always be in the office or near my emails, but I will do my best to get back to you as quickly as possible.  If you have any questions about anything to do with the SU please don’t hesitate to email me or pop into the office, it’s what I’m here for! |
| **Action Points:** Create Webpages and Email Addresses for new societies |
| **What have I done since the last meeting:**   * Created email addresses for the 2 new societies (Labour Soc and Integrative Medicine) – yet to make webpages as waiting for VP Finance to create finance codes * Uploaded new society constitutions to websites * Room-booking council, went surprisingly smoothly * Strategy meeting with Sabbs, COO and Student Trustees * Halls Move-in * First duty – Mums & Dads * General Admin * Project Managing Consent and Bystander Awareness Fresher Training |
| **What have I got coming up in the next two weeks:**   * Rebooking all rooms under the societies they are now allocated to * Undergrad Fresher’s planning |

**Events Officers**

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| **Introduction:** Hi! We are Amy, Amrita and Amelia. As this year’s Events Officers, our job is to plan, advertise and execute all major events for the student body. We aim to improve on previous years’ work and make events even more inclusive and enjoyable for everyone. We would love to hear recommendations and feedback for new events and old, as well as how well our advertising is reaching all students. |
| **Action Points:** N/A |
| **What have I done since the last meeting:**   * Graduate and Paramedic Freshers week!   + Meet and Greet at The Selkirk   + Meet and Greet at SU bar   + Beer pong and Karaoke – general feedback from freshers that it was a fun night!   + Mums and Dads   + Pub Quiz – we had a great turnout for this event! At least 15 teams participated   + Casino night – tonight! * Starting posters for Undergraduate Freshers * Sourcing decorations for Undergrad Freshers * Discussed with Will and Annabel Freshers wristbands and advertising them * Chasing Red Bull for the Freshers Finale event |
| **What have I got coming up in the next two weeks:**   * Finalising plans for Undergrad Freshers * Start advertising for Freshers Fortnight on social media * Start buying decorations * Meet with Omar to review what we have done once he is back from annual leave (13th Sept) |

**Sports Officers**

No Report Received

**Heritage Officers**

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| **Introduction: Hi we’re Craig and Nathan your Heritage Officers for 2018/2019. It is our job to keep the history and traditions of St George’s alive and encourage the pride to be at a part of our uni.** |
| **Action Points:** N/A |
| **What have we done since the last meeting:**   * Walked the route of WW8 * Met with the pubs in person to confirm dates and times with their calendars * Start to email confirm with the 7 pubs |
| **What have we got coming up in the next two weeks:**   * Finalise location and plans for last pub * Finish getting the email confirmations for the pubs * Finish updating the heritage board |

**Charities Officers**

No Report Received

**Societies Officer**

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| **Introduction:** |
| **Action Points:** N/A |
| **What have I done since the last meeting:**   * Finished floor plan and sorted IT booking requests * Ran a successful Postgraduate Fresher’s Fayre * Gotten rid of the ‘shopping list’ idea – we felt it was not efficient or well understood by students and societies and that subscribing to mailing lists on the SU website is an easier way to run things. * Reiterated the fine for leaving a mess at the fayre * Learned how to edit the SU webpages and how to upload constitutions * Met with Democracy Officers to film our exec piece * Sent out an email to all students regarding the deadline for freshers fayre forms |
| **What have I got coming up in the next two weeks:**   * Planning UG Fresher’s Fayre and making the floor plan into an excel document to send out to all societies the week before the fayre * Enforcing the litter fine * Helping a few new societies (and prospective ones) get set up * Ensuring all IT bookings are made in advance and a record is kept of them to avoid any issues * Sorting out the societies pages on the SU website * Looking at the possibility of introducing a compulsory welfare officer for each sports club * Looking at reorganising the constitution folders and the society boards on the second floor after freshers is done. |

**Community Project Officer**

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| **Introduction:** Our focuses over the past two weeks and for the future is to gain a comprehensive list of CP head emails/contacts, having a discussion with the CP heads as well as planning for CP Evening |
| **Action Points:** N/A |
| **What have I done since the last meeting:**   * Made a list of all available (active) community projects in SGSU and started contacting them (with great difficulty). |
| **What have I got coming up in the next two weeks:**   * We are still trying to contact all heads of CP in order to arrange a meeting for the CP evening + plans for the rest of the year (may require assistance with) * Sorting out details of CP Evening time + location + date |

**Equality & Diversity**

Report Received Late

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| **Introduction:**  Hello everybody we are Jan and Ramat and we are your Equality and Diversity officers! As we have both been active members of the St Georges community, we are keen to further develop our skills whilst serving you, our fellow students, via the student body. Through this role, we hope to be considerate and inclusive of every individual at St George’s regardless of their background, religion, sexual orientation and gender. |
| **Action Points:** N/A |
| **What have I done since the last meeting:**   * Arranged a meeting with Annabelle to discuss our Plans for the year * Invited ACS to a meeting with campaigns to discuss BHM plans * Answered our email questions |
| **What have I got coming up in the next two weeks:**   * Democracy video/ photos * Meeting with Annabelle * Meeting with ACS + Campaigns * Sending out an introductory email to performance societies, welfare and religious societies with a google doc inviting them for a meeting with us * Advertising BHM events with Campaigns |

**Environment & Ethics Officers**

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| **Introduction:**  We are Rowan and Olivia and we are your Environment and Ethics Officers 2018/19! E+E is about engaging with you, the students, and the wider George’s community on environmental issues and ethical topics, and inspiring debate and change. We will be working toward improving the SU’s green impact, encouraging eco-friendly and mindful purchasing, and raising awareness to help everyone reduce, reuse and recycle. We hope to spark debate throughout the year on ethical topics, both in and outside of healthcare, and encourage thought on topics from all angles. Most importantly, we want to drive individual and institutional change for the better! We also help run the University Allotment, which is open to all staff and students to enjoy. |
| **Action points:** None |
| **What have we done since the last meeting:**   * Started posting recipes * Meeting with Annabel * Been in contact with Victoria (from the Wandsworth environment council) about air quality * Exec duty |
| **What have we got coming up in the next two weeks:**   * More freshers planning * Carry on posting recipes * Setting up a meeting with Victoria and Rachel (Wandsworth council) about air quality and how to engage students in this issue * Taking over the allotment – meeting with Harry and Laine |

**International Officers**

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| Hello everyone! Simi and Manasvi 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:** |
| * Meeting with Annabel * Meeting with Gaby and Elizabeth (International Staff) * Reaching out to new International Year reps and ISS committee * Brainstormed how to reach out to GEPS, US and Nicosia students * Sorted out event collaboration with the ISS for undergraduate freshers including tours and freshers packs * Multicultural dinner basics: bar booking, minibus booking and begun restaurant hunt. |
| **What have you got coming up in the next two weeks:** |
| * Finalising undergraduate freshers plans including Freshers fayre booth, involving Enroly and potentially Host UK * Continue new calendar plans involving the international dinners, panels and talks * Enroly meeting * Continue Multicultural dinner restaurant hunt. |

**Representation Officers**

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| We are Han and Sadik your Representation Officers for 2018-19. It is our job to ensure all students at George’s feel represented by the Student’s Union. We attend all SU meetings and are the communication between students, senate, council and Exec.  Repressentation@su.sgul.ac.uk |
| **What have we done since the Exec last meeting?** |
| * Met with Bel and Jane Saffel about plans for senate training and working with the uni to represent students. * Ran a successful GEP mums and dads evening- complete with birth certificates for the 1st year GEPs (thanks bel) * Met with Chris Baker the Paramedic course director to discuss plans for representing paramedics especially those on the in-service programme. * Helped pack freshers bags and helped events with making a poster template. * Collated all the info for the senate board * GEP move in weekend and Duties |
| **What have we got coming up in the next two weeks?** |
| * Do the senate board * Meeting PHD reps * Meeting with Kingston SU * Planning for undergrad mums and dads * Organising senate training day and social afterwards |
| **Report from SENATE**  We haven’t yet met with Senate, first meeting TBC. |
| **Report from COUNCIL**  The last council meeting (Tuesday 28th) was room booking. There were no agenda points for the meeting so there is nothing to report. A relevant summery of the last exec meeting was given to those present. |

**Campaigns Officers**

No Report Received

**Democracy Officer**

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| **Introduction:** Hey! We're Corey and Sinthiya, and we are your democracy officers! We've both been at George's for what feels like an eternity. During our time here, we've both been heavily involved within the SU in various capacities. However, as your democracy officers we hope to increase engagement with democratic processes, helping you understand how the SU works and how you can get involved! We will also be working on the democratic review this year and hopefully streamlining our constitution. |
| **Action Points:** N/A |
| **What have we done since the last meeting:**   * Met with Omar * Update about the position of the democracy review * Started filming for the advertising project (Thank you to all those who have picked a time / filmed so far) * Sinthiya helped at graduate move in * Freshers’ Duty |
| **What have we got coming up in the next two weeks**   * Continue to film /photograph executive teams (PLEASE SIGN UP!) * Social media strategy for fresher’s * Start thinking about Autumn election engagement * Think about a marketing strategy to improve democratic engagement from societies. * Push forward the democratic review process. |