**MEETING OF SGSU EXECUTIVE – AGENDA**

**Tuesday 18th September 2018**

**5.30pm – H2.8**

1. **Business**
   1. Apologies
   2. Minutes from the previous meeting
   3. Action Points
2. **Society Presentations**
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. Trustee Report
2. **AOB**
3. **Date of next meeting**

2nd October 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:**   * Have a catch up with Top 3 for freshers plans and updates from meetings * Remake duty rota * Plan further WW8 with Heritage, still trying to explore how to accommodate issues with the length and location of last few pubs in route * Catch up with Events for freshers, update any action points and orders to place * Arrange Circles meetings with delegates * Meet with Alumni regarding future ideas, i.e. events and issues expressed regarding funding and where funding goes, also discussions of future delegation process * Discussion with estates for Recovery Brunch, setting up |
| **What have I got coming up in the next two weeks:**   * Freshers weeks * Organizing cleaning for events * Arranging floor plans and delegations for duties * Confirming WW8 set up and route * Meetings with society heads * Following up on contacts from “Speed Dating” |

**Vice President (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 finance codes for new societies |
| **What have I done since the last meeting:**   * Updating online subs for new year * Ordering supplies for freshers events * Set up some mics for a PA event * Ran the minibus test, everyone passed * Dealt with lots of budget queries and have started taking budget appeals and bidding forms * Started to make treasurer training slides and presentation * Ordered freshers t-shirts, wristbands, and more bottles * Met with Matt Bull to discuss potential of opening up the old fixed weights room in the Rob Lowe * Set up my Barclays.net account * Attended first halls management meeting * Organised for the minibus to be cleaned before freshers move in * Interviewing for COO maternity cover * Organised free KIND bars for freshers fayre with a competition involving the charity calm * Lots of freshers planning * Booked tables, boards and tvs for freshers fayre |
| **What have I got coming up in the next two weeks:**   * Finance committee for budget appeals and bidding forms * Meeting sports clubs with Rich and Kenton to discuss plans for circles and setting a seating plan * Meeting with Red Bull * FRESHERS |

**Vice President (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:** |
| **What have I done since the last meeting:**   * Set date for senate training – started to plan senate training day * Planned for undergraduate freshers’- advertised, made fresher wrist bands, made the to-do-lists * Finished writing Welfare handbook * Seen students regarding academic procedure and welfare issues. * Met with careers to discuss plans for this year and education day and Study +. * Sat on various committee meetings (e.g. UMBEC, ESSC) to represent the student body. * Started planning BHM with campaigns * Started planning ‘Switch on.’ Campaign alongside campaigns officers * Taught consent training to Exec * Made and ordered pronoun badges for freshers’ stall |
| **What have I got coming up in the next two weeks:**   * Further planning of BHM * Start to write a new harassment policy for the SU alongside the COO * Undergraduate Freshers’ Week * Format and print Welfare Handbook * Counselling team meeting * Athena Swan SAT Meeting |

**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:** N/A |
| **What have I done since the last meeting:**   * Created websites and email accounts for all new societies (Eastern European Kingdom, Wilderness and Extreme medicine society) * Room bookings * Emails * Passed on details of Freshers’ events to joint faculty staff * Reviewed prospectus for university communications teams |
| **What have I got coming up in the next two weeks:**   * Freshers’ Fortnight * Reallocating block bookings to societies * Emails * Room bookings |

**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:**   * Finished posters for Undergraduate Freshers * Sourcing decorations for Undergrad Freshers * Uploaded all Freshers Fortnight events on the SGSU Events Facebook page * Met with Red Bull to discuss the Freshers’ Finale event – we are planning a Tropical party! * Had a meeting with UH Medgroup to discuss the revival of 999 – considering hosting it at SGSU * Met with Omar to review GEP Freshers and plans for Undergrad Freshers |
| **What have I got coming up in the next two weeks:**   * Finalising plans for Undergrad Freshers * Meeting with Red Bull again to finalise Tropical party plans * Post on Instagram about events * Buying and making decorations * Freshers’ Fortnight! |

**Sports Officers**

**Charities Officers**

**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 a part of our uni. |
| **Action Points:** N/A |
| **What have we done since the last meeting:**   * Finalised 8 pubs for WW8 including the 8th! * Continued email confirmations |
| **What have we got coming up in the next two weeks:**   * Meet family heads and advertise the event/new route * Final email confirmations * Finish updating heritage board * Arrange democracy filming |

**Societies Officers**

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| **Introduction:** |
| **Action Points:** N/A |
| **What have I done since the last meeting:**   * Stopped taking requests for UG Fresher’s Fayre. * Made a list of societies and external companies attending * Counted how many tables, pin boards and plugs we need. * Started to make the floor plan on excel. * Sorted out a GDPR compliant Google form for societies to take m numbers on. |
| **What have I got coming up in the next two weeks:**   * Finishing floor plan and emailing societies with times etc. * Ordering in pin boards if it turns out we need them for the external companies. * Undergraduate Fresher’s Fayre. * Exec duties for Fresher’s Fortnight. * Uploading new societies constitutions. |

**Community Project Officers**

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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:** N/A |
| **What have I done since the last meeting:**   * Created websites and email accounts for all new societies (Eastern European Kingdom, Wilderness and Extreme medicine society) * Room bookings * Emails * Passed on details of Freshers’ events to joint faculty staff * Reviewed prospectus for university comms teams |
| **What have I got coming up in the next two weeks:**   * Freshers’ Fortnight * Reallocating block bookings to societies |

**Equality & Diversity Officers**

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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 we done since the last meeting:**   * Democracy pictures for freshers * Meeting with Annabelle * Introductory email to welfare and religious groups with a google doc inviting them for a meeting with us * Introductory email to performance societies with the show pack and reminder to invite us to a screening of their show as soon as possible before performance dates * Attended Diversity and Inclusion Working Group meeting * Planned BHM events with campaigns and ACS * Began wall plans with a group of students |
| **What have we got coming up in the next two weeks:**   * Begin advertising BHM events * Finalise and execute wall plans * Support ISOC with their side of the wall * Meeting with SPACE to discuss family friendly events * Meeting with other religious and welfare groups as per our google doc * Freshers Fortnight – move in and duties |

**Environment & Ethics Officers**

**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:** |
| * Finalising undergraduate freshers plans * Continue new calendar plans involving the international dinners, panels and talks * IMOG meeting * Enroly meeting: sponsorship contract signing * Continue Multicultural dinner restaurant hunt |
| **What have we got coming up in the next two weeks:** |
| * Undergraduate Freshers * Freshers fayre involving Enroly and potentially Host UK * International Welcome Lunch and Q&A Panel * Finalising International Welcome weekend plans and packs with the ISS * Continue Multicultural dinner restaurant hunt (Secured some donations already) * Multicultural dinner basics: bar booking, decorations, drinks, chafing dishes and food warmers booking and advertising |

**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.  Representation@su.sgul.ac.uk |
| **What have we done since the Exec last meeting?** |
| * Set a date for and helping Bel organise the senate training day and social * Emails * Contacted registry for cohort lists so we can start sending them out to second year reps * Helped SPACE with a query regarding first year admins |
| **What have we got coming up in the next two weeks?** |
| * Do the senate board * Meeting with Kingston SU (depending on who comes to the meeting) * Emailing relevant second year reps about mums and dads * Receiving cohort lists from registry * Senate training day and social |
| **Report from SENATE**  We haven’t yet met with Senate, first meeting TBC. |
| **Report from COUNCIL**  The last council meeting (Tuesday 28/08) 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**

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| **Introduction:** |
| **Action Points:** N/A |
| **What have I done since the last meeting:**   * Met with E+D officers and ACS to organise plans for BHM * Made posters for BHM * Made posters for Mental Health Campaign to go in the toilets * Made an Instagram account and now have access to Facebook account – sorted them out * Emailed about the black panther movie night * Emailed LGBTsoc and asked them if any Afro-Caribbean members want to sit on the panel for BHM |
| **What have I got coming up in the next two weeks:**   * Organising podcast and emailing more people to ask if they want to be on the panel for it * Working out tech for Afro-Caribbean arts night * Meeting Bel and making plans for mental health campaign |

**Democracy Officers**

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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:**   * Continued to film / created advertisement posted. However, due to poor engagement from most of the executive teams or people cancelling last minute and wasting our time, we have decided to cancel this idea. There is not point releasing this content with only ¼ of exec and zero top 4 content. * Generating ideas for autumn election engagement. * Emailed Gill about an update on the proposed democratic review meeting. |
| **What have we got coming up in the next two weeks**   * Social media strategy for fresher’s * Start thinking about Autumn election engagement * Think about a marketing strategy to improve democratic engagement from societies. * Continue to push forward the democratic review process. * Move in weekend / Freshers’ Fortnight |