**St. George’s Students’ Union**

Meeting of the Executive I



MINUTES

09/08/2016

*H2.7/8*

1. **Business**
   1. Apologies
   2. Minutes from the previous meeting
   3. Matters arising
   4. AOB
2. **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
3. **Students’ Union Issues**
4. Year Plan
5. Move in
6. Freshers
7. Weekend away
8. SU clear out
9. Strategic plan
10. **AOB**
11. **Important Dates**

Postgraduate Freshers: 27th August – 2nd September

Exec training and weekend away: 3rd-4th September

Undergraduate move in: 17th- 18th September

Undergraduate Freshers: 17th – 30th September

1. **Date of next meeting**

Tuesday 23rd August 2016 – New Society Meeting

**Apologies**

Avin Philip

Chantal Liu

Joe Clark

Naomi Melamed

Na’im Merchant

Lucy Chapman

Lucy Jones

Cerys Bladen

Ruben Thumbadoo

Lorna Chapman

Jess McNaughton

Ash Sithirapathy

Yuna Kishimoto

Shalu James

Vikram Patel

Bethany Agnew

Anya Brown

**Present**

|  |  |  |
| --- | --- | --- |
| Corey Briffa | President | CBr |
| Ishaan Bhide | VP F & SA | IB |
| Tanisha Amin | VP E&W | TA |
| Francesca Harris | General Secretary | FH |
| Michael Lee | Chair | ML |
| Mustafa Dashti | CP Officer | MD |
| Vafie Sheriff | CP Officer | VS |
| Sunil Singh | Representation Officer | SS |
| Gabriela Barzyk | Representation Officer | GB |
| Will Morrell | Sports Officer | WM |
| Oliver Ryan | Sports Officer | OR |
| Saeed Azizi | Student Trustee | SA |
| Naireen Asim | Charities Officer | NA |
| Anshaal Chawdhery | Charities Officer | AC |
| Jeremy Teo | Events Officer | JT |
| Eesha Tripathi | Charities Officer | ET |
| Khadija Stone | E&D Officer | KS |
| Ruth Varney | Communications Officer | RV |
| Sarah Hill | Communications Officer | SH |
| Bukola Ogunjinmi | International Officer | BO |
| Ethan Osborn | Technical Officer | EO |

**Minutes from previous meeting – 28/06/16**

**PASSED** by simple majority

**Action Points**

**From February:**

AWE to find out if we can use SGUL on social media with regards to Freshers' Advertising. **DONE**

**From March:**

Societies and Webmasters to meet about online forms for locker keys and handover forms. **ONGOING**

Ruth to contact IT about streamlining email addresses **DONE**

**From April:**

AWE to find the boat party float form and sort the finances for it **DONE**

**From the last meeting;**

AWE to create cost centre for AIDS Orphan **DONE**

VP Education and Welfare Elect to bring the Pantomime to SU Council as a standing item in 2016/17 to safeguard societies' interest **ONGOING**

**Reports**

**President**

|  |
| --- |
| **Introduction:**  Hi there my names Corey Briffa and I’m the Students’ Union President for 2016-2017. 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 runnings of the Students’ Union. As always my door is always open so please pop in and say hello if you any queries or issues you would like to raise with me directly. |
| **Action Points:** N/A |
| **What have I done since the last meeting:**   * Handover period with Steven * Attended various meetings in the last couple of weeks to get up to scratch. * Working with Michelle, Alice and Ishaan to maintain relations with Eddie’s café. * Talked to SGUL communications * Talked to popcorn outdoors to secure some advertisement screens for the union. * Presented at an undergraduate open day (Prospective students) * Got the ball rolling on a quote for extra storage space + games room redevelopment * Met with NUS contact * Started creating the Freshers’ Handbook * Order new security cameras for the bar. * Worked with Kenton and Rich to apply for a new bar licence / increase venue capacity * Met with all my zone! – Given them deadlines + things to do * Helped move the office around * Looked into a number of commercial ventures for the student’s union |
| **What have I got coming up in the next two weeks:**   * Fresher’s Handbook finalisation * Ensure my zone are on track for Fresher’s launch * Push advertisement sales * Begin thinking about the strategic plan for the union (I like everyone’s input) * Bar training / licensing training * Rise-up disco |

CBr gave verbal summary of the report.

EO: As tech we have had to install a new sound limiter for the SU as the new license doesn’t allow us to go over 100dB, otherwise our sound equipment cuts out. We are going to run a sound check but just to warn you that people may complain that discos are quieter this year. We have a limiter that we will set to stop DJs going over the limit and causing the sound to cut out.

ML: What was original disco capacity and will there be any changed to how the bars will function?

CBr: 650 was capacity. Cobbs Bar will be more efficient and there will be more card machines.

EO: AHR as alternative venue is something I’d like to look at is there a possible way we could sell alcohol in there as we have movable tap heads or is that not under our license.

CBr: It’s fine in terms of the license but I would refrain from doing so as primarily it’s a dance room. We would also like to move the sick room from the office to the AHR due to health and safety.

EO: Could we look at swapping that to HGR and using AHR as alternative and alternative music room?

CBr: We can look into it and see if there is demand for a bigger room.

**VP Finance and Student Activities**

|  |
| --- |
| Introduction  Hello everyone, my name is Ishaan Bhide 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  None previously |
| What have we done since the last meeting   * I have been working with Alice, the previous VP, and having my handover period, getting to grips with the day to day operational activities the role involves. I have also had induction this week and met with university staff that I will be working closely with this year. * Learning how to do payment runs/process claims forms * I have taken over answering all general queries for people interested in setting up societies and general procedural inquiries. * I have been working with to Michelle to send out advertisement packs and confirming bookings so that external companies want to have a stall and give us money. * Got in touch with my zone via facebook. |
| What have you got coming up in the next two weeks   * Continue Treasurer Training – work with zone on our presentations/ask comms team to begin working on advertising it * Begin to think about minibus tests and booking the first batch * Work on learning how to code invoices for Agresso- which is the payments software we use * Investigate stage – find out about any quotes/contacts they may have had. * Have an official meeting with my zone and do a review of roles and set out tasks for the upcoming freshers madness. |

IB gave a verbal summary of report.

PASSED by simple majority

**VP Education and Welfare**

|  |
| --- |
| Introduction  Hello I’m Tanisha, it’s my job to represent the students at all academic meetings with the University and look out for the welfare of the student body to ensure that you are able to make the most of your time here at St. George’s! I also provide a free condom service for all students. Anyone is welcome to my office for a cup of tea and a confidential chat, without having to arrange a meeting in advance, as I have an open door policy. Whether you have an academic, health, emotional or financial problem, I can offer some advice and point you towards the most helpful service available. So please feel welcome to come and say hello, sometimes a listening ear is all you need! |
| Action points |
| What have we done since the last meeting   * Attended Handover with Kat * Confidential procedural support for students after exam results released * Started the job officially! * Organising Senate Training and Handover with staff * Looking into replacement condom supplier and sexual health services as the Terrence Higgins Trust can no longer supply us with tests etc. * Attended the very successful Speed Dating with Staff, to get to know them and discussed plans and expectations for the year to come * Planning a video for Freshers about drinking safely and relying on new friends * Discussing Freshers and wristband deals with the rest of Top 4 * Updating the Senate Handbook and chasing missing handovers |
| What have you got coming up in the next two weeks   * Finish organising Senate Training and Senate Handover * Update and improve the Freshers Welfare Handbook * Preparing for GEP Freshers and Freshers Fortnight! * Recruit actors for the Freshers video * Continuing to support students with procedures * Organising Suicide Prevention training * Going on holiday at last ☺ Will be out of office 15 – 22nd August, back in time for GEP Freshers |

TA gave a verbal summary of the report.

BO: Is the Freshers Ball happening?

TA: We will come to that in AOB

ML: What do you mean by sexual health services?

TA: Free condoms and lube supply. I am having to change suppliers.

IB: Are we at a shortage of them at the moment?

TA: No. There’s also dental dams for any who might need or want them.

PASSED by simple majority

**General Secretary**

|  |
| --- |
| Introduction  Hi everyone, I’m Fran and I’m the General Secretary of the Student’s Union for 2016-17!  My job as GenSec involves booking rooms, writing minutes of meetings and being a contact point for any of your queries! I also help students in setting up new societies and help out any committees that are unsure of anything to do with their emails or rooms. |
| Action points  N/A |
| What have I done since the last meeting   * Handover from Ruth ☺ * Set up new exec officer emails * Requested access for new exec to emails and drive * Planned weekend away * Helped events where they needed * Sent out welcome emails to senate/exec/council * Started taking room booking requests from societies for room booking council * Updated the website (…tried to at least) * Updated the exec board * Helped Tanisha with planning senate handover |
| What have I got coming up in the next two weeks   * Continuing with society rooms booking * Meet with zone * MSL training * Helping new societies in time for next meeting (society start up meeting) * SU office and RAG room clearout |

PASSED by simple majority

**Events Officers**

JT gave a verbal summary of the report.

RV: We haven’t received any advertising for Freshers for the newsletter – have you got any or would you like help?

JT: We will check and get back to you

**Action Point: Events to let Communications Officers know what advertising they would like to do through the newsletter etc.**

EO: did you get your email about karaoke for GEP freshers?

* JT: We will look.

|  |
| --- |
| Introduction  Hello, we are Shalu James, Jeremy Teo, Chandru Amaranathan and Yuna Kishimoto, the SU events officers. Our job includes organising and planning events hosted by the student union including  advertising on social media and around the university. We are also on duty for all these events. |
| Action Points |
| What we have done since the last meeting   * Received handover * Finalised the fresher’s events’ dates and venues * Made Fresher’s calendars and individual GEPs posters * Contacted other members of exec for collaborations * Met with Corey for check up |
| What have you got coming up in the next few weeks   * Posters for GEP & undergrad events * Meeting with Kaspas’ manager * Decorations planning * Book Photo Booths |

**Sports Officers**

|  |
| --- |
| Introduction  *Hi! We’re Lucy, Will and Ollie, Sports Officers for 2016/17. 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, organizing Fresher’s sports trials and the annual Sports Ball* |
| Action points  *Handover points from outgoing officers* |
| What have we done since the last meeting   * *Received handover from outgoing officers* * *Allocated individual roles within sports officer team* * *Arranged a meeting to co-ordinate Rob Lowe facilities* * *Updated point of contact details for BUCS for this years exec* * *Requested any outstanding handover forms from previous years captains* * *Followed up on to-do list from outgoing officers* |
| What have you got coming up in the next two weeks   * *Update captains list and sports for 2016/17* * *Collect information from captains for fresher’s handbook and produce it* * *Create mailing list and facebook page for incoming captains* * *Confirm entries with captains* * *Meeting with manager of Rob Lowe & starting resource allocation* |

OR gave a verbal summary of the report.

CBr: Can you let me know when you plan to finish the handbook for to email out?

OR: Will it not be printed?

CBr: It wont be printed but would I quite like to send out with the general freshers hand book which is going out on the 19th August could you make that deadline?

WM: We can try but probably wont be ready.

CBr: We can possibly send it later instead.

VS: Have you considered trying to contact sports teams through the Facebook captains page?

OR: Lucy has tried that, but because we need to reach the new committees its hard.

IB: Did you manage to contact mens hockey in regards to the kit in the SU office. It has now been moved to the RAG Room.

WM: Someone was meant to take it in their car so it should be moved soon.

PASSED by simple majority.

**Communications Officers**

|  |
| --- |
| Introduction  *We are Ruth, Sarah & Joe – Communications Officers. We are in charge of the website, app & newsletter as well as being on hand for making posters etc for you guys.* |
| Action points  *N/A* |
| What have we done since the last meeting   * *Had our handovers.* * *Contacted the App people about the iOS push notification issue.* * *Started making a geofilter for snapchat for fresher’s.* * *Written our first 2 newsletters including the new feature of Exec V-blogs.* * *Made a newsletter archive on the website.* * *Contacted Tanisha about contents for the welfare website.* * *Ensured that a piece about the new Exec was in the SGUL staff newsletter.* |
| What have you got coming up in the next two weeks   * *Get access to the webmaster emails to complete any requests.* * *Contact societies for newsletter input.* * *Update the app ready for fresher’s and start promoting it’s downloads.* * *Try to put a fresher’s overlay on the website.* * *Convert really old newsletters into a format that we can archive on the website.* |

RV gave a verbal summary of report.

PASSED by simple majority

**Heritage Officers**

|  |
| --- |
| Introduction  Hello everyone! We are Cerys and Anya your Heritage Officers for this year! We are in charge of promoting and maintaining George’s Spirit through out the year – from Wandsworth 8 in Freshers to a special St. George’s Day celebration! Let’s have a great and spirit filled year! |
| Action points |
| What have we done since the last meeting   * Brainstorming and planning ideas for the year to come |
| What have you got coming up in the next two weeks   * Create a first draft list of the pubs for Wandsworth 8 based on the precious year * Personally approach the pubs to create a good relationship from the go |

No one present to give verbal report.

*CBr: Have you contacted the Events Officers regarding WW8 and how is the planning going?*

PASSED by simple majority

**Charities Officers**

|  |
| --- |
| Introduction  We are your Charities Officers 2016/17. Our role is to organise RAG week as well as being your first port of call for any individual fundraising or charitable efforts. |
| Action Points  After having met and discussed with Corey, our action points include setting a date and coming up with a provisional RAG week calendar (15th August deadline). Creating advertisements for Jailbreak, Abseiling and RAG week (5th September deadline). |
| What we have done since the last meeting   * Been in contact with charities that have shown interest in being nominated by us. Additionally, inquiring how they can offer their support to get more students on board (eg freebies, advertising, etc.) * Considered ways to fairly have the student body vote for which charity they want to represent this year (maybe a token voting system?) * Organised to have a stall at GEP and UG fayres to make freshers aware of RAG/charities early on. |
| What have you got coming up in the next few weeks  Have a date and provisionally set calendar for RAG week events. Sort out advertising big events (eg Jailbreak) by the end of August. Speaking to the relevant people and looking into the possible collaboration with Charity Week. Investigate the price of tokens used to vote for which charity is represented (or an alternative method of voting). Just starting to think about recruitment of freshers to RAG subcommittee. |

AC gave verbal summary of report.

TA Do you know when you aim to recruit for your subcommittee by?

AC: We aren’t really sure when we should do it by.

TA: The sooner the better and it can be anyone!

ET: We will hopefully recruit a lot at Freshers Fayre, so by September we will have a list.

**\*\*\* AP Corey to send subcommittee application form to charities**

ML: What are the charities you plan to support?

ET We plan to allow the students to choose choose via a vote.

PASSED by simple majority

**Societies Officers**

|  |
| --- |
| Introduction  Hi everyone! We are your Societies Officers for 2016-17; Naomi Melamed, Ash Sithirapathy, Lorna Chapman and Jess McNaughton. Throughout the year we are the contact point for all societies but we are also responsible for Freshers Fayres, Awards Evening and the upkeep of the music room. We hope you are enjoying your Summer and we’re sorry we can’t make it today. Feel free to contact any of us with any questions you may have! |
| Action Points  Since our handover we have been working hard on organising the Freshers handbook, updating the mailing lists and organising the Freshers Fayre. |
| What we have done since the last meeting  - Freshers Handbook  We have sent out emails to all societies asking for a short paragraph explaining what the society is. Within this we have also asked for pictures. The handbook design is underway and should be completed shortly. We should receive all submissions by 8th August, the handbook will hopefully be completed by 23rd August and sent to Corey in time for GEP Freshers. We will also generate QR codes to be put in the handbook.  - Updating the Mailing List  Emails have also been sent over to societies requesting information for their updated committee details where a handover form has not been received. Upon this, new details have been logged into the mailing list.  - Freshers Fayre  Even more emails have been sent out to societies regarding their attendance at the Fayre. So far we have received many replies and will be allocating tables once the deadline has passed (8th August). This will hopefully be completed by 23rd August at the latest.  - Music Room up-keep  We have discussed our approach to tackling the problem of damage to the music room equipment. We are thinking of implementing a complaints system (perhaps a box). In the next few weeks (when we are all back), we will be in contact with security of the uni to see how they think we should approach this. Furthermore we will make some notices to remind users to put the soundproofing mats on the drums. In the upcoming weeks we will meet with tech officers to discuss ideas. |
| What have you got coming up in the next few weeks  - Compiling the returned forms for Freshers Fayre and Freshers handbook  - Maintaining an up-to-date mailing list (continuing to add details)  - Booking tables and boards for Freshers Fayre  - Contact security to discuss management of the music room  - Meeting with tech officers to discuss soundproofing ideas  - Constructing the complaint system |

No one present to give verbal summary

**\*\*\* AP Societies to change handbook deadline to 19th August \*\*\***

*ML: Regarding the deadline for tables in Freshers Fayre what about societies who get passed at the society exec meeting on 23rd August?*

*SH: How do you see the complaint system going to help with damaged music room equipment – who do you anticipate would be complaining and about what?*

BO: Will Nandos be at Freshers Fayre?

CBr: They haven’t confirmed but have been invited.

PASSED by simple majority

**Community Projects Officers**

|  |
| --- |
| Position:1st Year BMS Repsjn  Introduction  Hey guys, We’re Vafie Sheriff and Mustafa Dashti, formally known as your Community Project Officers for the Student’s Union this year. Our role consists of representing all the community projects at SGUL, keeping them updated with important information, ensuring that there is a good level of communication between the projects and the students, and attending to any need or query they may have. We intend to advertise all volunteering opportunities and successes to ensure students and staff stay up to date. |
| Action points |
| What we have done since last meeting:   * Had a successful handover with last years CP officer * Gained access to the CP Facebook page and Twitter account * Went trough CP emails and responded to all outstanding emails * Emailed Communication officers to gain access to the CP blog on the SGSU site * Emailed Society officers for a table at Fresher’s fayre * Started emailing CP and some external organizations( VSO, St George’s Charity, etc.) about CP dinner * Started updating contact list for the CP * Started looking at potential alternate funding places |
| What we have coming up in the next two weeks:   * Advertising the CP Facebook and Twitter pages * Send an update CP committee list to Leanardo Fumerola for CP cupboard security access * Continue looking for an inviting external organization to CP dinner * Start the organization of a CP committee meeting * Start thinking about the implementation of a Volunteer of the month award * Continue looking at potential alternate funding places |

MD gave verbal summary of report

RV: You said you emailed Comms but we haven’t received it so could you send another?

VS: Yes

IB: You say you are thinking of doing volunteer of the month – what is the cost of that going to be?

VS: We have been working with VSO for this and there have been many hours logged which haven’t been awarded, so we want to highlight who’s been doing hard work each month – maybe just with a certificate.

PASSED by simple majority

**Technical Officers**

|  |
| --- |
| Introduction  We are Sam and Ethan, 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 since the last meeting   * Received handover, both written and in person, from outgoing technical officers. * Looked into potential additions to the technical equipment for next year. * Started to prepare sound, light and video software and hardware for use next year, to allow for readiness in case of any unexpected eventualities at discos etc. * Become familiarised with the equipment currently in use in the SU/Monckton. * Begun preparing for a post-freshers tech officer showcase. |
| What have you got coming up in the next two weeks   * Meet with Corey to discuss, among other things:   + Projector equipment esp. during discos   + SU bar lighting   + Our plans and budget for next year. * Continue working on some of the above:   + Bar lighting   + Disco lighting and music   + New technical equipment   + Showcase * Prepare for GEP/Undergrad Freshers’ fayres |

EO gave a verbal summary of the report

CBr: Your showcase sounds really good just make sure you talk to Charities Officers too!

EO: I want have a chat as there’s lots of societies we’d like to work with such as LGBT who would be willing to come in and do ticketing etc

PASSED by simple majority

**Equality and Diversity Officers**

|  |
| --- |
| **Introduction**  Hi there; we are Avin and Khadija and we are your Equality and Diversity Officers for 2016-17. Outlined below is what we have done thus far, what we intend to do and the action points we are to follow up from exec meetings. If you have any questions, feel free to get in touch. |
| **Action points**   * None |
| **What have we done since the last meeting**   * Handed over from Theo and Saad * Been in touch with directors of Revue; given them guidelines and information regarding SGUL policies to be adhered to due to the short notice (unable to obtain script) * Met Rochelle Rowe; discussed plans for the year ahead including discussions about a new approach to shows e.g. training for directors on equality and diversity and giving guidelines/forms to sign rather than “policing” rehearsals and being there for concerns when needed * Discussed future planning for training (E&D training) for presidents of SU societies * Completion of * Planning for freshers fayre; holding a table that provides information for resources/support groups available to the student body e.g. dignity advisors/SPACE/LGBTQ+ * Contacted Marie Jasim, Gavin Taylor, Khalid Joomaye and Nayrin Noori |
| **What have you got coming up in the next two weeks**   * Freshers fayre * Unconscious bias training * Touching base with more people * Compiling a document for show directors * Finding out more about what we can do for training/black history month |

KS gave a verbal summery of report

PASSED by simple majority

**Environment and Ethics Officers**

|  |
| --- |
| **Introduction**  Hey guys and gals, the name is Cameron. I am your Environment and Ethics officer for this year!  My job is to make St. Georges as environmental and ethical as possible. I will be doing this through the constant bombardment of information, and many activities to get the students involved. Stay green people |
| **Action points**   * None |
| **What have we done since the last meeting**   * Not much * Been emailing relevant people so they know I am E&E * Starting to plan my ideas and schemes for the E&E role * Taking over the food for thought page (you all better be on it!) * Tending to the allotment |
| **What have you got coming up in the next two weeks**   * Further tending to the allotment * further scheming |

No one present to give verbal summary

**\*\*\* AP meet with Tanisha \*\*\***

*IB: What do you mean by ‘further scheming’ and who have you been emailing?*

*CBr: when do you plan to have environment week and ethics week?*

PASSED by simple majority

**International Officers**

|  |
| --- |
| Introduction  *Hey Everyone! We are Chantal and Bukola, your International Officers.*  *Our role is to represent International students at St. George’s, to ensure that the challenge of studying in a completely new country is as easy as possible for students from around the world. We aim to help international students feel comfortable, content, and integrated while at George’s. To achieve this, we will represent them in the SU and have regular meetings with the International Advisory Team. We will also be planning numerous events throughout the year, alongside the International Students Society.* |
| Action points   * N/A |
| What have we done since the last meeting   * Working with ISS to create a calendar & plan for Fresher’s * Speaking to new students who are arriving on New International Students to St. George’s Facebook Page: answering questions and just chatting * International Committee Meeting   + August 8, 2016 |
| What have you got coming up in the next two weeks   * More of the same * Contacting restaurants for MCD food sponsorship * Working with ISS for Fresher’s events (GEP & UG) |

BO gave verbal summary of report

VS you emailed everyone after Brexit - is the university going to do anything to help students form Europe in the coming years?

BO unfortunately its so uncertain, but the university has told us nothing will happen in the immediate future so its hard for them to advise us. Counselling is always in place for people if needed.

IB They have to follow what the government sets up for the universities.

CBr They are working to know what to do but its hard to preempt as they don’t know what’s coming

TA: could you let me know when Chantal is back so I can come to the meeting with staff and what changes do you plan to make to Multicultural Dinner?

BO; last year we went round tooting to ask if people were willing to sponsor for free, but it was really difficult and a huge job for only two of us. This year we decided to ask friends or people via a mass email to see if people would make food and bring it in, however Chantal was concerned about health and safety and cleanliness so we are trying to branch out from Tooting to larger companies but we will let you know.

IB Have you spoken to the societies officers about it?

BO We haven’t as we didn’t think it was fair so we’ve asked CPOs who are willing to help.

CBr: get as man! people on board as possible to help you guys.

IB do you have an advertisement pack you’re handing out run it past me as its worked in the past so we can try and do it in the same way.

PASSED by simple majority

**Representation Officers**

|  |
| --- |
| Introduction  Hello, this is Gabriela Barzyk and Sunil Singh and we are your Representation Officers.We’ve been Year 1 Biomedical Science Year Reps last year and hope to use our experiences to help you. This is a relatively new role, which aims to inform you of all the events taking place throughout the year. It also ensures that all students are represented by the Student Union. To achieve this, we’ll be helping our wonderful Year Reps carry out their role to the best of their ability, in order to make sure that you get the best university experience. As Representation Officers, we will attend Council, Senate and Executive meetings and share important information between the different teams. We love to chat and keep you updated so you can contact us anytime. |
| Action points  *N/A* |
| What have we done since the last meeting  -Emailed Year Reps about Mums and Dads/creating FB cohort pages  -Set up a Senate FB page  -met with a couple of Reps for handover/Q&A.  -emailed Karolina Ossowska/Admissions Team/Student Systems to obtain lists of incoming and Year 2 students to organise Mums and Dads/fb cohort pages  -Wrote our role description/ produced Year Rep handover |
| What have you got coming up in the next two weeks  -Sort out student lists and distribute them to relevant Year Reps to organise FB pages/ Mums and Dads |

GB gave a verbal summary of report

**AP Representation Officers to post on last years Year Rep facebook page and remind them to send in handovers.**

PASSED by simple majority

**Campaigns Officers**

|  |
| --- |
| Introduction  Hi we are Bethany & Lucy and we are your Campaigns Officers this year! Our role includes running already successful SU campaigns alongside VP Ed & Welfare and also running brand new campaigns. As well as this we will be raising awareness of important issues affecting students ☺ |
| Action points |
| What have we done since the last meeting   * Organised to meet to discuss plans for fresher’s/September |
| What have you got coming up in the next two weeks   * Setting up social media pages * Meet to discuss/finalise plans for fresher’s/first part of the year * Meet with VP Ed & Welfare to discuss plans |

No one present to give summary of report.

**AP meet with Tanisha**

*RV what is the first campaign that you plan to tackle?*

PASSED by simple majority

Trustee Report

SA gave verbal summary of the report.

TA: I can do a handover with you if you would like as I thought Steven had done so.

SA: It’s ok as Steven was quite thorough, I just think in future it would be nice to have a formal handover between trustees to know what went wrong, what went well etc.

CBr: All of your roles are there to mold along the way and it is good for all exec members to remember what didn’t work and what did for your handovers at the end of the year.

PASSED by simple majority

**MOVE IN**

CBr: If you haven’t emailed me or Fran saying you can’t make it, the deadline has passed so you must come. I will send out a list of who’s in what teams on the Saturday and Sunday and I look forward to seeing you all there.

ML: Why does it have to start at 7.30am as no one will be moving in at that time?

CBr: We have to be there for a briefing and it was the time was given by Matthew Bull.

ML: How to make move in more appealing to exec members?

CBr: We are only doing undergraduate move in this year so hopefully people will be more fresh on the day. We have tackled problems form last year. We will think about something to make it appealing.

**FRESHERS**

CBr gave a quick summary of the Freshers events and what stage we are at with planning. There is also going to be changes to the wristbands this year, as there are going to be two options of wristband at different prices and different things included.

ML: How will you guarantee that people who purchase green wristbands without fasttrack will get entry?

EO: If you knew that how many green wristbands you had sold you could keep that many spaces guaranteed to be free up until 10pm for example.

BO: What colour are the exec shirts and when are they coming?

CBr: They have been ordered and will be here in time for Freshers, but we can’t tell you what colour they are!

**WEEKEND AWAY**

FH gave an overview of the timings for the weekend and explained that training is compulsory for all of exec.

IB: This is a plea to all – if you are eligible please do a minibus test! We need drivers for weekend away!

**SU Clear Out**

FH I will be clearing out the RAG room at some point in the near future. I will put a poll on Facebook to see when most people are free as I need as many hands on deck as possible please! We will provide snacks and food as it is quite a big job.

**Strategic plan**

CBr: We need a new strategic plan (SP) for the SU. A SP looks at the different aspects of the SU and where we can improve, so we plan for a few years and then review it. We will be working in-line with the new SGUL SP, and hopefully we can all see where we want the SU to progress. I’d like you all to think about it and see what you’d like to add to this. The SP should be as appealing and accessible as possible. It will go on the website for everyone to see so Communications Officers will be involved in the design, for example. I will hold some steering groups to get everyone’s views.

IB: Have you looked at previous SPs and seen what has worked in the past?

CBr: I can’t find the last SP anywhere, but I have looked at other SUs so we have a baseline to work from.

TA: This is an opportunity for you to shape your SU vision.

ML: When do you hope to get this done by?

CBr: It will be completed by the end of the year if not earlier.

ML: As you haven’t read the last SP and possibly neither had previous presidents, how will you make sure it is carried forward for the next 5 years?

CBr: This is a big and important question. I think the main things are that it needs to be accessible, making people want to engage. We need to work on branding across the whole of the SU which comes into it, too. We need to make sure the students feel they are a part of the SU – giving them ownership. There are systems in place at Warwick SU, where they did videos on the parts of the SP so we could try something like that. The university also really want you to engage so we need to push that and when they ask for your feedback make sure you do give it, and encourage others to do the same – that’s what were here for as an SU.

SA: You mentioned Warwick, what other methods did they use?

CBr: Their engagement was very much based on steering groups and social media. An idea I have is called ‘Project 2000’ where as a team I want us to work towards engaging with 2000 students by the end of the year. This is a big number and will need a push from all of us, but I think having a target gives us to have something to work towards and will help us reach these goals! I think in previous years there’s been no targets and the presidents have taken it on themselves and that never works.

BO: Are you inviting just exec to the steering groups or others students too?

CBr: Both! There might be an initial meeting with exec to get the ball rolling to make further steering groups more efficient, however. We need to form surveys and a strategy within a strategy!

SA: Do you have dates throughout the year that you want to reach various targets?

CBr: Not yet – at the moment I would just like you all to be keeping this in mind and making a note of anything that you think would be relevant.

**AP Corey to make timeline of SP targets for the year, due in a months time.**

**AOB**

**‘Summer Ball’**

TA: The Freshers wristbands are going to be much more affordable this year because we wont be holding a Freshers Ball, as we don’t think the event is affordable or sustainable. As a replacement for the Fresher we will have a nice drinks reception etc at the Gatsby disco, ensuring that they get a special finale to their fortnight. Following the success of Sports Ball we plan to join forces and hold a summer ball which will be open to all students. They can organize to sit at tables of any kind, including sports teams, societies, families, CPs, or just friends! It wont be on the same scale as previous summer balls which cost far too much money, however. It is really unfortunate that some year groups don’t get an end of year ball which can’t always be helped, so we hope this will avoid that.

IB: One of the reasons we think Freshers Ball doesn’t do very well is that studetns aren’t with people they really know at that point. Hopefully we will eliminate these problems by doing it later in the year.

VS: What happens if you are part of sports, societies and a family for example?

TA: You can make the choice of where you want to sit its up to you. It’s also more of a varied event than sports ball as it’s not just going to be a sit down meal.

CBr: It probably wont be very extravagant this year. We will aim quite low with numbers and hope to sell out, then in future years it will get bigger and better.

IB: That being said we are of course aiming for a profit!

EO: What will the replacement of Great Gatsby entail?

CBr: The riskiest thing we are doing is putting money into the Gatsby event. We plan to hold a champagne reception, canapes and photobooth in Boardrooms for Freshers only and then we will open the bar around 9pm the bar for anyone else who wants to attend. Price will be £12 for Freshers and £5 usual disco price for everyone else.

RV: Do you think holding this is May might damage the success of sports ball?

CBr: We are working with Sports Officers and will be merging the balls.

EO: Will it be a lot bigger than sports ball as it sold out last year and you will be including societies etc as well, which could double attendance

OR: There’s lots of overlap of involvement in sports/societies however, so it’s hard to tell.

CBr: The benefit of us planning this as far ahead is that we can be adaptable. We want to start selling tickets around November which will give us the ability to make changes if we get more sales than we anticipate.

EO: As long as that doesn’t disadvantage Freshers who don’t realise there might be high demand for tickets.

ML: Summer balls in the past have lost lots of money and haven’t been very successful. Are you worried about taking something that has done really well (sports ball) in comparison to all other balls we’ve done, and potentially damaging its success.

OR: This was my initial concern when I first heard, but I think the thing people like about Sports Ball is going with your team. I think that a potential issue with selling tickets in November people might not feel a part of their team enough to want to buy tickets. However, as long as it’s really clear when you advertise that you can sit in teams/socs/community and really push that, that is what people really like. It needs to be approached at the team/society level rather than the individual, and if that’s the case I don’t see much issue.

RV: I think also the thing about sports ball is that the tickets are affordable.

TA: We’re aiming for tickets to be around £40, and also an earlybird sale.

ML: How many people went to sports ball last year?

TA: 150 people last year and we had at least 25 people that wanted tickets after they were sold out, so if we get that many then we will hit our target.

ML: is it worth setting up a ball committee?

CBr: Yes, we want to get all the relevant people and anyone else that’s interested to meet biweekly and work on advertising/organizing etc who will act as a ball committee. We would love as many people’s input as possible.

RV: Representation Officers should get some year reps involved!

**YEAR PLAN**

The year plan was updated until Christmas.