**St. George’s Students’ Union**

Meeting of the Executive IV



MINUTES

20/09/16

*H2.6+7*

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. **Society Proposals**
6. **AOB**
7. **Important Dates**

UG Freshers – 17th – 30th September

1. **Date of next meeting**

Tuesday 4th October

**Apologies**

None.

**Present**

|  |  |  |
| --- | --- | --- |
| Jeremy Teo | JT | Events Officer |
| Shalu James | SJ | Events Officer |
| Yuna Kishimoto | YK | Events Officer |
| Eesha Tripathi | ET | Charities Officer |
| Naireen Asim | NA | Charities Officer |
| Anshaal Chawdhery | AC | Charities Officer |
| Vikram Patel | VP | Charities Officer |
| Tanisha Amin | TA | VP E+W |
| Francesca Harris | FH | General Secretary |
| Corey Briffa | CBr | President |
| Ishaan Bhide | IB | VP F+SA |
| Ollie Ryan | OR | Sports Officer |
| Lucy Jones | LJ | Sports Officer |
| Will Morrell | WM | Sports Officer |
| Na’im Merchant | NMer | Student Trustee |
| Sunil Singh | SS | Representation Officer |
| Gabriela Barzyk | GB | Representation Officer |
| Ash Sithirapathy | AS | Societies Officer |
| Lorna Chapman | LorC | Societies Officer |
| Bukola Ogunjinmi | BO | International Officer |
| Lucy Chapman | LuC | Campaigns Officer |
| Bethany Agnew | BA | Campaigns Officer |
| Cameron Barclay | CBa | E+E Officer |
| Cerys Bladen | CBl | Heritage Officer |
| Anya Brown | AB | Heritage Officer |
| Sarah Hill | SH | Communications Officer |
| Joe Clark | JC | Communications Officer |
| Ruth Varney | RV | Communications Officer |
| Vafie Sheriff | VS | CP Officer |
| Avin Philip | AP | E+D Officer |
| Khadija Stone | KS | E+D Officer |
| Jess McNaughton | JM | Societies Officer |
| Naomi Melamed | NMel | Societies Officer |
| Michael Lee | ML | Chair |
| Saeed Azizi | SA | Student Trustee |
| Ruben Thumbadoo | RT | Student Trustee |

**Minutes from previous meeting – 06/09/16**

PASSED by simple majority.

**Action Points**

*From March:*

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

*From August:*

**Heritage** Officers to make sure people stewarding have a 'uniform' e.g. Freshers Tops **DONE**

**Campaigns** Officers to meet with Corey and Tanisha **ONGOING**

*From the last meeting:*

**Ruben** to sort out the wood in AHR **DONE**

**Events** to meet with Tech regarding UG Freshers **DONE**

**Events** to spam Facebook with all promo for events and wristband **DONE**

**Ethan** to meet with/talk to **Comms** about song requests for Freshers **DONE**

**Societies** to get on top of all emails **DONE**

**Naomi** and **Fran** to continue working on streamlining society emails **ONGOING**

**CPOs** to check the list of CPs on the website following reorganisation of the webpages **DONE**

**Representation** Officers to let each year group know that carers are able to access SPACE, not just student parents. **DONE**

**Campaigns** Officers to meet as a team with Tanisha. **ONGOING**

**Ishaan** to make budget code for Saving Londoner's Lives and Sexpression **DONE**

**Socs** to file handover and constitution for Saving Londoner's Lives and Sexpression **ONGOING**

**Comms** to make webpage for Saving Londoner's Lives and Sexpression **DONE**

**CPOs** to email Saving Londoner's Lives (Jemimah Beardwood) and Sexpression (Kate Jones) about CP conversion and meeting **DONE**

**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 running 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:** * Went on Annual Leave
* Freshers Move-in (Thank you to everyone that made it! It ran really well)
* Set up Hubbub (Everyone please download it and get involved!)
* Freshers’ Fayre (another thank you to everyone that helped out)
* Emailed the Freshers- regarding Wristband and introductions
* Whole student email
* Met with a number of societies
* Sent out a Rob Lowe Survey
* Security camera’s in the bar
* Met with the organisers of charity week
* Met with Christian Union
* Fresher BBQ
* Back 2 School Duty
* Advertised Fresher’s
* Met with Medgroup (UH)
 |
| **What have I got coming up in the next two weeks:** * Undergraduate Fresher’s!!
* Planning new ‘999’ event
* Meeting with Postgraduate Students
 |

CBr gave verbal summary of report.

VS: Who was officially meant to run the BBQ?

CBr: I’m going to have a meeting with Gavin about it, he has apologized to Ishaan about what happened.

BO: Do you think it might be better in the future to have the Sunday move in as a regular duty?

CBr: Maybe, but its difficult to choose who to have and also one year there might be loads of people on the Sunday we can’t predict.

PASSED by simple majority.

**VP Finance and Student Activities**

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| --- |
| IntroductionHello 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 **Ishaan** to make budget code for Saving Londoner's Lives and Sexpression- Done! |
| What have we done since the last meeting* Corey was away, so manned the office with Tanisha to shoulder what he does
* Shop Manager was away so kept an eye on the School shop functioning
* Booked external companies to attend Fresher’s Fayre on the 19th
* Ran Treasurer Training which with my zone which had a good turnout
* Helped socs with running the UG Freshers Fayre. A great big thanks to all exec who were there that day!
* Move in weekend for freshers
* Welcomed Fresher’s at first event at meet and Greet
* Kept in touch with my zone via facebook and email
* Met with societies to advise on budget appeals
* Ordered condoms for Fresher’s handbags which were given out at the Fayre
* Organised and paid for transport involved in Freshers trials
* Edited a survey about Rob Lowe Sports Centre which was sent out this week!
* Approved drivers to take the minibus test on the 24th and set a timetable for them.
* Extended deadline for Budget Appeals
* Bought BBQ things for move in
* Did BBQ post move in at Halls. Thank you to all exec who stayed and especially those who weren’t Exec who showed up to help. You are all amazing!
 |
| What have you got coming up in the next two weeks* The deadline for the Appeals Committee will have passed so collate all the applications and go through them
* Minibus test
* Answer any questions in regards to the Appeals Committee
* Get ready for Wandsworth 8 and check Heritage don’t need anything
* Anything else that pops up!
 |

IB gave a verbal summary of report.

NMer: Last year Alice extended society treasurers to have one on one meetings with her, are you going to do that?

IB: my door is always open so people are welcome to, but after freshers I’ll see where I’m up to with finances and hopefully I will be able to arrange that.

KS: Previous charities we have raised money for were wondering when the totals from last year might be sent out?

IB: I’m not sure but I will speak to Alice about it.

PASSED by simple majority.

**VP Education and Welfare**

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| --- |
| 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 pointsN/A |
| What have we done since the last meeting* *Helped students with academic procedures*
* *Attended IMOG, MAC, AAMG, Sub Deans, UMBEC pre-validation BMS and Learning Resources User Group meetings.*
* *Ordered and received 2000 condoms in preparation for this term, begun signing people up to the distribution scheme*
* *Gave the fresher paramedics an SU Welcome talk with Ishaan*
* *Attended MAC meeting*
* *Senate Staff Meet & Greet was very successful, with students and staff commenting that it was useful session*
* *Fresher move-in weekend*
 |
| What have you got coming up in the next two weeks* Freshers Fortnight!
* SGUL Council Induction
* MBBS Course Committee Meeting
* Masters of Pharmacy SU Welcome talk
* BMS Re-Validation
 |

TA gave verbal summary of report.

NMer: What’s happening with the safe drinking campaign?

TA: We weren’t able to organize a video in time, but we will make it an ongoing project and if not this year then get it sent out this year.

PASSED by simple majority.

**General Secretary**

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| --- |
| IntroductionHi 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 pointsN/A |
| What have I done since the last meeting* Senate training
* Room bookings and emails
* Lots of society queries
* Helped events with final freshers bits
* Move in weekend
* Meet and greet duties
* General Freshers’ work
 |
| What have I got coming up in the next two weeks* The rest of freshers!
* Providing love and support and cuddles for everyone in freshers xxxxx
* Continuing with putting all rooms booked onto online system
* Answering whatever queries come my way…
 |

FH gave verbal summary of report.

PASSED by simple majority.

**Events Officers**

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| --- |
| IntroductionHello, 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* Talked to Ethan about UG Freshers
* Spammed Facebook with promo for events
 |
| What we have done since the last meeting* Sent Undergrad Fresher’s Posters to Communications Officers
* Done 2 paramedic Events
* Made all drinks deals posters to be put up in the bar
* Door to door sales at halls to sell wristbands
* Promoted and sold wristbands at Fresher’s Fayre
* Sold Fresher’s T-Shirts at Fresher’s Fayre
* Sold 200+ wristbands!!
* Arranged the mechanical bull for the SU Meet & Greet (Frat Party)
* Finalised a list of films for Fresher’s to choose at Fresher’s Fayre
* Arranged a 3 piece jazz band for Gatsby
* Put posters on the Events Board
 |
| What have you got coming up in the next few weeks * The rest of UG Fresher’s
 |

JT gave verbal summary of report.

PASSED by simple majority

**Sports Officers**

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| --- |
| 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 and organizing Fresher’s sports trials*  |
| Action points* *N/A*
 |
| What have we done since the last meeting * *Continued developing Rob Lowe Timetable and working through teething problems*
* *Met with Roehampton sports manager to discuss BUCScore and roles*
* *Attended treasurer training*
* *Set date for Captains First Aid training – 2nd October*
* *Booked coaches for Freshers’ trials with assistance of VP finance*
* *Moved in Fresher’s to Halls*
* *Will attended meeting at Southbank uni for all London sports officers*
* *Updated the Sports Board in the 2nd floor hallway*
* *Undergrad fresher’s fayre*
 |
| What have you got coming up in the next two weeks * *Try to organize RLSC timetable upload to SU website – Comms officers – timetable amended so ready to meet (already had a brief chat with Ruth about this)*
* *First Aid training for captains – set timings, and send out details as well as run the event*
* *Fresher’s fortnight*
* *Continue entering times and locations for fixtures – rearranging where there are clashes*
* *Sports trials upcoming – helping make sure everything runs smoothly*
 |

LJ gave verbal summary of the report.

PASSED by simple majority.

**Communications Officers**

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| --- |
| Introduction*Communications officers – Ruth, Sarah & Joe. We communicate so you should know us now 😊* |
| Action pointsMade webpages for new societies |
| What have we done since the last meeting* Barcodes for freshers fayre
* Updated the app & begun advertising it
* 2 more newsletters – the freshers edition was awesome
* Updated the website
* Gave lots of website access to committees
* Set up society subs on request
* Bought snapchat filters
* Fixed some website weirdness
 |
| What have you got coming up in the next two weeks* Direct society committees to mailing lists from freshers fayre
* Meet sgul comms team
* Exciting v blogs from exec
* Making year plan interactive
* Be at the top of the leaderboard on hubbub
* Spam during freshers
* Pray that disco requests work 🙏
 |

RV gave a verbal summary of the report.

CBr: Have you set up a meeting with SGUL Comms.

RV: Yes, it’s probably next week.

PASSED by simple majority.

**Heritage Officers**

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| Introduction *Who are you, what is your role – give a brief description*We are Anya and cerys, and we are heritage officers. We will be in charge of the famous WW8 and spiders and cobras. While also this year we want to really push and promote the Georges spirit, as we are the ‘Finest in the Land’. |
| Action points*If you are assigned any action points at the previous meeting you should document them and what you have done about them here.*  |
| What have we done since the last meeting*A summary of what you have done since the last meeting. This should be in bullet points.** Met up with pubs
* Still got a few to meet
* still sorting out final stewards
* gathering family heads so we can explain WW8 and what we expect of them
 |
| What have you got coming up in the next two weeks *A summary of what you plan to do by the next meeting. This should be in bullet points.** Final bits of WW8
* Still have the meeting with the alumni people on the 30th
* Actually have WW8!!!!
 |

AB gave verbal summary of the report.

TA: Can you post that everyone needs to download Hubbub?

AB: Yes.

ML: Are we doing the same pubs as last year?

CBl: No, some of them have changed hands of various other reasons, but we think it’s sorted.

BO: Did you guys choose a best dressed yesterday?

AB: No we completed forgot but will do it for Toga!

PASSED by simple majority.

**Charities Officers**

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| --- |
| IntroductionHi everyone, we are Anshaal, Eesha, Naireen and Vikram we have been elected as the Charity Officers at SGUL for 2016-2017. This year we have chosen St George’s Hospital Charity. A vote for the two remaining charities is currently underway and will be concluded after the end of Freshers Fortnight. We will give the student body the opportunity to raise money awareness through events and the opportunity to participate in volunteering through out the year. As charities officers we will also be organizing the much-anticipated RAG week for everyone to get involved in! |
| Action pointsWe have decided that all of the money we raise this year will be split between three chosen charities. We have already chosen St. George’s Hospital as one of our three charities. We have 10 charities looking to be selected as RAG charities for the following year, so we are going to get the student body to vote for the remaining two. We are going to be spreading information about these ten charities, mainly at the PG/UG fresher fayre and have an online voting system. |
| What have we done since the last meeting: We helped out at the Paramedics Meet and Greet- this involved arranging free pizza from dominoes for the event and being at the event and just generally helping out at the event. Other than this, we have mainly been working on our stall for the UG Fayre and making it better than last time. We have been in touch with charities who would like to be selected as our RAG charities, and 10 charities from across the country came forward before the deadline (Ronald McDonald Charity, Action on Hearing Loss, Katie Piper Foundation, Crisis, Macs, Create, Noah’s Ark, Down’s Syndrome, Demelza. Child Hope). We have been in contact with them to get information packs/ freebies/goodies for us to display at our UG Freshers Fayre Stall on the 19th of September, unfortunately they did not arrive in time for the PG Fayre, but we do have something from each of the charities now, so hopefully our stall can be a bit more informative for the freshers coming in. As mentioned last time, we are changing the voting system once again, for the last time. We have decided against having paper voting slips as it is more time consuming to count up the votes this way and feel that online voting will get a larger and hence more representative turnout from the student body. So, instead we have emailed the Communications Officers details about each of the ten charities that people can vote from and they are going to turn it into an online ballot with a small description about each of the charities next to them.In addition to this, we are really going to be pushing to get freshers to sign up and join the RAG subcommittee. Alongside all of this we are still working on the RAG quiz and arranging to get free pizza and prizes for the event (26th September)Vikram attended the CPO meeting on behalf of Charities Officers recently and discussed potential fundraising ideas for RAG. For instance, we are looking into collaborating with various societies, film soc being one that we have been in touch with and they have said that they do not mind donating some of the money they raise from their raffle to RAG week.Arranged to meet up with Ronald McDonald Charity and St. George’s Hospital Charity next week and looking at bucketing opportunities.  |
| What have you got coming up in the next two weeks:Preparing our stall for the UG Freshers Fayre and getting freshers to sign up and therefore start to form a RAG subcommittee.Approaching local shops/restaurants for charitable donations/vouchers for RAQ quiz (26th September) and Freshers Fortnight and starting to advertise the RAG quiz from next week/ Freshers Fayre.Meeting up with Ronald McDonald Charity and St. George’s Charity Hospital.  |

VP gave a verbal summary of the report.

BA: Will you be selling jelly shots at any disco?

VP: We’re not sure yet but we will talk to you about how successful it was.

BA: We made about £140 each time we did it so it really helps.

NMer: You mentioned the materials you ordered didn’t arrive in time for PG Freshers Fayre, but did it arrive for UG Freshers Fayre?

VP: Yes it was displayed

NMer: Did you get many sign ups for your subcommittee?

AC: Loads! We will be interviewing to choose our committee.

NMer: When’s the charity poll out and done by?

VP: It’s already out but it’ll be closed in about a month.

PASSED by simple majority.

**Societies Officers**

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| --- |
| IntroductionHi 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 handovers, Freshers Fayres, Awards Evening and the upkeep of the music room. Feel free to contact any of us with any questions you may have! |
| Action points from last meeting* **Societies** and **Comms** to meet about online forms for locker keys and handover forms. Planning on focusing on this after freshers fayre
* **Societies** to get on top of all emails
 |
| What have we done since the last meeting* Presented at Treasurer Training day
* Continued to organise UG freshers fayre
* Floor plan finalised, table slips made
* Emailed societies confirmation of table and allocations for the fayre
 |
| What have you got coming up in the next two weeksFresher’s Fayre! Please can exec members arrive at the fayre for 7am to help us set up (we’re providing breakfast), and at the end of the fayre (3pm) to help us take down the tables - they are getting collected at 4.At fresher’s fayre we will collect emails from societies again, to make sure our mailing list is definitely up to date. |

AS gave verbal summary of the report.

NMer:What else do you have coming up in the next two weeks?

LorC: Handovers and our board.

PASSED by simple majority.

**Community Projects Officers**

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| HPosition:1st Year BMS RepsjnIntroduction 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 first CP meeting on the 15th September
* Attended Treasurer training
* Had meetings with St Georges Hospital charity
* Organisation of CP evening
* Attended move in weekend and meet and greet
* Dealt with Society - CP conversion issue
* Misc responding to emails
* Continuing to email CP and external organizations( VSO, St George’s Charity, etc.) about CP dinner
* Still updating contact list for the CP
* Still looking at potential alternate funding places
* Taken control of our vinspired page
 |
| What we have coming up in the next two weeks:* Advertising the CP Facebook and Twitter pages
* CP evening
* Start Volunteer of the month award
* Continue looking at potential alternate funding places
* Send out minutes of CP meeting
 |

VS gave verbal summary of the report.

CBr: Do you need Fran to take minutes or could you do it?

VS: We would like proper minutes rather than do it ourselves.

PASSED by simple majority.

**Technical Officers**

No report received.

*BO: How did you feel the first disco went in terms of music?*

*AS: How did you feel the alternative music room went and was it well received?*

NOT PASSED.

**Equality and Diversity Officers**

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| **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*** Found out about bar regulations for children (SPACE) and fed that back to them
* Emailed Representation Officers about advertising SPACE (not sure if they received it)
* Starting going through the tooting show script, also getting hands on Diwali show script
* Attending Stand Up to Racism talk
* Advertised Prime Time (women's movement)- will try to attend this talk in Balham
* Met with Margot Turner; discussed plans for the future
* BHM: (campaigns officers help?) make posters of black/other ethnic minority men and women who have been influential (not particularly sport or fame) who can be celebrated. Post these on the electronic display boards in uni
* Collecting any experiences of discrimination from different cohorts and use actors to make into films (plan of Margot's)
* Thought about having a table for Diwali in November with Hindu soc and during BHM have a Friday SLS session throughout October with different foods/dancing maybe (if anyone wants to help?)
* Got in touch with Jamie (F Year) who will be holding a talk on the refugee crisis and helping her set that up in October
 |
| **What have you got coming up in the next two weeks*** Freshers fayre UG
* Compiling a document for show directors
* Starting to sort BHM posters
 |

KS gave verbal summary of the report.

NMer: Jamie is getting in touch with lots of societies, but she didn’t know about Street Doctors so could you let her know they’d be good people to get in contact with, and also ISOC.

KS: Yes

CBr: What did you say to SPACe about bar regulations?

KS: They wanted to know if kids could come in but Kenton said only when the shutters are down.

NMer: Do you have any events planned for Black History Month?

KS: We’re going to think about it properly and see what ACS have already got planned so we want to enhance things already planned rather than step on any toes.

PASSED by simple majority.

**Environment and Ethics Officers**

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| 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:-* N/A
 |
| What's been done since the last meeting:-* Met with Matt
* Cleaned out the green house
* Further tending to allotment
* Gave out kitchen stuff to freshers at move in
* Got a list if freshers interested in E&E
* Met with Penny Lympany
* Manned my stall
 |
| What's coming up in the next two weeks:-* Tending the allotment
* Fresher breakfasts
* Movie night in halls
 |

CBa gave a verbal summary of the report.

CBr: Have you looked at the NUS green impact bursary which is newly available?

CBa: I’ve had a look at it but I will have another look at it.

**AP – E+E to look at the NUS green impact bursary.**

PASSED by simple majority.

**International Officers**

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| --- |
| 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* Fresher’s Fayre stall with ISS and HOST UK
* Multicultural Dinner
	+ Search is going very well
	+ Already an improvement from last year with 10 sponsors so far. YAY!
	+ Arranged for chafing dishes and food warmer (if fixed) from hospital canteen
* Meeting with INTO year reps
	+ Discussed issues surrounding US & alternative placement sites
* International MBBS Operations Group Meeting
	+ September 6, 2016
* International Committee Meeting
	+ September, 9, 2016
* INTO MBBS Open Forum
	+ Proposed restructuring of this meeting
	+ Created agenda plan for first one, waiting for a reply from admin staff
* Updated SGSU website – international page
	+ Also kept subscription calendar updated
* Welcome message to incoming students
	+ With the help of staff, we promoted Fresher’s Fayre and international events
 |
| What have you got coming up in the next two weeks* Contacting more restaurants for MCD food sponsorship
* Promoting and advertising the CP evening/MCD
* INTO MBBS Open Forum meeting (hopefully)
* Starting thinking of our first lunchtime mini-stand
 |

BO gave a verbal summary of the report.

TA: When you say MCD is going really well, can you explain and who are the best sponsors you’ve got?

BO: Pepes, Tangia, Guerilla, lasagna from a Brazilian Steakhouse, chicken, pigs in blankers, samosas…. Loads of stuff!

TA: Make sure you label what is Halal and whats not! What did you hear in the meeting on Monday?

BO: Yes

TA: We need to talk about the use of SLS as I can only do one booking a week.

PASSED by simple majority.

**Representation Officers**

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| --- |
| **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. To achieve this, we’ll be helping our wonderful Year Reps. 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**-Obtained list of Undergraduate freshers and distributed them to the relevant Year reps.-Liaising with the year reps to ensure they’re on top of Mums and Dads and have been matching children and parents. -Plans to include Radiography and Midwifery in Mums and Dads are ongoing.-Attended Senate training.-Attended Senate meeting.-Postgraduate and Paramedic Mums and Dads was successful.-Helped SPACE to promote the fact that they now include carers as well student parents.-Spoken with Fran about certificates for year reps.-Helped with move in on 17th and 18th. |
| **What have you got coming up in the next two weeks**-Undergraduate freshers |

SS gave a verbal summary of the report.

RV: How are you getting on with setting up your focus groups from underrepresented groups?

GB: We have been in contact with E+D, we’ve spoken to SPACE and LGBTQ at Freshers Fayre, and now we are just emailing back and forth.

RV: Have you emailed new heads of families so they know about WW8?

AB: We’ve been working on it.

RV: Anything to report from Senate?

GB: Nothing came up that is relevant to exec.

NMer: Can you elaborate on including radiography in mums and dads?

SS: Radiography emailed us about it, midwifery we are a bit unclear about. But they’ve both approached us as they’ve never had mums and dads before and we’re just making the matches now.

PASSED by simple majority.

**Campaigns Officers**

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| Introduction*Campaigns Officers – Beth and Lucy* |
| Action Points*If you are assigned any action points at the previous meeting you should document them and what you have done about them here.* |
| What have we done since the last meeting*A summary of what you have done since the last meeting. This should be in bullet points.** Recruited actors for safe drinking campaign
* Organised stall for UG Fresher’s Fayre
* Contacted various Exec members to get a rough idea of what dates they are planning their campaigns for
* Move in weekend
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| What have you got coming up in the two weeks*A summary of what you plan to do by the next meeting. This should be in bullet points.** Meeting with James from PAF
* Fresher’s Fayre
 |

BA gave verbal summary of the report.

IB: You need to update your intro.

BA: We will do it – it’s because we have two templates we’ve been using which is why.

VP: Have you looked to CPs and socieites to see what campaigns they are currently running and if they need any help.

BA: We will be looking to do that after we’ve met with Tanisha

NMer: Have you heard back from exec members about their campaign dates?

BA: Mostly yes but not all exact dates.

NMer: You say you’re meeting with James, but what else are you doing to be informed.

CBr: That is more my role that campaigns, we are currently gathering feedback through surveys and have met with UH about it too.

NMer: What steps have you taken to decide what new campaigns you are going to do this year which you are constitutionally obliged to do?

BA: We have some ideas which we will discuss with Tanisha when we meet?

VP: Do you think that the new campaigns should have input from a wider student body than just you and Tanisha?

BA: Yes that’s something that would be good and we would welcome any input.

**AP: Campaigns to send options for opinion poll to Comms after meeting with Tanisha.**

PASSED by simple majority.

**AOB**

CBr: If you’re on duty you can go in the exec office, if you’re not – don’t go in there, you must use the cloakroom which is free for you.

CBr - Exec of the month

AUGUST – Ethan and the Sports Officers.

SEPTEMBER – Vafie, Jeremy, Sunil and Gabby

LorC – Freshers Fayre changes

We would like societies officers to ask for deposits on society stalls next year, as things are left in a bad condition. We think that this would help a lot. If they don’t want to pay a deposit then they don’t get to come.

CBl: does it come out of the club fees?

LorC: I think it should be the person there on the day so that we can see it and give it to them.

AB: If someone refused on the day then this would ruin your whole floor plan, maybe do it online or something before hand.

LorC: Yes, just so that they have some sort of incentive to treat the stalls well.

RV: Asking for it from students might be tricky if they can’t afford to do that.

LorC: In theory I just see it being taking £5 from them and then handing it straight back over at the end of the day.

NMer: Do you think it’s ok to take personal money from people, and considering that someone in the morning might pay it and then the money gets given back to someone on an afternoon shift?

LorC: I would hope that their team would back them up.

CBr: Maybe we should put a policy in to hold the societies liable to say they don’t get the deposit back and wont be invited to next years freshers fayre.

LorC: That should good too.

VS: In response to Corey that would be holding a whole new society responsible for last years mistakes which might be unfair.

CBr: We just need to find some sort of system to sort the issue out.

CBl: I think you should put this forward in your handover next year and then they can put it forward next year and they’ll have enough time to have a think about it to put it in place before the next Freshers’ Fayre.

LorC: I don’t want them to just not bother with it, when we were all there and we know how annoying it was.

RT: We all have different ideas on what we could do, if socs went away and came up with possibly 4 options and then we could bring it to the next exec meeting and talk about what we think would be best then.

**AP Societies to bring ideas to exec about how to tackle Freshers Fayre issues.**

CBr: I think we should also maybe look to have cleaners there on the day.

JM: I think also we need to send an email before hand next year to let them know what expectations are.