**St. George’s Students’ Union**

Meeting of the Executive II



MINUTES

25th August 2015

*Boardrooms H2.8*

**\* \* \***

1. **Business**
   1. Apologies
   2. Minutes from the previous meeting
   3. Action Points
   4. AOB
2. **Reports**
   1. President
   2. VP (Finance & Student Activities)
   3. VP (Education & Welfare)
   4. General Secretary
   5. Events Officers
   6. Media Officers
   7. Sports Officers
   8. Heritage Officers
   9. Charities Officers
   10. Societies Officers
   11. Community Project Officers
   12. Technical Officers
   13. Environment & Ethics Officers
   14. Equality & Diversity Officers
   15. International Officers
   16. Webmasters
   17. Representation Officers
   18. Trustee Report
3. **Year Plan**
4. **Undergrad Timetable**
5. **Shop stock**
6. **SU stall**
7. **#SGULtips**
8. **Society Proposals** 
   1. Anime Society
   2. Protest and Activism forum

1. **AOB**
2. **Important Dates**
   1. RAG room clear out – 24th-28th August
   2. Postgraduate move in weekend – 29-30th August
   3. Postgraduate freshers’ fayre – 1st September
   4. First SGSU council – 1st September
   5. Postgraduate freshers’ week – 1-4th September
   6. Treasurer training – 5th September
   7. Exec weekend away and training – 12th-13th September
3. **Date of next meeting**

8th September 2015

# Business

## Present

|  |  |  |
| --- | --- | --- |
| Steven Gilbert | President | SG |
| Alice Walker-Earwicker | VP: F & SA | AWE |
| Kat Telford | VP: E & W | KT |
| Ruth Varney | General Secretary | RV |
| Michael Lee | Chair | ML |
| Mustafa Dashti | Representation Officer | MD |
| Vafie Sheriff | Representation Officer | VS |
| Munavar Saqi | Media Officer | MS |
| Seher Bashir | Media Officer | SeB |
| Suchita Bahri | Media Officer | SuB |
| Anya Brown | Societies Officer | AB |
| Joe Clark | Societies Officer | JC |
| Georgina Chamberlain | Heritage Officer | GC |
| Sebastian Locke | Heritage Officer | SL |
| Cameron Barclay | Events Officer | CBa |
| Lucy Chapman | Events Officer | LC |
| Francesca Harris | Events Officer | FHa |
| Alia Nasir Gonzales | Events Officer | ANG |
| James Parkin | Sports Officer | JP |
| Hannah Jones | E&E Officer | HJ |
| Lucy O’Reilly | Webmaster | LOR |
| Martin Gannon | Trustee | MGa |

## Apologies

Matthew Boon

Sagar Sharma

Chantal Lui

Bukola Ogunjinmi

Greta Jata

Durva Patel

Avin Philip

Kate Jones

Bethany Agnew

Alex Lisseter

Cerys Bladen

Tanisha Amin

## In attendance

James Watson & Rachael Hughes

## Minutes from the previous meeting

PASSED

## Action Points

Media to meet with Ruth about Newsletter – Email correspondence.

Media to meet with Juhee about Newsletter – ONGOING

Media to meet with Corey about the app – ONGOING

Media to meet with Tech about Song requests – ONGOING

Old and New RAG to meet with Alice – ONGOING

RAG to meet with Kat/Ruth about booking the SLS – ONGOING

E&D to meet with Kat about Fresher’s and plans for the year – ONGOING

E&E to meet with Kat about a multitude of confusions – Done

International Officers to meet with Societies Officers about MCD – Done

International Officers to meet with Kat about the Welfare Handbook – Done

International Officers to meet with Events about younger international students events at halls – ONGOING

## AOB

See below.

# Reports

## President

|  |
| --- |
| Introduction  Hello. My name is Steven Gilbert and I am the President of the Students’ Union. It’s my job to represent the views of the student body to the union itself, the university and nationwide. It also my job to oversee the strategic and operational runnings of the Students’ Union. |
| Action points  Nil. |
| What have we done since the last meeting   * Had two catch up meetings with the events officers – GEP Freshers is largely ready to go (at the time of writing this.. hopefully it’s all ready by now!). Had a couple of issues regarding Laser Quest companies but this is in the process of resolution. We also went to Bookers (a wholesale warehouse) * Kat and I attended a Bar License Training course so that we can send off to become personal license holders for the bar * Met with Matt Bull regarding move in and the expectations on the SU **and** discussed maintenance of the Rob Lowe. There is a small £1,000 pot of money going into reupholstery of the fixed weights/preacher curl, cleaning sprays for equipment, fixing a couple of the rowing machines and replacing some battered blue mats * Sorting out the replacement of 4 CCTV cameras for the bar as part of tightening up our insurance policy/measures * ­­Finished booking the behind-the-scenes stuff for Events (Security/Cleaning) and, along with Ruth, should hopefully be finalising room bookings for one event |
| What have you got coming up in the next two weeks   * Most of the time will be going into Postgrad freshers week overseeing/helping the Events Officers * Getting excited for weekend away (woop woop!) * Postgrad move in! If you have any questions about this, ask!! * Helping Alice/Socs with merchandise for Freshers’ Fayre/Freshers’ welcome bags * Open Day Talk (12th Sept) * Planning UG fortnight with Events Officers |

* PASSED
* SG gave a verbal report to supplement his written report
* JP: Did the Rob Lowe decide on what they are refurbishing?
* SG: The blue mats, the fixed weights, rowing machines, and maybe carpets.

## VP Finance and Student Activities

|  |
| --- |
| **Introduction**  Hello everyone, my name is Alice Walker-Earwicker 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**  N/A |
| **What have you done since the last meeting?**  Societies   * Met with some societies with questions about their accounts/budgets/insurance/health and safety. * Answered some questions from prospective society committees.   Zone   * Arrange when will be suitable to hold the Finance Subcommittee – current eta around 11th September. * Meet with those who are around to get an update on their respective progress with Freshers.   Minibuses   * Updated the second minibus folder with insurance/MOT/V5C.   Music Room   * Became an approved signatory for Music Room access. * Confirmed that everyone has been wiped apart from the few who have bought access. * Given music room access forms to Socs and Tech so they can manage it.   Freshers   * Collected booking forms and sent invoices and confirmation information to externals/SGUL departments re the Fayre. * Drove to bookers with Steven and events to pick up stuff for Freshers. * Called admissions to discuss our usage of the blue boards. * Worked with Michelle in getting a fire safety/risk assessment of Freshers’ Fayre – still waiting to hear back from Anne Harris, now Michelle is on leave! * Ordered USBs, lanyards, pens, keyring bottle openers, wristbands. * Emailed IT to find out why the visitor registration form was not working to get WiFi.   Staff   * Worked with Kasia, Steph and Stuart on pricing some stock from my office and taking it down to the shop. * John and Deborah back from leave so caught up with them on what has happened/needs doing. * Ordered some decorations for the bar for Rich. * Working to add more abilities to our accounting software which we can’t currently do. |
| **What have you got coming up in the next two weeks?**  Freshers   * Send socs the final spreadsheet of SGUL departments and external organisations so they can put it on their map. * Send any artwork received for Freshers’ Handbook to Steven (deadline Wednesday 26th). * Help Socs with first Freshers Fayre, liase with all externals.   Societies   * Finalise Treasurer Training – work with zone on our presentations/media on advertising it. * Hold Treasurer Training, send Q&A from the session to Lucy to be put on the website. * Sort out any issues/conflicts in regards to budgeting.   Minibuses   * Send off form to TFL for congestion charge exemption (if I know how/have permission to write a cheque in that time). * Look into minibus test organising – and advertise once we know mailing list correct and up to date.   Staff   * Elizabeth returns so start sorting out the VAT returns for 2014-15 so we don’t get fined. * Work with downstairs SGUL Finance department to teach me more accounting software information. * Go through hundreds of files to reorganise and find any documents of use. |

* PASSED
* AWE gave a verbal report to supplement her written report.

**AP - Alice to email Media about Advertising**

## VP Education and Welfare

|  |
| --- |
| Introduction  Hello, my name’s Kat Telford and I am your VP Education & Welfare. My role is to ensure that YOU feel supported in every aspect of your life here at St Georges so as to have the best student experience possible! I sit on academic meetings to ensure your education is the top priority, and I have an open door policy to provide students with support and advice. I also supply a free condom service for all students. So feel free to pop up and see me, my office door is always open and the kettle is always on! |
| Action points   * Meet with international officers * Meet with E & D * Meet with E & E |
| What have we done since the last meeting   * Met with international officers discussed MCD * Been to freshers ball catering tasting * Finalising Coaches for ball * Chasing Year reps for handovers * Organising Senate Training * Working on welfare handbook for freshers * Been providing welfare to students who have required it. * Meeting with Rochelle. * Getting Dignity Scheme up and running * Discussed constitutional change to all religious societies with Gavin * Addressed Welfare concerns regarding Accommodation issues. * Found quotes and different companies for freshers tops. |
| What have you got coming up in the next two weeks  FRESHERS!   * Suicide training * Meeting with zone and laying out year plans. * Confirming Freshers ball arrangements * Finalising this years tops for freshers. * Finish welfare handbook. |

* PASSED
* KT gave a verbal report to supplement her written report.
* MGa: Are we booking coaches for sports trials?
* KT: Didn’t know that was a thing, we will start getting quotes.
* LOR: What is the ‘religious constitution changes’?
* KT: There’s a meeting which I go to about interfaith. Potentially making it compulsory for religious societies to go.

**AP – Kat to look into prices for coaches to trials**

**AP – Sports Officers to email sports teams asking if they need coaches for trials**

## General Secretary

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| Introduction  Hi I’m Ruth Varney and I’m the General Secretary. My role is organising meetings, booking rooms, coordinating with the Exec team & being the first point of contact for students – so you’ll hear a lot from me over the next year. I am the non-sabbatical quarter of SU Top4 and I am head of the Communications Zone. |
| Action points  N/A |
| What have we done since the last meeting   * Got my keys and final bits of my handover. * Organised Email and Drive access for all of Exec. * Organising room booking and doing other bookings for before September. * Placed Exec shirt orders. * Attended Top 4 and tablet meetings. * Attended Basic Website training at MSL and started updating the documents and some pages on the website. * Cleared the SU office. * Sorted through lots of old emails and room booking requests to get up to speed. * Lots of start up admin e.g. Who’s Who Exec 2015/16 and new signs for Michelle, myself and outside the office. * Went to view Fresher’s Ball venue. |
| What have you got coming up in the next two weeks   * Answering questions and collating documents from students setting up new societies. * Take in room booking requests from societies. * Sort out the society mailing list. * Subscribe Year Reps to their email addresses and buy them T-shirts. * Oversee the clearing of the RAG room. * One week of holiday before freshers’ madness – please be patient for replies 17-23rd Aug * Organise a report with media to the alumni department which funded our app. |

* PASSED
* RV gave a verbal report to supplement her written report.
* GC: Are the year rep t-shirts the same as exec?
* RV: No, they are t-shirts not polo shirts and they will be more generic.
* MG: Will room booking be last at council?
* RV: Yes because they need to be there for all of it and we don’t want them to leave.
* GC: Are all year reps getting them?
* RV: Mainly 1st and 2nd years unless they request them for older years

## Events Officers

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| Introduction  Hello! We are Alia Nasir-Gonzalez, Francesca Harris, Lucy Chapman and Cameron Barclay, the Events Officers for the Student Union this year. Our job is to plan and organise many of the events hosted by the Student Union throughout the year, including discos and Freshers’ events. This involves advertising on social media and around the university, and being on duty during events. |
| Action points  To continue to organise Freshers |
| What have we done since the last meeting  Postgraduate freshers   * Sent Alice invoice for Sushi & Sake * Contacted Tech Officers about setting up karaoke for karaoke night and a camera for sushi & sake * Enquired about other venues for the PG Freshers dinner and have almost confirmed   Undergraduate freshers   * Sent Alice invoices for surf simulator, laser quest, Ian Dee and photobooth * Confirmed face painters for Zoo After Dark (Delamar academy is helping us out FOC but we are paying for the face paints) * Emailed Photography Soc about getting photographers for each disco * Spoken to RAG Officers about RAG quiz   Other events   * Been contacted by the International officers about organising a small non drinking event for international students and are in contact with them about this   Bar   * Come up with a list of drinks deals for each event and emailed them to Rich   Social Media   * Set up a Facebook page and group, and started posting from sgulevents social media accounts * Uploaded our new finalised calendars onto these accounts and pages |
| What have you got coming up in the next two weeks   * PG move in and freshers * Speak to Gavin about organising a movie night at halls and about merging Freshers brunch with a Mad Hatter’s Tea Party on Garrett Green during UG Freshers * Confirm photographers for discos * Confirm alternative events to circles * Buy decorations and games * Contact Tech officers about undergraduate freshers |

* PASSED
* ANG gave a verbal report to supplement their written report.
* KT: Are you having a subcommittee after fresher’s?
* ANG: Yes, we already have the form.

## Sports Officers

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| Introduction  *Hello we are Moneet and James! Our role as sports officers is to oversee SGUL sports teams with their involvement in ULU and BUCS leagues and be the first point of contact for all sports events for the Students’ Union. We also co-ordinate the use of sports facilities (e.g the Rob Lowe) via liaising with sports captains and we will be representing SGUL on several different sports related committees (e.g Sports Centre Committee). Finally, we will be organising the 2015/2016 annual Sports Ball as well as the sports trials for fresher’s fortnight.* |
| Action points  *n/a* |
| What have we done since the last meeting  *- Our contact list for teams is almost complete, there are only a few teams who have yet to reply.*  *- Have almost completed the Rob Lowe timetable for next year – waiting for teams as above*  *- We have sent out BUCScore logins and started to sort out match rearrangements*  *- Have sent out an email regarding our supplementary fresher’s guide.*  *- Contacted the administrators at BUCS and updated our details* |
| What have you got coming up in the next two weeks  - Start to sort out Fresher trials  - Chase up the remaining teams for both contact details and Rob Lowe bookings  - Meet up with team captains who are unsure of how to use the BUCS website.  - Create our board with upcoming sports events, scores etc. Liaise with the societies officers |

* PASSED
* JP gave a verbal report to supplement their written report.
* SG: Did you find the twitter password?
* JP: Yes, just haven’t started back on it.

## Media Officers

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| --- |
| Introduction  Hello everybody! We are Sagar Sharma, Seher Bashir, Munavar Saqi and Suchita Bahri, the new Media Officers for the Student’s Union this year. We are the first port of call when it comes to anything related to media, advertising and publicity for the university. We will be doing this mainly through the SGSU app and the newsletter. We will be in contact with Exec, clubs and societies using all channels of communication in order to address any queries between them and to keep the student body well informed about the happenings at the university. |
| Action points   * Send out first newsletter on 1st September * Training to use the app from Corey * Meet with Tech to discuss song requests – in the next week |
| What have we done since the last meeting   * Made a new layout for the newsletter * Completed the SEA form for the app sent to us by Corey * Attempted to contact other members of the media team but due to P year commitments they have been very busy – one is on placement in St Peters and another is in St Heliers |
| What have you got coming up in the next two weeks   * First newsletter to be sent out on 1st September as a welcome to the GEP fresher’s who would have moved in * App training from Corey as soon as he returns to Tooting |

* PASSED
* SeB gave a verbal report to supplement their written report.
* KT: Where are you finding content?
* SBa – our inbox is full! Please email us if yoyu have stuff and Steven included it in the all student email that people should send stuff in.

## Heritage Officers

* No Report Received
* GC gave a verbal report.
* LOR: What are the punishments?
* GC: There will varying punishments.
* SG: Make pubs annoyed (ban from bar until end of Nov), if there is proof you damaged pub property (ban for the year), if the police are called the punishment will be more serious.
* ML: How will this be communicated?
* GC: Steven will email heads of family.

## Charities Officers

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| --- |
| Introduction  Following the previous exec meeting, we have been putting in action plans for the points raised, going ahead with developing events and organizing Fresher’s Fayre. |
| Action points   * Old and New RAG to meet with Chris Raby * RAG meet with Kat about booking the SLS * Plan RAG quiz * Organize PG and UG fresher’s fayre * Plan for RAG week |
| What have we done since the last meeting   * Enquired with more charities and collected materials for Fresher’s Fayre * Set up a meeting with St George’s Hospital Charity * Been in touch with the Events Officers to talk to Rich about drinks deals; pitcher deals * Emailed Rich about the shots/jelly shots at back to school for RAG * Beth is working on questions for the quiz (different category rounds, making score sheets) * Enquired about sponsorship * Contacted Tech so that we are all on the same page for upcoming RAG quiz |
| What have you got coming up in the next two weeks   * Organizing Post-Graduate Fresher’s Fayre * In the process of enquiring about pizza with the quiz * Sort/decide on prizes for the quiz (possible bar tab/flat screen TVs and tablets found in the old office/enquire with SU shop for hoodies/email medisave and see if they donate stethoscopes) |

* PASSED
* No one here to give a verbal report.

## Societies Officers

|  |
| --- |
| Introduction  Hi! We’re Anya, Cerys, Alex and Joe and we are the society officers for this years SU exec! Are roles are keeping order and handling societies within the SU. This involves  *Who are you, what is your role – give a brief description.* |
| 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  We have all been well on our way in organising post- and undergrad fresher’s fayre:   * Deadline was set to secure place at fresher’s fayre and handbook details – emails sent out and Facebook posts * Still getting late replies for fresher’s handbook and fresher’s fayre entries – trying to accommodate as much as possible * Fresher’s handbook is being finalised * Extension plugs from AV have been booked out for both dates and day before – however still need more – contacted tech officers to look for more * Sorting through late handover forms * Replied to Lucy to start sorting out barcode system and seeing if we can use it for post grad fayre as well * Floor plan has been finished by Alice * Re-organisation of all the Handover forms |
| What have you got coming up in the next two weeks   * Still waiting on final number of societies coming before we book our extra tables from Rayners * Finish Fresher’s Handbook so it is ready to be sent out to all the fresher’s before coming * Email attending clubs/companies/others closer to the event to remind them when they should arrive * Make barcode stickers for societies * Make a float (from VP Finance) for the post grad Fayre * Print place names for each society attending * POST GRAD FAYRE!! – making sure it runs as smoothly as possibly |

* PASSED
* AB gave a verbal report to supplement their written report.

## Community Project Officers

|  |
| --- |
| Introduction  Hi! We’re Anya, Cerys, Alex and Joe and we are the society officers for this years SU exec! Are roles are keeping order and handling societies within the SU. This involves  *Who are you, what is your role – give a brief description.* |
| 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  We have all been well on our way in organising post- and undergrad fresher’s fayre:   * Deadline was set to secure place at fresher’s fayre and handbook details – emails sent out and Facebook posts * Still getting late replies for fresher’s handbook and fresher’s fayre entries – trying to accommodate as much as possible * Fresher’s handbook is being finalised * Extension plugs from AV have been booked out for both dates and day before – however still need more – contacted tech officers to look for more * Sorting through late handover forms * Replied to Lucy to start sorting out barcode system and seeing if we can use it for post grad fayre as well * Floor plan has been finished by Alice * Re-organisation of all the Handover forms |
| What have you got coming up in the next two weeks   * Still waiting on final number of societies coming before we book our extra tables from Rayners * Finish Fresher’s Handbook so it is ready to be sent out to all the fresher’s before coming * Email attending clubs/companies/others closer to the event to remind them when they should arrive * Make barcode stickers for societies * Make a float (from VP Finance) for the post grad Fayre * Print place names for each society attending * POST GRAD FAYRE!! – making sure it runs as smoothly as possibly |

* PASSED
* No-one present to give a verbal report

## Technical Officers

|  |
| --- |
| Introduction  We are your tech officers. We’re responsible for the upkeep, maintenance, and use of technical equipment of the SGSU. This includes all of our sound, lighting, and AV equipment, as well as assisting the societies officers with anything PA related in the music room. |
| Action points  n/a |
| What have we done since the last meeting   * Checked new gear for faults. * Booked dance studios to install new sound systems. * Set a date for tech booth clearout. * Begun preparing for freshers. * Sound and Lights for Revue show. * Selected viable camcorder options. * Bugged Alice to buy us the aforementioned camcorders. * Purchased wireless adaptors for the tech booth. * Tried contacting media services regarding recording of performances for societies. * Organised use of smoke machines for freshers events. |
| What have you got coming up in the next two weeks   * Sushi and Sake. * Karaoke. * Change Monckton tech booth access code. * Produce posters for DJ workshop. * Sort tech booth keys. |

* PASSED
* No one present to give a verbal report.

## Equality and Diversity Officers

* No Report Received
* No-one present to give a verbal report

## Environment and Ethics Officers

|  |
| --- |
| Introduction  We are your tech officers. We’re responsible for the upkeep, maintenance, and use of technical equipment of the SGSU. This includes all of our sound, lighting, and AV equipment, as well as assisting the societies officers with anything PA related in the music room. |
| Action points  n/a |
| What have we done since the last meeting   * Checked new gear for faults. * Booked dance studios to install new sound systems. * Set a date for tech booth clearout. * Begun preparing for freshers. * Sound and Lights for Revue show. * Selected viable camcorder options. * Bugged Alice to buy us the aforementioned camcorders. * Purchased wireless adaptors for the tech booth. * Tried contacting media services regarding recording of performances for societies. * Organised use of smoke machines for freshers events. |
| What have you got coming up in the next two weeks   * Sushi and Sake. * Karaoke. * Change Monckton tech booth access code. * Produce posters for DJ workshop. * Sort tech booth keys. |

* PASSED
* HJ gave a verbal report to supplement their written report.
* KT: Did you get the minutes from the last JESC?
* HJ: Yes.
* KT: What are you doing about the allotment?
* HJ: We will be going to see it when we are home from holidays. Nothing yet from the people trying to set up Allotment Soc.

## 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   * Liaised with Societies Officers about MCD * Meet with Kat about Welfare Handbook   + Updated ‘International Students’ page of Welfare Handbook * Liaised with Events about younger international students events   + Invite them to non-drinking events at Freshers’ Fortnight   + Organise an event at halls for them early in the term |
| What have we done since the last meeting   * Updated Mrs Natalie Coveyduck, International Support and Compliance Officer, with SU Freshers timetable and discussed international events   + Undergraduate international event: 10th Oct 2015, Saturday   + NC is keen to help with MCD (food sponsorship, promoting the event to international students through email and INTO Facebook page) * Spoke to new international students during transfer induction as part of student panel   + Will keep in contact and see them at termly lunches at the INTO centre * Met with Ms Kirsty Smith, Student Services Coordinator, to discuss plans for INTO students   + Short speech to introduce ourselves, the SU and our role   + Invite INTO students for our CPO evening and Multicultural Dinner   + Discussed organising a non-drinking event at halls for younger international students   + INTO students can join in on undergraduate event on 10th Oct by NC   + INTO students can join in on non-drinking Freshers’ Fortnight events * Asked restaurants to sponsor for MCD   + Confirmed: Jaffna House (Sri Lankan), Sam’s Chicken, Pepe’s Chicken, Dallas Chicken * Emailed ISS president to find out their plans for the upcoming year |
| What have you got coming up in the next two weeks   * Asked more restaurants for food sponsorship for MCD   + Confirm quantities that each restaurant can sponsor * Discuss plans for Multicultural Dinner with Societies Officers   + Set up and decorations for AHR   + Possibly mini-games on the side about different cultures * Check out what international items are sold at the SU shop and publicise this/give feedback on what is being sold * Plan International Board decorations (outside AHR/SU) * Plan for international non-drinking event for INTO students with Events |

* PASSED
* No one present to give a verbal summary.
* LOR: Is MCD being shared between international and societies officers?
* AB: Yes. They have started the work but they are out of the country so they are relying on socs to check out more food places.

## Webmasters

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| Introduction  Hi, I’m Lucy, webmaster for 2015-16. This role involves overseeing the content of the website as well as making sure it is up-to-date and interesting. It also involves creating events, tickets and subs for SU activities. |
| Action points  N/A |
| What have we done since the last meeting   * Made a page for ‘Advertising with us’ which contains the advertising pack ect * Liaised with Alice Hobbs about a tablet competition they want to host on our website * Uploaded the insurance policy to the Committee resources page * Made a few links on the homepage – to the Counselling service, accommodation forum and the Elected officers page * Adding Exec Bios/ photos to the website * Updating societies webpages/giving admin access/created new society webpage |
| What have you got coming up in the next two weeks   * Adding the rest of the Exec Bios/ photos to the website * Planning for Freshers Fayre with Socs |

* PASSED
* LOR gave a verbal report to supplement her written report.
* AWE: Have you distributed the web manual yet?
* LOR: Not yet, but they are on the website.
* RV: This page will be directed to in the Council manual.

## Representation Officers

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| Introduction  Hey guys,  We’re Vafie Sheriff and Mustafa Dashti, formally known as your Representation Officers. We’re both second year biomeds who were previously first year reps.  The role we’ve taken up this year is a new one as it’s an amalgamation of two previous roles (Senate + Council Elect). Our role is to attend all the SU meetings and inform you guys of what’s going on with SU throughout the year by producing reports of all meetings. We’ll be leading the year reps this year, being their first port of call for any issues that fall above their head, but feel free to contact us at any time – we’re super chilled out. |
| Action points   * Changed our introduction for exec meetings, as our last one was too brief. To accomplish this we used and built upon the bio we had made for the website. * Attend the INTO Introduction week “meet and greet” |
| What have we done since the last meeting   * Changed our introduction * Made a report of the last Exec Meeting (the minutes had not been released yet because they still had to be passed) |
| What have you got coming up in the next two weeks   * Make a report of this meeting * Attend and organise Mums and Dads (with the year reps) to try and make it run smoothly   + We’re both first year reps for the biomeds, so we also have to get the final list of students who’re going to attend and start pairing them up. * First council meeting, so room bookings |

* PASSED
* MD gave a verbal summary to supplement their written report.
* SG: Have you spoken to the year reps about mums & dads yet?
* VS: Yes, we are guiding them not controlling it.
* SG: How are you getting the survey out?
* VS: Hopefully in the fresher’s handbook.
* AWE: Could you update the board with exec on ASAP ready for freshers.

Steven to meet with Representation Officers about Fresher’s Handbook.

Kat to meet with Representation Officers about choosing parents.

Representation Officers to do the exec board by next meeting.

## Trustees

Over the past month as a trustee things have been pretty quiet apart from our one trustee meeting, which I will report on later in the agenda. Unfortunately as you will see with these reports they will have to be made quite vague as confidential matters are discussed and the minutes need to be ratified at the next meeting before they are made public, but once they have been ratified I will make sure you are aware of further details of them.

Apart from the trustee board meeting I have been working on reviving the medical ethics and law society as well as the radio society before freshers so that we can get something on air before the freshers arrive to give them a real taste of St George’s and encourage them to attend the events. If anybody would like to feature on these shows from exec please don’t hesitate to contact me.

Meeting on 20th July 2015

During this first meeting of the year we had the normal external trustee board in attendance with both the incoming and outgoing trustees so that we could understand how the meetings worked.

During the meeting we discussed out financial situation at the end of the current year whilst having a projection for the upcoming year (2015/2016). If all goes to plan these projections will help us to be in a much more secure financial situation over the next year and onwards.

An events zone report was given by Dheemal and stated that he was pleased with the number of students voting, including the joint faculty students. The issue of the joint faculty not having an automatic login to our website was raised and it was explained that this is due to there not being a data sharing agreement between SGSU and Kingston University, it was actioned that this should be looked at in greater detail. Participation and Representation zone reports were also given with nothing to note.

The financial improvement plan was also discussed which centered around year dinners losing money with the SU footing the bill. It was concluded that something had to change this year regarding the acceptable loss from these events, a system that the sports ball used successfully was that of reserving tickets before a deposit on a venue was made so that the income at least for the venue was covered before the booking occurred. The SU bar was also floated as an idea for a venue for such events as there would be no hire fee and it would improve profits for the bar whilst keeping costs down.

A proposal for a new trustee board member who is external but also trained in accounting was made to the board who agreed that this would be a good idea for the continuing accountability of the board if we had somebody with expertise in accounting.

PASSED

**III. Year Plan**

The year plan was updated until the end October 2015

**IV. Undergrad Timetable**

If you want any time with the fresher’s on their timetable during induction week please email Kat by 5pm on Friday.

**V. Shop stock**

Are there any suggestions for what we should have in the shop for Fresher’s season?

**VI. SU Stall**

Please come and volunteer on the SU stall on 24/9/15. It will be a good chance to push tickets/app/yourselves etc.

**VII. #SGULtips**

The library is running a campaign for older students to post tips for fresher’s. Please get involved on social media and in the newsletter.

**VIIa. Protest & Activism Forum Proposal**

A 5 minute presentation was given.

Questions followed:

*LOR: What system will they put in place to moderate those which post on their site? Are you willing to have E&D as admins on your page to monitor on behalf of the exec?*

Whatever fora we are using we will be checking through every few days/every week. The committee will be responsible for checking it. Yes we would love to be involved with the exec.

*GC: How are you selecting those that get advertised?*

Everything that isn’t against the no platform policy.

*SL: How are you going to deal with conflicting views in their society?*

Make it clear that it is a fora and not for promoting their own views. We hope the socials will be for likeminded people to engage and not for everyone to have the same view.

*KT: Do they know about the university policy to stop the university being shown in a bad light in the media?*

A little. We won’t be advertising St George’s on banners.

*MS: How will you ensure the students know how antisocial behaviour could negatively impact their healthcare careers and how will you promote peaceful protest?*

We will promoting peaceful protest. We hope the students will be sensible. All our media will have a reminder to protest peacefully and not to do stupid things.

Discussion:

Worries that students will disgrace themselves.

Students already go to these protests.

They don’t know the university’s policy they should definitely meet with them first.

They should definitely have E&D officers as admins

They should have certain criteria for the posting on pages.

We have ultimate say about the posters and website that are displayed.

If they are forwarding the idea of peaceful protest then it is completely at the discretion of the students if they get themselves into trouble with the law.

If we are funding poster equipment which is then used badly then essentially we are funding bad behaviour.

**Proposal: Neither accept nor reject the proposal as they need to discuss with the university about their policy and ensure that the E&D officers are on board with them.**

For: 7 Against: 6 Abstain: 0

*PROPOSAL ACCEPTED*

**VIIb. Anime Society Proposal**

A 5 minute presentation was given.

Questions followed:

*AWE: Are you aware there used to be an anime soc? Have you looked into why they failed?*

No idea why. We can’t find anyone that’s been involved in the past.

*SL: Have you discussed about joining up with Film Soc?*

We are looking at series not films. It will be a consistent thing and people will know what they are going to see.

*SG: Why does it need to be a society?*

It allows us to use freshers fayre & the website. Also, roombooking requires a society.

*AB: What’s the longevity plan if you are planning on using personal collections?*

We are planning on using a live streaming website not just the collections.

Discussion:

A society needs longevity not just free advertising requirement for fresher’s.

They can still book rooms as individuals.

They should advertise in the newsletter or combine with film soc.

We could suggest they talk to film soc and develop a more detailed budget.

They don’t have a clear and details budget.

**Proposal: Reject the society proposal.**

For: 7 Against: 3 Abstention: 1

*PROPOSAL ACCEPTED*

**7. AOB**

Media: Please send us stuff for the newsletter.

President: Send in reports or there will be punishments.

President: Hands up at the end of a report is to pass it.

President: Come to exec sober, it is a dry meeting.