**St. George’s Students’ Union**

Meeting of the Executive XII



MINUTES

8th March 2016

*Boardroom H2.5*

**\* \* \***

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. Media Officers
   8. Heritage Officers
   9. Charities Officers
   10. Societies Officers
   11. Community Project Officers
   12. Technical Officers
   13. Equality & Diversity Officers
   14. Environment & Ethics Officers
   15. International Officers
   16. Webmasters
   17. Representation Officers
3. **Students’ Union Issues**
   1. Year Plan
   2. Trustee Board Report
4. **Society Proposals** 
   1. DAPS Soc

1. **AOB**
2. **Important Dates**
   1. Wellbeing week – 7-14th March
3. **Date of next meeting**

22nd March 2016

**1 Business**

**1.1 Present**

|  |  |  |
| --- | --- | --- |
|  | Role | Initials |
| 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 |
| Sagar Sharma | Media Officer | SS |
| Seher Bashir | Media Officer | SeB |
| Lucy O’Reilly | Webmaster | LOR |
| Jordan Colman | Webmaster | JC |
| Bukola Ogunjinmi | International Officer | BO |
| Georgina Chamberlain | Heritage Officer | GC |
| Alia Nasir-Gonzalez | Events Officer | ANG |
| Cameron Barclay | Events Officer | CBa |
| Lucy Chapman | Events Officer | LC |
| Francesca Harris | Events Officer | FHa |
| Hannah Jones | E & E Officer | HJ |
| Greta Jata | E & E Officer | GJ |
| Bethany Agnew | Charities Officer | BA |
| James Parkin | Sports Officer | JP |
| Moneet Gill | Sports Officer | MGi |
| Anya Brown | Societies Officer | AB |
| Joe Clark | Societies Officer | JC |
| Alex Lisseter | Societies Officer | AL |
| Cerys Bladen | Societies Officer | CBl |
| Martin Gannon | Student Trustee | MGa |
| Tanisha Amin | Student Trustee | TA |

**1.2 Apologies**

Francesca Humfrey

Matthew Boon

Munavar Saqi

Suchita Bahri

Chantal Liu

Sebastian Locke

Theo Rennicks-Gordon

Saad Muhammad

Avin Philip

Khadija Stone

**1.3 In attendance**

DAPS Vision - Ithsham Iqbal and Sa’ud Jiwani.

**1.5 Minutes from the previous meeting**

PASSED by simple majority.

**1.6 Matters arising**

From before xmas:

Michael Lee to meet check the CPO's framework for turning a society into a community project. VOID

Societies Officers to file Karate Club constitution & handover forms and to update the mailing list.  ONGOING

Media Officers to ask Deborah Bowman if she will do an ‘Ask Deborah’ section for the newsletter with ethical scenarios etc.  ONGOING

Heritage Officers to email Ruth the dates for cobras to put in the year plan. ONGOING

Societies Officers to file GPRAS society constitution & handover forms and to update the mailing list. COMPLETED

From 12th January:

Michael Lee to send Charities old RAG Mags. ONGOING

Societies to contact webmasters/media about advertising locker keys on the website/newsletter. COMPLETED

Societies to contact Tech about which lockers to keep for equipment.  COMPLETED

Societies to email AWE with final details so that she can start taking deposits/allocating lockers.  COMPLETED

Societies Officers to file Friends of Childreach International SGSU constitution & handover forms and to update the mailing list. COMPLETED

Societies Officers to file Simulation Society constitution & handover forms and to update the mailing list. COMLPETED

AWE to find out if we can use SGUL on social media with regards to Freshers’ Advertising. ONGOING

From 26th January:

Societies to meet Tech about the music room. COMPLETED

KT and AWE to set up a meeting with IFemSoc Committee. COMPLETED

KT and AWE to set up a meeting with GenSoc to find out what they are doing and why they are keen not to expand and incorporate. ONGOING

Steven and Kat to take forward the concerns about past paper questions, cheating and question banks to the university. ONGOING

**1.7 AOB**

Charity box

Awards evening date

Exec meetings

**2 Reports**

**President**

* **No report received.**
* SG gave a verbal report: Working on the constitution amendments, assisting with RAG week, SGM, Trustee board and the aftermath and the future of the Rob Lowe.
* MG: It is not acceptable to have no reports from Top 3. Is there a specific reason?
* SG: No. There is no excuse. Sorry.
* Passed.

**VP Finance and Student Activities**

* **No report received.**
* AWE gave a verbal report: The auditor has been in and draft accounts have been put together and it’s not looking good. We are also reassessing the VP Finance and Student Activities job. We have also been looking at the Rob Lowe and getting reports together to be published.
* CBl: The minibus driver list can’t be accessed on the website, even if students are logged on.
* LOR: I will look into it.
* BA: When is the RAG total being released?

**Action Point** – AWE to count RAG money and produce a total.

* Passed.

**VP Education and Welfare**

* **No report received.**
* KT gave a verbal report: Wellbeing week is going really well this week. Next week I will be catching up on all the normal parts of my job.
* MD: How did the painting go today?
* KT: It descended into chaos pretty quickly but everyone really enjoyed it. All the events yesterday and today were really highly attended even those which overlapped. I am optimistic for the rest of the week.
* ML: Is musical affecting your attendance at meetings?
* KT: No, I haven’t missed any yet and this will be the last one before the show.
* Passed.

**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. 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   * Lots of admin and answering questions. * Trustee board, SGM, Senate, and Council room booking. * Updating the constitution etc. |
| What have you got coming up in the next two weeks   * Typing up lots of minutes. * Communicating with societies to get the rest of the handover forms in. |

* RV gave a verbal summary of the report.
* Passed.

**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 |
| What have we done since the last meeting   * Put out survey asking people what events they want this term * Sent tech a list of all upcoming events   Showcase   * Promo involving stall outside the library, posters & Facebook * Held auditions & began act selection * Contacted Michael John and Seb about hosting * Contacted staff members about being judges * Organised £300 prize for the winner   Wellbeing Week Comedy Night   * Booked external acts including Nathan Caton of Mock the Week (!!) and organised for Revue to perform a closing set * Promo with posters around uni and on Facebook   St Patrick’s Day Disco   * Ordered decorations * Emailed webmasters about putting tickets online including combo ticket with musical   Part V   * Contacted Final Year Year Reps about requests |
| What have you got coming up in the next two weeks   * Wellbeing Week Comedy Night * St Patrick’s Day Disco * Planning and ordering for Part V * Finalising acts for Showcase |

* ANG gave a verbal summary of the report.
* SG: Why are you holding the comedy night on a Wednesday?
* ANG: We didn’t choose the night.
* CBl: How are you going to manage with circles?
* FHa: We are putting up curtains like we did in fresher’s week.
* RV: Why was no cloakroom booked for the St Patrick’s Day disco?
* SG: That’s my fault, not theirs.
* ML: The company was really unhappy last year that the bar wasn’t booked out solely for the event.
* FHa: You can’t get into the area without paying the £2 entry.
* Passed.

**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  *None this week* |
| What have we done since the last meeting   * *Run the first aid course* * *Fixture confirmations* * *Went to the sports ball venue and finalised details and drinks deal* * *Started captain meetings* |
| What have you got coming up in the next two weeks  - Fixture confirmations  - Start selling sports ball tickets  - Carry on with captain’s meetings  - Start writing our handover |

* JP gave a verbal summary of the report.
* Passed.

**Media Officers**

* **No report received.**
* SS gave a verbal report: We have been testing out different designs for the newsletter. We are working with webmasters to get the problem sorted. As always, aiming to work on the app.
* SG: Didn’t Jordan put together a template to make the email newsletter shorter?
* SS: Yes but we’ve had problems with it.
* JC: I have emailed you several times and have had no reply. I checked it myself and it should be fine.

**Action Point** – Media and Webmasters to meet RE newsletter.

* Passed.

**Heritage Officers**

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| --- |
| Introduction |
| Action points   * None |
| What have we done since the last meeting  -  ordered 100 more spiders ties to replenish stock  - chased up invoice for said order  - hosted a v successful Spiders ~ £3000 taken at the bar |
| What have you got coming up in the next two weeks  - contacting new Spiders to collect their ties  - organising a lecture on first female medical students at St G  - discuss plans for university challenge with RAG  - firm up a date for Cobras |

* No-one present to give a verbal summary of the report.
* Passed.

**Charities Officers**

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| --- |
| Introduction  Hi it’s Khadija, Avin, Beth and Kate. Here is the report. |
| Action points - None |
| What have we done since the last meeting   * All of RAG week; (thanks to all of those who helped us!) * Battle of the bands- organsing advertising, sorting payments on the door, managing the students who were drunk at the end of the event * Auction- collecting prizes, publicizing, getting a host * Jailbreak- organizing the groups, getting groups to participate, manning the SU from 7am Sat-9pm Sun, got access for SGUL for the website for future years and got everyone home safely- getting all the documents/disclosures sorted and signed * Man o Man- organizing/publicsing * Quiz/Disco – to learn from as not well attended * Circles- the usual * Take me out- very well attended- had to publicize, organize attendance of people on the show, sort dates from local restaurants * Lunchtimes- bake sales, fondue selling, water bomb top 4, raffle ticket selling, bucketeering * Had the MACS mascot monkey; able to go to the wards in the peads departments and meet the kids * 24 Row- had the monkey/bucketeering there * ChildReach- sold pizza at our events for charity money; manning that * General advertising/organizing/liaising with charities/selling * AiDS Orphan- more awareness in the uni (separate to RAG week) * Sorted out bucketeering license for Tooting Broadway station * Successfully raised money for our three charities ☺ |
| What have you got coming up in the next two weeks   * Get the ABSEIL publicized (with St George’s Hospital Charity) * University challenge * Potentially a RAG mag (to come out late) * Finalise rag totals |

* BA gave a verbal summary of the report.
* We recommend that the Quiz and Disco are scrapped. We have got a bucketeering license for Tooting Broadway station in April.
* RV: Congratulations on a really successful week and original events.
* Passed.

**Societies Officers**

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| Introduction  Hi!! We are Anya, Cerys, Joe and Alex and we are this year’s Societies Officers! Our role is to maintain and oversee all goings on involving St. George’s Societies. As well as looking after the music room and second floor Boards. We also organise two major events in the year, Freshers’ Fayre and Awards evening. |
| Action points |
| What have we done since the last meeting  \* Looking into soundproofing the music room  \* Contacted sound proofing people/estates  \* Set up locker contracts so people can use them  \* Filing  \* Looking into dates for awards |
| What have you got coming up in the next two weeks  \* Actually set a date  \* Plan everything to do with awards  \* Keep filing  \* Carry on application for soundproofing |

* CBl gave a verbal summary of the report.
* Passed.

**Community Project Officers**

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| Introduction  *Hello. We are Aniqah Rahman and Durva Patel, the 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 have we done since the last meeting     * *Dealing with issues regarding the access list for CP cupboard and keeping it updated.* * *Liaising with Michelle about insurance policy and risk assessments for projects going abroad -SKIP and STAR mainly.* * *Heard back from registry and unfortunately CPOs cannot verify documents for DBS checks.* * *Dealing with enquiries from societies wanting to store stuff in the CP cupboard.* |
| What have you got coming up in the next two weeks   * *Chasing volunteer of the month awards for Feb* * *Advertising and keeping up to date our social media pages* * *Completing dissertations!* |

* No-one present to give a verbal summary of the report.
* MD: How regularly are you updating the security list for the CP cupboard?
* Passed.

**Technical Officers**

* **No report received.**
* No-one present to give a verbal report.
* NOT PASSED.

**Equality and Diversity Officers**

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| Introduction  Hey, We are Theo Rennicks-Gordon and Saad Muhammad, your SU Equality & Diversity Officers for 2015/16. Throughout this academic year we will have meetings with the Equality and Diversity committee, uphold the no platform policy and ensure equality on the interfaith forum. Our role is one that involves working with students through the Dignity Scheme being brought back this year and helping form institutional policies that’ll ensure St George’s stays equal and diverse. |
| Action Points   * None |
| What have we done since the last meeting?   * “Gay or Straight Let’s not hate” poster campaign * Advertised events for LGBT history month * Attended various society events * Preparations for E&D Week |
| What have you got coming up in the next two weeks?   * Confirm speaker for E&D Week * Tooting show dress rehearsal * Musical dress rehearsals * E&D Mental health awareness week! |

* No-one present to give a verbal summary of the report.
* Passed.

**Environment and Ethics Officers**

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| Introduction  *Hey friends, we’re Hannah and Greta and we are your Environment and Ethics Officers this year. Our role is mainly to make sure we can make Georges as sustainable and environmentally friendly as possible. We will do this throughout the year by reminding and encouraging staff and students alike via the various activities we’ll be holding such as in the Go Green Week and Ethics Week.* |
| Action points   * N/A |
| What have we done since the last meeting   * Did more than 50% of Silver NUS Green Impact award * Went to Council & had constitutional changes made * Environment policy addition * Went to SGM * Potentially getting funding for allotment renovation * Created allotment subcommittee * Had meeting with allotment subcommittee * Worked on the allotment |
| What have you got coming up in the next two weeks   * Finishing NUS green impact * Work on the allotment * Plan Go Green week |

* GJ gave a verbal summary of the report.
* We are closer to 80% complete.
* RV: When is the deadline? How far away from completion are you?
* GJ: The deadline hasn’t been published but it will be approximately 18th/20th March. We are aiming to be finished by the end of the week.
* ML: How are you funding the allotment renovations?
* GJ: The University are paying for it, following our proposal.
* Passed.

**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   * CNY/End of Exams Boat Party   -5 February 2016  -Awesome success, 138 tickets sold, events company has now been paid   * Meeting with all INTO MBBS Year Reps & Kat to discuss major issues to put forth during IMOG meeting   -26 February 2016   * International MBBS Operations Group Meeting   -2 March 2016   * Meeting with ISS Committee   -4 March 2016   * HOST UK form submission and the ordering of promotional materials * Three international focus group meetings * Role-specific constitutional amendments made |
| What have you got coming up in the next two weeks   * International Student Lunch 4   -11 March 2016 |

* BO gave a verbal summary of the report.
* Passed.

**Webmaster**

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| Introduction  Hi, We’re Lucy and Jordan, Webmasters 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 |
| What have we done since the last meeting   * Updated Shop site info and linked directly to eShop * Advertised RAG week on website and sold tickets * Set up tickets for Musical, Tooting show, comedy night and St Patricks Disco * Updated INTO reps and put up Interfaith event * Sorted out admin access for various societies (Netball, SriLankan soc, Musical) * Updated Minibus drivers list * Had T year ball tickets sold online – was an issue with the menu choices so had to email the ticket holders and collate responses * Dealt with failed payment purchases on Sagepay * Finance codes have been updated |
| What have you got coming up in the next two weeks   * Look into locker rental on the website * Advertise wellbeing week |

* LOR gave a verbal summary of the report.
* We are looking into online forms for things such as locker key rental.

**Action Point** – Societies and Webmasters to meet about online forms for locker keys and handover forms.

**Action Point** – Webmasters and AWE to meet about advertising on the website.

* Passed.

**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**  NA |
| **What have we done since the last meeting**   * Attended the last council meeting * Made modifications to the senate board * Made a report of the last council meeting * Contacted physio year reps about organising Mum’s and Dad’s |
| **What have you got coming up in the next two weeks**   * Going to make a report of this meeting to take to next senate meeting * Make a report of next senate meeting for exec * Continue keeping in contact with physio reps about mums and dads   **Council report**   * Dissolution of societies   + Athletics, Bhangra, Coppafeel, GP & healthcare management, Gymnastics, Indoor Football, Mental health, Revive, Spectrum, Table Tennis, Water Sports * Cheerleader Constitutional changes   + Name change to SGSU Cheer and Gymnastics   + Also added Committee positions * Protest and Activism Forum   + Looking for people who are interested in Politics and activism as they need more people on their committee   + Criteria involve:     - Being openminded as to be able to promote thing you may not support yourself     - Having an interest in activism - “enthusiasm is more important than knowledge”   + They’re having an event on the 15th march for more details contact .. * Remaining SGM constitutional changes   + Addition of definition of what a religious society is - passed,     - so they can be forced to attend interfaith forum   + Change to number of sports officer to 3 - passed   + International officer : lots of changes - passed   + Addition of how to form a CPO – passed     - Has to be applied for   + Changes to award committee and nominations - passed   + Change to assistant returning officer – passed     - In case President runs again, ember of exec can be selected by senior officer to act as assistant returning officer   + Addition of a “society may not endorse specific candidates “ \_ rejected   + Candidate can’t campaign in hospital areas except lecture theatres - passed   + Minimum of 2 Specific questions can be targeted at each candidates in Hustings with a max to be determined by chair , different from current where can’t ask candidates direct question - passed   + Quorum represented changed to 1%   + Number of votes required to pass referendum changed to 5% of student body * Lightning and Equipment responsibility plan   + Added to the SGSU EE policy * Year Plan * ROOM BOOKINGS |

* MD gave a verbal summary of the report.
* We are looking into online forms for things such as locker key rental.

**Action Point** – Ruth to send Webmasters a list of dissolved societies/council minutes.

* Passed.

1. **Student’s Union Business**
   1. **Year Plan – Ruth Varney**

Please send me details of any events you are running to be added to the year plan.

* 1. **Trustee Board Report**

**Report on the Trustee Board Meeting 25/02/16**

After reviewing the minutes from the previous meeting, we had a finance update from John, our interim Financial Manager, and Nicola the SGUL Finance Director. They have been preparing the accounts for the Charity and Trading entities for the last financial year. This is in advance of the audit which will begin on Wednesday 2nd March. The audited accounts are expected to be finalised within the following few weeks. A request was made for a timetable of regular progress updates of this year’s finances before the next Board meeting, once the audit has been completed. The SU cash balances have been monitored weekly and overall there has been good progress with the backlog of work with the help of Alice, Michelle and Comfort. Although there are no actual sales figures yet, Steven was able to tell us that the shop has been doing well after the hiring of the new Shop Manager, and has not had to close early under his management. However, he commented that there are still certain periods that are understaffed by students.

Steven then updated the Board on the Events Zone, which has been extremely busy before Christmas with various shows. RAG has been doing well as the pre-RAG total was higher than previous years although still not beating that of 4 years ago, perhaps due to the banning of ‘mashing’ on the Underground.

Alice gave an update on the Student Participation Zone, where she has had to delegate some of her duties to the other Sabbatical Officers. She informed us that the Sports Officers have planned the Sports Ball with costs equal to last year, but with increased capacity and so we can expect greater profits. The board were told the Community Project Officers will also hope to save costs on replacing and repairing equipment after creating a new security system for the CP cupboard. Alice informed the board that hiring Comfort has freed up Michelle’s time, more of which can now be spent on helping with finance work.

Kat gave an extensive report on the Representation Zone, with much progress in terms of Education. She brought to light the current welfare issues such as those INTO students are facing with their exams and with respect to the USMLE. She has been supporting them throughout, acting as a key communicator between them and the INTO faculty. Kat also informed the Board about the student response to the Junior Doctor Contracts and that she has been in correspondence with Dr Miles Scott as well as releasing a statement from the Union to represent the views of the students and the stance of the union after the referendum.

Ruth gave a report of the Communications zone. There has been an improvement in social media presence allowing for better communication with the students. The webmasters have also updated the website to allow students to see when Sabbatical Officers are available.

The Board discussed Student Engagement, where it was noted that quorum at SGM was still extremely low, despite greater student engagement at the SU Elections last year. It was suggested that SU Executive Meetings could be live streamed in a similar way to Hustings, to allow students commuting and on placement to watch, send in questions and be counted in quorum. However the viability of this is not yet certain as it would require considerable work from the Tech Officers.

We discussed the Financial Improvement Plan, the appointment of a new Lay Trustee and reviewed the Risk Register.

* TA gave a verbal summary of the report.
* MD: What is the risk register?
* TA: It shows which risks the SU face, ranked based on likelihood and impact.

**Action Point** – Steven to find out if the Risk Register is confidential or can be shown to Exec.

* Passed.

**IV. Society Proposals**

**IVa. DAPS Vision**

* The proposed committee gave a short presentation of what the society is, why there should be one at SGSU, how it would benefit the students, how they will be managed financially and suggested events.

LOR: What makes you so interested in patient safety? Does this topic constitute a whole society?

*You hear a lot about it in the news. People don’t really know what it is, it’s not just about tiredness, so this is more about informing students. It’s not niche due to the research aspect.*

MD: Do you have any experience leading large groups?

*I did a project in it for my BSc and I lectured in it afterwards at an international conference. Also we will have support from doctors.*

KT: Have you spoken to doctors willing to run such sessions?

*Yes. A Junior Doctor at St George’s who gives lectures in the First Year about it. Also, a Geriatrics Consultant at St Peters, GP Registrar at St George’s etc.*

KT: Are you paying the doctors running the sessions?

*Based on their involvement, we will pay from entrance fees. Most won’t require paying.*

AWE: Are you aware of Global Health Forum Society? Are your aims similar?

*There is more to our society than that. Quality Improvement and Patient Safety aren’t really covered by them.*

A discussion followed:

They are part of a larger organisation reaching out to students.

They don’t have similar aims to other societies.

If the doctors are paid for sessions then they have to pay for the space. It is University policy.

They clearly have enough interest.

Could they be incorporated into other societies?

They seem enthusiastic.

**Proposal (ANG): I propose that we accept Developing Advanced Patient Safety Vision as a society of St George’s Student’s Union.**

Seconded – AB

For: 24 Against: 1 Abstain: 1

*PROPOSAL ACCEPTED*

**Action Point** - Webmasters to set up a webpage for DAPS vision

**Action Point** – AWE to make a budget and cost centre for DAPS vision

**Action Point** – Societies Officers to file DAPS vision constitution & handover forms and to update the mailing list.

**V. AOBs**

**IVa. Charity Box – Environment and Ethics Officers**

We would like to make a donations box for clothes which we can take to charity shops. This is part of the NUS Green Impact award criteria.

* MD: Where are you going to put it?
* GJ: In the office, on top of the filing cabinets. We know there is minimum space there.
* AWE: I think it’s a great idea.

**IVb. Awards Night Date – Societies Officers**

We are having trouble deciding on dates for Awards. We have 3 suggested dates: 10th June, 17th June or 21st June. The 10th June is probably best so that it isn’t in the middle of 2nd year exams. Last year it was late because elective were pushed back.

* ML: Last year attendance was very low.
* AWE: Use Leo and his Oscar in the advertising campaign.
* RV: Have you put any thought into when Awards Committee will meet yet?
* CBl: No. Now the date is set we will make a plan.

**Action Point** – Societies officers and AWE to meet regarding opening awards nominations.

**Action Point** – Societies Officers to open awards nominations before Easter.

**IVc. Exec Meetings – Chair**

Does anyone have any ideas for making exec meetings better?

* JC: Passing societies at other universities is done in separate committees such as past Presidents and Vice Presidents, as they know what is best.
* SG: Engagement. There is the least engagement out of all years. Previously, exec members were asking difficult questions and nit-picking/looking into the constitution.
* JC: Exec was awful a few years ago because everyone was expected to speak.
* CBa: I don’t see any point of dragging on meetings just for the sake of contributing.
* ML: Last year discussion was dominated by junior officers, where as this year Top 4 dominate.
* CBa: Many of the questions that are asked simply don’t occur to me.
* MD: My experience doesn’t qualify me to question senior officers. I wouldn’t feel comfortable bringing up such issues.
* ANG: It’s out of respect.
* BO: I feel like I only should comment on my own role.
* ML: Your role as an exec officer is greater than your individual roles constitutionally. I feel like a lot of what we are doing is ticking boxes. People don’t ask for help.
* SG: Do you pass reports because you feel obligated or do you actually want to pass them? There have been some awful reports that always get passed.
* CBa: I don’t care to be honest. They wrote one.
* BA: What is a bad report?
* ML: If there isn’t anything in there. If you have nothing to say, don’t write anything.
* MD: We bring stuff up outside meetings as we are all friends. We don’t need everyone to sit and listen to it at the meeting.
* ANG: I feel less comfortable to call people out in front of everyone, I would rather talk one-to-one.
* TA: There is less pressure this year. The meetings aren’t so scary.
* ML: What do you think about scrapping written reports?
* MD: The reports are good to hold people accountable.
* RV: Helpful to make minuting easier as it is accurate.
* JC: How about a new, more detailed structure to the reports?
* ANG: I like it the way it is. And every role is different so making a tighter structure may be difficult.
* SG: Maybe move zone leaders to the end of the zone’s reports? It’s nice and cosy, but is that a good thing?
* JC: Positive reinforcement, not negative. If people stop enjoying it people will stop working.
* SG: Michael was the only person who questioned Kat leaving the room. Is that because he is the most senior?
* ML: If we don’t question our Top 3, then we aren’t doing our job. They are being paid for by our fees.
* MD: I don’t think people should have to have a report if they don’t have anything to say.
* ANG: That allows laziness. People might not do stuff because they don’t have to write it down.
* TA: I don’t think its cosy. I just think exec is really successful this year.
* LC: A lack of questioning is fine as long as it doesn’t lead to everyone being confronted at the AGM.
* ML: Do we need one every 2 weeks?
* Consensus yes.
* MD: If we move them to less regular then people will do less and want to meet even less.
* RV: Next year’s exec might need more regular meetings even if we don’t.