**MEETING OF SGSU EXECUTIVE – AGENDA**

**Tuesday 8th August 2017**

**5.30pm –**

1. **Business**
   1. Apologies
   2. Minutes from the previous meeting
   3. Action Points
2. **Society Presentation**
   1. St. George's Connect.
   2. Stagecraft
3. **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
   18. Democracy officers

1. **AOB**
   1. **Michelle’s Desk**
2. **Date of next meeting**

22nd August 2017

**REPORTS**

**President**

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| **Introduction:**  Hi, my names Sam Khavandi and I’m the Students’ Union President for 2017-2018. 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 and really encourage you to pop in for a chat at any point. |
| **Action Points:** N/A |
| **What have I done since the last meeting:**   * Handover period with Corey * Attending various meetings to get an idea of what to expect this year * Presented at undergrad open day explaining what the students union is and what we do * Created exec wall signs * Contacted paramedic coordinator to ensure smooth move in for paramedics this year * Started writing freshers’ handbook * Spoken with all my zone * Enquired for office door code change. Stay posted for new digits. * Booked our accommodation for weekend away * Met and built communications with RA’s * Meeting regarding the Rob Lowe and MFQCR * Emailed VETs LSE for potential varsity matches * Emailed religious & cultural societies for non-drinking freshers’ alternative * Did my exec report ☺ |
| **What have I got coming up in the next two weeks:**   * Ensure we’re on track for freshers’ * MSL election training * Finalising freshers’ handbook * Search for sponsors * Bar training / licensing training * Bar reopening * Pret deal finalisation * Meeting with SPACE * Hopefully hearing back from VETs + LSE regarding varsity |

**VP (Finance & Student Activities)**

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| Introduction  Hello everyone, my name is Vafie Sheriff 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 Point  N/A |
| What have we done since the last meeting   * *Meetings with the various members of my zone* * *Created whatsapp group for all the different officers in my zone* * *Attended my first Finance sub committee and Trustee board* * *Went to the NUS trade fayre* * *Had our first meeting with Gill/Judith respectively* * *Had a meeting about Rob Lowe and Multifaith room with Derek Bannister* * *Organised first Minibus test for the 19th August* * *Supported and guided by Ishaan trough the dayly operational responsibilities of VP Finance* * *Learning how to use agresso, process claims forms/invoices and payment runs* * *Taking over the VP email and responding to general queries* * *Starting to book in external companies for Freshers fayre* |
| What have you got coming up in the next two weeks   * Send out budgets 2017/18 for all societies * Have first minibus test * Send out an email askinf for meeting with all of our societies * Choose dates for treasurer training, Budget appeals * Continue to learn more about the operational management by Sensei Ishaan * Organise a smashing freshers fayre with my society officers * Start organising Trials with my sports officers * Start thinking about CP Evening with CPOs |

**VP (Education & Welfare)**

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| Introduction  Hi, Im Bethany, it’s my job to represent the students at meetings with the university and look after the welfare of our students to allow you to have the best possible experience studying at St George’s. Additionally, I provide a free condom service for all students. Anybody is welcome to drop in my office for a cup of tea and a confidential chat without an appointment as I have an open-door policy. It doesn’t matter how big or small your problem may seem- I am here to listen and here to help. I can offer advice and point you towards the most helpful service available whether it be an academic, health, emotional or financial problem. Please feel free to come and say hello, my door is always open and sometimes a listening ear is all you need! |
| Action points |
| What have we done since the last meeting   * Organising/tidying my office * Meeting staff * Touched base with all the teams in my zone * Started planning Black History month with E&D and Campaigns * Met with the counsellors * Started to redesign welfare handbook * Organising senate/Year rep training * Planning mums & dads without Representation Officers * Working with Margot, Judeith, Sarah & Hannah on consent training for freshers. * Attended consent training session workshop- now ready to train * Met with Alice from careers service * Met with Janette Myers about study skills etc * In touch with Ka-Ming Pang from the library, contributing to resource leaflet for new students * Attended meetings * World mental health day comedy night * Seen a few students * Sab Officer training days |
| What have you got coming up in the next two weeks   * More meetings * Seeing students * meeting staff etc * Meeting with Marie from SPACE * Finishing organising senate training & informing relevant staff and year reps * Meetings with teams in my zone * Continuing work on welfare handbook * Consent training * Minibus freshers planning * Continuing Mums & dads organising |

**General Secretary**

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| Introduction  Hello! I’m Yuna and I’m the General Secretary of the Student’s Union for 2017-18! As GenSec I am involved in room booking, writing minutes from meetings and also general enquiries from students and Exec! I also help with the setting up of new societies but also helping exisiting societies with emails and rooms. |
| Action points  *N/A* |
| What have we done since the last meeting   * Exec weekend away * Exec shirts * Sorting out some Room bookings – emails * Website editing * Freshers planning help * Other Admin works |
| What have you got coming up in the next two weeks   * Freshers planning * Exec weekend away planning * Holiday in Japan ☺ |

**Events Officers**

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| Introduction |
| Action points  N/A |
| What have we done since the last meeting   * The Manor is booked on the 23rd from 6pm ish - they know to expect 100-200 freshers. * Mirch Masala is booked on the 27th at 7pm, deal is 10 pounds a head. * Havana is booked for approximately 30 students on the 4th of October, at 7pm. * Sam has contacted the Selkirk pub and booked it for the 26th at 5pm. * Ethan from Tec explained he is responsible for the karaoke equipment too. We are contacting comedians in the following days. |
| What have you got coming up in the next two weeks   * We need card dealers from the Exec team for the casino night. * We need to come in contact with the SU bar representatives to book the bar and make drink deals. * Comedy night will feature one or more comedians, we have not decided upon that at this point, it depends on the cost. * Games night will include table tennis, pool and board games, as well as some dares/challenges potentially. * Casino night will be the same as last year, but we will feature professional card dealers. |

**Sports Officers**

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| Introduction  Natasha, Nathan and Alan  Our role is to co-ordinate and oversee the sports teams here at SGUL.  We are the first point of contact for all sporting events and we organisine teams’ involvement in LUSL and BUCS leagues. We’re also responsible for the timetabling and use of Rob Lowe facilities and representing SGUL on many sports committees. |
| Action points  n/a |
| What have we done since the last meeting  Meeting with Vafie about our goals as sports officers over the upcoming year |
| What have you got coming up in the next two weeks   * Handover with previous sports officers * Update captains contact list * Make a captains Facebook group or alternative means of communication * Create a mailing list –One went to all sports teams and the other only to teams with fixtures. * Ensure all teams were entered for the correct BUCS and LUSL leagues for the coming year * Freshers sports handbook |

**Communications Officers**

**Heritage Officers**

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| Introduction  *Hi everyone we are Will and Ash, your Heritage Officers for 2017/2018! We are in charge of promoting and maintaining George’s spirit throughout the year – from Wandsworth 8 to St. George’s day and of course Spiders and Cobras.* |
| Action points   * *N/A* |
| *What have we done since the last meeting*   * *Met with zone leader* * *Emailed pubs for Wandsworth 8* * *Hand over from previous heritage officers* |
| What have you got coming up in the next two weeks   * *Meeting pubs in person* * *Organizing route for Wandsworth 8* |

**Charities Officers**

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| Introduction  Luke, Jack, Hannah & Aditi. Charities Officers |
| Action points  *None* |
| What have we done since the last meeting  *We have still unfortunately not received our written handover from the previous charities officers. We’ve tried to get on with a few things. Mostly coming up with charity events idea. Our charities will be picked as St George’s hospital charity, 1 local charity and 1 national charity. We hope the national charity will be able to support us in the events we hold.* |
| What have you got coming up in the next two weeks  *Continue planning events and get in touch with more potential charities* |

**Societies Officers**

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| Introduction  Hi everyone! We are your Societies Officers for 2017-18; Jeremy Teo, Gabriela Barzyk, Ramneek Chana and Shalu James. We are the contact point for all societies throughout the year. 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  n/a |
| What have we done since the last meeting   * Read our written handover and have been contacting Ash and Naomi for follow up on questions and to gain relevant bits of information * Talked to VP Finance about our plans for the year * Created a new mailing list document for 2017-2018 so that we have as much information as possible. Colour-coded so we know where to follow up and who has not handed in a handover etc. * Been checking over which constitutions and risk assessments are missing. * Been checking over online pages to see which societies don’t have a page or which societies are outdated. * Contacted people on fb etc to get them to fill in handovers as very few were filled in at the start. * Looked over Council and Exec minutes from last year to ensure we are not missing any societies, also so we know which societies require an update of their constitution online. * Sent out emails about Freshers Fayre, handbook and handover and are in the process of collecting information. * Contacted different societies to clarify information and to explain constitutional processes (such as budget appeal, dissolution through inactivity etc.) * Booked SU Bar/ boardrooms/AHR with Gen Sec. * Started to discuss Treasurer training ideas. * Sent our paragraph and picture for SGSU page and board. * Sorting Freshers Fayre information for Undergrad and Postgrad |
| What have you got coming up in the next two weeks   * Planning and organising Freshers Fayre and handbook, booking tables and equipment * Keep updating handover and other documents * Email back all the societies who had outstanding queries since May once email access is sorted for us. |

**Community Project Officers**

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| Introduction  We are Jean Claude and Flora and are the new community project officers. Our role is to represent and support all of the community projects at George’s. |
| Action points  n/a |
| What have we done since the last meeting |
| What have you got coming up in the next two weeks   * Introducing ourselves to the community projects * Set a date for the first CP meeting * Get the alternative funding list from Vaffie, and update, in order to give to the CPs * Get going with Vinspired, let the CPs know about it and getting them to send us the various information required * Letting people know about volunteer of the month and how to nominate people. (Looking into the possibility of being able to nominate people on the SU website) * Create an instagram account * Look at what needs to be done to the CP board * Update security list for the CP cupboard |

**Technical Officers**

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| Introduction  We are Ethan, Rowan and Olivia – Technical Officers for the SU. Our duties include overall responsibility for lighting, sound and other AV equipment for the SU, running the tech for shows, events and societies, and managing the tech subcommittee. |
| Action points  Currently none. |
| What have we done since the last meeting   * Handover from previous tech office * Revue Edinburgh Preview show * Settling in |
| What have you got coming up in the next two weeks   * Bar refit * Bar launch * GEP Freshers’ (various) |

**Equality & Diversity Officers**

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| Introduction  Hey everyone, we are Naireen and Vikram – your E and D officers for the upcoming year. Our main objectives are to serve the nine protected characteristics and strive to achieve equal opportunity across the whole of St George's. We also hope to initiate a number of campaigns throughout the year, raising awareness of different issues of equality and celebrating the diversity that we have across St George’s. |
| Action points  None |
| What have we done since the last meeting  **Meeting with Beth:** To discuss plans for the year  **Designing a logo and wall plans:** For Humans of George’s Facebook page.  **Meeting with the new Photo-soc committee to share our ideas for Humans of George’s**  **Contacting speakers for Black History Month** |
| What have you got coming up in the next two weeks   * Meeting with Campaign officers to plan out Black History Month, watch this space. * Confirming a date with Tirej Brimo, our first detailed interview. * Meeting with Margot Turner (Universities Equality and Diversity Department) |

**Environment & Ethics Officer**

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| Introduction  We are Alex and Kurush, Environment and Ethics Officers for 2017-18! Our duties include representing and promoting environmental and ethical issues; ensuring completion of accreditation schemes; representing student issues concerning SU commercial services; maintaining the allotment; and generally keeping the SU as environmentally and ethically efficient as possible. |
| Action points  None. |
| What have we done since the last meeting   * Read handover from Cameron * Visited the Allotment |
| What have you got coming up in the next two weeks   * Meeting Cameron to discuss handover notes * Meeting Beth as part of Representation and Student Participation zone * Complete SGUL Change form for allotment rejuvenation |

**International Officers**

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| Introduction  Hello everyone! Simi and Golnoush here. Our job is to represent and ensure the integration of all International students at George’s. We will work with the International Students Society, the SU and the International Advisory Team to achieve this. We will also be planning numerous activities throughout the year, alongside the ISS. |
| Action points  N/A |
| What have we done since the last meeting   * Discussed with the ISS committee about their plans for Internationals, over both Freshers and the rest of the year. * Handover with previous International officers. |
| What have you got coming up in the next two weeks   * Planning the Multicultural Dinner, in time for Undergraduate Freshers. This includes collaborating with the ISS, requesting food and finding transport for food collection on the day. * Further discussion with the ISS about events and other opportunities for students. |

**Representation Officers**

N/A

**Campaigns Officers**

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| Introduction  Hi all, we are Craig Brooks, Omar Hijazi, Ramat Ayoola and Sadik Al-Hassani, your Campaigns Officers for 2017/18. Still quite a new role, we hope to take it from strength to strength as we ensure we are an active campaigning union. Our role this year will include supporting the rest of exec in delivering successful campaigns, as well as introducing new ones of our own that we and the student body feel are needed. Be sure to get in touch if you have something you want us to get out there! |
| Action points  N/A |
| What have we done since the last meeting   * Handover from Beth and Lucy * Arranged meeting with our zone leader, Beth * Arranged meetings with ACS and E&D to discuss BHM * Planned activities for BHM with E&D and emailed potential speakers * Set up snapchat account |
| What have you got coming up in the next two weeks   * Meetings * Continued planning of BHM * Plan fresher's fayre stall * Plan for year ahead |

**Democracy Officers**

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| Introduction  Hey everyone, we are Spardha and Sahana, your democracy officers for the year. We aim to keep tabs and oversee any democratic processes within the SU ensuring equality throughout. We are also in charge of implementing new measures to improve the efficiency and reliability of the voting processes in elections |
| Action points |
| What have we done since the last meeting   * Since the handover exec meeting we have discussed our roles further * Discussed how we aim to work together around our other commitments to fulfil the roles to the best of our ability |
| What have you got coming up in the next two weeks   * First exec meeting. Getting to know everyone on exec and establishing the new role of democracy officers * Planning for the start of the year and discussing how we aim to address societies regarding their voting processes |