**MEETING OF SGSU EXECUTIVE – AGENDA**

**Tuesday 12th December 2017**

**5.30pm – H2.8**

1. **Business**
   1. Apologies
   2. Minutes from the previous meeting
   3. Action Points
2. **Society Presentation**
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. **Agenda points**
2. **Date of next meeting**

9th January 2018

**Action Points:**

1. Tech meet with Vafie
2. E+D meeti with Bethany to catch up on the legacy meeting
3. Vafie to do finance for Dent and maxillofacial society
4. Socities to file constitution for Dent and MAxfax
5. Yuna make e-mail for Dent and Maxfax

**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:**   * MFQCR meeting with students + Derek (E&F) * Research Day * May Ball plans * Created “how to do a duty” document for Top 4. * Strategy survey results review * X-mas disco prep * Talks about SGSU to MMI students * Met with Roberto to discuss ideas for a potential UH Journal * Attended Mens LUSL Cup match * Attended Boat Clubs UH races * Attended Intersoc Ball * Watched Revue Show * Chasing up tiling of bar * Did my exec report ☺ |
| **What have I got coming up in the next two weeks:**   * More May Ball * More strategy * Office clear out * A break hopefully * Another exec report ☺ |

**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 points   * Create Costcenter - completed * Create Summary of Freshers Fortnight Finances - completed |
| What have we done since the last meeting   * *Continue to meet with societies + students* * *Weekly Finance tasks* * *Various email correspondence + supporting our societies* * *VPF + SA email update* * *Sent out rules to music room* * *Meeting with Socs about awards and timetabled for* * *Meeting with sports about advertising* * *End of month finance tasks* * *Fashion show afterparty* * *Started going to society/club events as Top 4* * *Started looking over survey results with top 4, and meeting to over* * *Paid for new microwaves, Christmas meal, etc.* * *SUCS /NUS meeting* * *Worked with socs to reinvigorate some inactive societies* * *Freshers summary* * *Try to work out online payment issue on website* |
| * What have you got coming up in the next two month * Continue to meet with societies + students * Weekly finance tasks * Various email correspondence + supporting our societies * Start counting and cashing money from discos, charity week, etc. * Go over paperwork, weekly task so far and make sure everything is in order * Refocus on RLSC * Focus on Mayball with rest of top 4 * Specific roombooking until the 21st December * Clearout of offices and RAG room on 18th December * Start working on Sponsorship booklet * Start reviewing/working on my mid-term goals * Review all society finances over Christmas |

**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  *N/A* |
| What have we done since the last meeting   * Seen lots of second year students RE academic procedures * may ball venue planning * boat party stuff * Christmas disco duty * planning dates for campaigns in new year * NSS briefing with Jane and Roberto, looking forward to more sessions in the new year * condom order |
| What have you got coming up in the next two weeks   * meeting Jane and Roberto * more may ball & boat party * tidying the office!! * seeing students * tieing up loose ends before Christmas |

**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 existing societies with emails and rooms. |
| Action points   * Create Email accounts for Bengali society * Give reps access to e-mail * Yuna to add delaram to mailing list |
| What have I done since the last meeting   * Created e-mail accounts for Bengali society * Council meeting * Minutes * Finishing up the admin work that I had left * Room bookings |
| What have you got coming up in the next two weeks   * Minutes * Senate * RAG room clear out e-mail * Room booking e-mail reminder * Buy polo shirt * Mayball |

**Events Officers**

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| Introduction  We are the event's officers for this year: Aggie, Elisavet, Mohib and Rohan. Our current role is to organise events throughout the year. |
| Action points  - |
| What have we done since the last meeting   * Confirmed snapchat and photobooth for Christmas disco * Did decorations for Christmas disco * Did an advent calendar “12 days of Christmas Disco” * Advertising for Christmas disco * Christmas disco duty |
| What have you got coming up in the next two weeks   * St Patrick’s disco * May ball prep |

**Sports Officers**

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| **Introduction:**  Hi! We’re Alan, Nathan and Tasha, Sports Officers for 2017/18. Our role sees us as the first point of contact for sports in the Student’s Union. Our main responsibilities include overseeing teams participation in LUSL and BUCS leagues as well as coordinating the use of Rob Lowe Sports facilities. Other aspects of our role include our position on sports committees and organizing Fresher’s sports trials |
| **Action Points:** N/A |
| **What have I done since the last meeting:**   * Fixtures * Email admin * Attended UH Sports Night in order to build stronger and closer relationtions with members of different university teams. |
| **What have I got coming up in the next two weeks:**   * The usual * See how the allotment is coming along |

**Communications Officers**

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| **Introduction:**  We are Keshini, Louay, Alex and Sinthu, your communications officers for this year. We are an enthusiastic team that is looking forward to keeping the students up to date with the fun events and activities taking place at/outside of George’s. Our role is mainly to put together the newsletter, update the website and the app. |
| **Action Points:**   * Make webpage for bengali scouts |
| **What have I done since the last meeting:**   * Newsletter * Constitutions * Updated website * Done subs * Create webpage for societies * Given access to society members * App still with appsoft |
| **What have I got coming up in the next two weeks:**   * Christmas eve: dinner * Christmas day: church * New years eve: shots shots shots * New years day: A&E |

**Heritage Officers**

**Charities Officers**

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| **Introduction:**  We are Luke, Hannah, Jack & Aditi and we are this year’s Charities Officers. Our role involves making contact with local and national charities, supporting students in individual or group fundraising attempts and organising RAG events throughout the year to make the largest RAG total yet! |
| **Action Points:**   * Make webpage for bengali scouts |
| **What have I done since the last meeting:**   * Finalised proposed dates for RAG week (W/C 12th Feb) * Applied for a TfL bucketeering licence * Have risk assessment for our mystery event for RAG week * Contacted other universities’ unions asking how they run their ‘mystery events’ * Had a cake sale * Talked briefly to heritage about Man O Man – (how do we do it without Szarko) * Organised working with a kids event in the hospital we can take the dragon to (20th Dec) |
| **What have I got coming up in the next two weeks:**   * Advertise volunteering opportunities with our charities * Make RAG info poster – advertising what RAG is, who we’re supporting etc * Follow up re bucketeering licences * Keep researching options for a trophy/potential sponsorship * Meet with Vafie re Jailbreak * Visit the allotment |

**Societies Officers**

**Community Project Officers**

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| Introduction  We are Flora and Jean Claude, your community project officers for 2017-2018. Our role is to represent and support all of the community projects at SGUL and ensure there is good communication between the community projects and all students. We also want to advertise all the great work the community projects do, as well as other volunteering opportunities available to students. |
| Action points |
| What have we done since the last meeting   * Made poster to celebrate volunteer of the month winner. Also posted it on Instagram. * Emailed the CPs who couldn’t attend the second CP meeting to catch up with them. * Emailed the CPs to remind them of the procedure to access the CP cupboard (going to security on the ground floor). * Christmas disco duty. * Responding to emails. |
| What have you got coming up in the next two weeks   * Get details from CPs to make their vInspired pages * Finish getting descriptions from all CPs for the CP board and website * Advertise volunteer of the month more, get put on the digital boards * Finish getting presentations from CP evening from Cps to put on website * Advertise what the CPs have been doing and any upcoming events on facebook and Instagram |

**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:   * Fashion show 1 rehearsal and 2 performances * Revue 3 rehearsals and 3 shows * Paediatric soc quiz * Midwifery soc Christmas party * Fashion show after party * Christmas Disco * Ordered some new equipment |
| What have you got coming up in the next two weeks   * IMBE Staff Christmas Drinks * Principal's Mince Pies and Christmas Raffle * Clinical Genetics Christmas Party * St George's Theatre Recovery Christmas Party * GMB Trade Union Christmas Party |

**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 achieve a number of things serving the nine protected characteristics and striving 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. |
| Action points  None |
| What have we done since the last meeting   * Watched Revue rehearsal * Met with IFEM and PRIDE committee to discuss wall design for Feb/March. * Met up with Campaigns Officers, Beth and STAR committee to discuss about how we can implement the equal access policy at St George’s. It aims to provide a couple of free or subsidized university places in courses such as medicine for asylum seekers. We would love to spread awareness of what STAR have been doing, and so will be working together with Campaigns in planning refugee awareness month and a wall design for March/April * Met with a couple of religious societies informally to discuss what they’d like to do for interfaith week, and reflected over what was done last year. |
| What have you got coming up in the next two weeks   * Getting Cabaret Script * Meeting with Beth to come up with a fixed date/plan for interfaith week, and discuss our ideas + those societies suggested they would be willing to do. * Going over final wall plans and features IFEM and PRIDE want to include on the wall, ordering relevant art supplies together with campaigns |

**Environment & Ethics Officer**

**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 |
| What have we done since the last meeting   * Meeting with Beth. * International Christmas Lunch and Secret Santa on the 28th. * INTO USMLE T-year meeting on the 28th. * Negotiating with Boat party company. * Sort out international events in collaboration with BIAS UK and ISS. |
| What have you got coming up in the next two weeks   * BOAT PARTY PLANS!!! |

**Representation Officers**

**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   * Organised Blood Donor stall outside the library * Ran a successful social media AIDS awareness campaigns * Had a meeting with StAR about potentially getting the university to introduce an equal access policy. |
| What have you got coming up in the next two weeks   * Applying for Self-Care grant for future self-care initiatives * Holiday! |

**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   * Christmas Duties * Exec Secret Santa * Started planning our approach for Use your SU Campaign * Started planning summer elections campaign |
| What have you got coming up in the next two weeks   * Carrying on with planning ideas of how to increase SU interest * Talk to campaigns to start thinking about Use your SU |