**MEETING OF SGSU EXECUTIVE**

**Tuesday 19nd September 2017**

**5.30pm – H2.7+8**

**ATTENDEES**

|  |  |  |
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| **SK** | Sam Khavandi | President |
| **VS** | Vafie Sheriff | VP Finance and Student Activity |
| **YK** | Yuna Kishimoto | General Secretary |
| **FH** | Francesca Harris | Chair |
| **EO** | Ethan Osborn | Technical Officer |
| **RB** | Rowan Barnett | Technical Officer |
| **WM** | Will Morrell | Heritage Officer |
| **AS** | Ash Sithrapathy | Heritage Officer |
| **LP** | Luke Peacock | Charities Officer |
| **AG** | Aditi Gunjal | Charities Officer |
| **BO** | Bukola Ogunjinmi | Student trustee |
| **JT** | Jeremy Teo | Societies Officer |
| **GB** | Gabriela Barzyk | Societies Officer |
| **LS** | Louay Salfity | Communications officer |
| **SpK** | Spardha Kumar | Democracy Officer |
| **CB** | Craig Brooks | Campaigns Officer |
| **SAH** | Sadik Al-Hassani | Campaigns Officer |
| **SaS** | Sahana Somanathan | Democracy Officer |
| **SS** | Simi Sodeinde | International Officer |
| **SJ** | Shalu James | Societies Officer |
| **HLB** | Hannah Lid Better | Charities Officer |
| **RC** | Ramneek Chana | Societies Officer |
| **EA** | Elisavet Arsenaki | Events Officer |
| **MR** | Mohib Raza | Events Officer |
| **RS** | Rohan Sudhir | Events officer |
| **AH** | Alan Hasanic | Sports Officer |
| **OCM** | Olivia Craig-Mcfeely | Technical Officer |
| **FM** | Flora Matthews | Community Project Officer |
| **JCD** | Jean Claude Doukrou | Community Project Officer |
| **NT** | Natasha Thomas | Sports Officer |
| **GS** | Golnoush Seyedzenouzi | International Officer |
| **VP** | Vikram Patel | E+D Officer |
| **KM** | Kurush Medhora | E+E Officer |
| **AD** | Alex Denley | E+E Officer |
| **RA** | Ramat Ayoola | Campaigns Officer |
| **OH** | Omar Hijazi | Campaigns Officer |

**APOLOGIES**

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| **NA** | Naireen Asim | E+D Officer |
| **AnN** | Anass Nuur | Student trustee |
| **AS** | Alex Scurfield | Communication Officer |
| **CL** | Chantal Liu | Student Trustee |

**ABSENT FROM MEETING**

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| **NC** | Nathan Cooper | Sports Officer |
| **JD** | Jack Dickenson | Charities Officer |
| **AB** | Aggie Bebbington | Events Officer |
| **KG** | Keshini Gooneratne | Communication Officer |
| **SiS** | Sinthuja Shanmugarajah | Communications officer |

**MINUTES**

Minutes from the previous meeting were Passed but with amendments to be made

**ACTIONS FROM LAST MEETING**

* **YK:**Sort out calendar for Exec, Senate and Council
* **YK:** make email for Democracy Officers
* **Comms:** send out all society email to introduce themselves
* **Beth:**to add everyone on exec to the GEP Fresher age and for everyone to add people to the page
* **Events:** to hand Comms with material so that they can advertise for fresher’s
* **Sam:** to have a meeting with all of Events to see what is happening
* **Sam:** to follow up with charities
* **CPO:**To have the first CP meeting
* **CPO:**Contact heads of CP for the dates of meetings

**ACTIONS FROM PREVIOUS MEETINGS**

**REPORTS\***

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| President | SK gave a verbal summary of the report  EO: briefly what are the changes to circle?  SK: where people are allocated and where people can sit. Have a meeting with all the societies to let them know of all the rules.  CB: are the rules the same as previous years?  SK: they are more lenient  CL: Can you update on fresher’s  SK: all on track. Just the contract that we need to sign for the last fresher’s event  CL: are we getting photobooths? Anything new for fresher’s?  SK: Not really except for Charlie and the chocolate factory  CL: what is Charlie and the chocolate factory?  SK: Chocolate fountain, eating competition at halls  EO: grand finale for Freshers, when is it announced and when can we promote  SK: Once the contract has been finalised but definitely at Freshers Fayre  EO: Good to let people know to encourage people to come to last Friday  SAH: How long is the performance  SK: half an hour set | PASSED |
| VP F+SA | VS gave a verbal summary of the report  CB: External people are not aware that they are not allowed in  VS: written a draft e-mail to let these people know. People who can access is students or staff. I’ve contacted Ruth with the rules of the Rob Lowe  CL: Timetable for meet and greet and trials, is this a one-time thing or ongoing  VS: currently a trial and see how much work it will be on the zone and if it is feasible  CL: maybe allow societies to put this information on the new app?  VS: doing it this was is the more proactive method  AnN: what are the logistical issues  VS: haven’t decided how people will access the RL so the different methods need to be discussed. How to collect keys, how people will pay for it hiring as no receptionist, sports team have more priority over external so when we are going to take external company bookings but as this is an additional income, we need to sort this out ASAP.  EO: maybe providing deadlines for societies for bookings  VS: An email was sent to sports societies yesterday | PASSED |
| VP E+W | BA gave a verbal summary of the report  CL: with the feedback sessions, how are you organising this  BA: early stages but there are specific ones for each cohort and we will set up the groups and I can be present but at this stage I’m not very sure.  CL: is it an SU thing or uni thing?  BA: they push for our opinions so more a | PASSED |
| General Secretary | YK gave a verbal summary of the report  BO: Can you put the online calendar up online so people can sync their phones  **AP:**   * Online calendar * Website and board * Society proposal pack update | PASSED |
| Events Officers | No-one was present to give a verbal summary of the report  EO: Poster online may have the wrong dates  BA: I have sent them the right one  **AP:**   * Change the dates and locations to the right ones on the Freshers posters | NOT PASSED |
| Technical Officers | EO gave a verbal summary of the report  LP: what happening with the problems in the bar?  EO: The audio system had to fixed by us as its not been installed properly and the sound system was wrong. There are a lot of things that need to be fixed. There is nothing we can do apart from getting the contractors to come in  BA: who have you been in contact with  EO: I have talked to John Cronin and Corey and let them know that we are not happy to be Tech officers if this situation is not fixed. I feel out of place to talk to Head of office  CL: Did you talk to them through e-mail or meet with them?  EO: via e-mail  CL: Maybe find another way?  EO: Every time I’ve seen him he talks to me about my e-mails so I know that he has been receiving them  SK: It is ultimately down to the contractors.  CL: In terms of raising things, maybe as an exec talk to your zone leader.  EO: Every e-mail I have included both Corey and Sam.  VS: the e-mail you have sent to Sam, did it include the problems that need to be solved?  EO: Yes I have included all the problems.  VS: Will chase this up  BO: Worst case scenario can we use AHR as the disco room  EO: Not so much space problems but more sound and lighting issues. I was not informed with any of these problems by Corey or the contractors and only received information from Rich the bar manager. The number of speakers have gone from eight to four and I do not feel that I have been taken seriously despite the fact that I feel there is not anyone in the university that is able to run tech as much as I am able to.  The worst case scenario is that we can have the discos  SAH: What was the main reason that the tech hasn’t been installed yet?  EO: Miscommunication and the speakers were not installed due to ‘aesthetic reason’ the other speaker cables were boxed into the ceiling and are not accessible. It is three weeks till fresher and we have had to take drastic actions in order success for these events.  **AP:**   * T4 to follow up the problems n the bar regarding tech | PASSED |
| Sports Officers | No-one was resent to give a verbal summary of the report    CL: T-shirts and wristbands update  VS: we have had to get a new vender as the quote I got was too expensive but hopefully they should arrive in time for undergrad freshers | PASSED |
| Communications Officers | LS gave a verbal summary of the report  EO: are you aware that some societies didn’t have barcodes for the fayre  VS: all the new societies didn’t have barcodes  CL: we need access to the trustee e-mail  YK: I will give you access to the email  BO: Have you not had any training?  LS none  SiS: we have talked to Ruth and she did tell us that there was training  EO: If you need a hand I can help with some stuff  VS: Changes on the website, what’s with the progress?  SiS: we haven’t had our training so not really sure of much else we can do  CL: Is there a temporary newsletter that we can use to contact the students  SiS: yes  CL: just in-between from now till the new app because they only have had e-mails from sam and it’s a good way to send out fresher’s calendar  SAH: What’s the update on the app  SK: We are not really sure with the app  AnN: Who does know about the app?  SK: possibly Corey but we will discuss in our meeting with myself comms and Yuna.  **AP:**   * Contact MSL training for comms and YK * Contact Claire Frost (Sam) * Access to student trustee * Sort the website out – updating names and banner | PASSED |
| Heritage Officers | WM gave a verbal summary of the report  CL: Is there any way which we can incorporate a diary in exec?  VS: How many stewards do you have for WW8?  WM: we need three more | PASSED |
| Charities Officers | LP gave a verbal summary of the report  BO: voting for charities at freshers fayre stall and online how will you know who has and hasn’t voted  LP: we have discussed with democracy but there isn’t really a way we could do this. But we do want a physical voting system  SaS: Freshers may not know their M numbers  LP: we want it to be an interactive thing and logging in to the website may be demanding for freshers.  BO: maybe not a good idea to exclude freshers from the online system  BO: maybe just say that if you have voted at freshers fayre then we have included your vote  CL: RAG total, what’s your target and what are your plans to reach this total?  AG: We have had a meeting with Sam and we have come up with a few events  SK: The RAG total varies so not set a finalised target  AG: If RAG doesn’t pick up this year we are willing to work towards asking it work in the future  CL: Maybe just set a target just so you can work towards it  GB: can you drop us an e-mail to book a stall at freshers fayre  EO: More than happy to work with you for silent disco as I think it is a good idea to have and can work to bring back RAG disco  VS: have you decided a minimum number that you want to be involved for your voting for the charities?  LP: Currently we can’t really do much as we are still talking to charities and they are giving us resources  VS: How are you pushing people to vote and you could have the resources at fresher’s fayre | PASSED |
| Societies Officers | JT gave a verbal summary of the written report.  RB: when are you updating the societies wall  GB: We are printing things off tonight and updating it this week  CL: are you having your own weekend away?  JT: we forgot to take it off | PASSED |
| CP Officers | No-one was present to give a verbal summary of the written report  VS: did they pass on the e-mail of cleft charity (directed towards Charities offciers)  AG: We had to decline them as we chose MIND for our charity  LP: we had to define the difference between local and national and the way we did this was if they worked in south London they were a local charity.  VS: have you let the charity or CPO that they have been unsuccessful? AG: I will do later today | PASSED |
| E+D Officers | NA gave a verbal summary of the written report.  EO: There have been things added to the wall  BA: it is a joint wall and not just E+D wall  RB: What is the problem with the wall?  BA: The wall for October has been given to Charity week and this was not communicated to the SU when this was decided back in May. Currently both BHM and charity week are clashing to use this wall in October and it has not been resolved  CL: Have you involved others apart from campaigns.  NA: yes  BA: have you been given full access to the Humans of Georges page by the admins?  NA: yes I have been given admin access to the page  BA: So do you know who the original admins were?  NA: no as it was a facebook account made purely for Humans of Georges. | PASSED |
| E+E Officer | No-one was present to give a verbal summary of the written report.  EO: Did they not have any action points  CB: no | PASSED |
| International Officers | SiS gave a verbal summary of the written report.  VS: What year reps have you talked to  SiS: T-year reps to talk about USMLE etc  CB: how are you using the vouchers that they gave you for international dinner  SS: We don’t know how to use them but they are discount vouchers for Chadwicks and Kennedy’s  BO: can you talk to the student in the US  SS: yes will do  **AP:**   * Talk to students in the US | PASSED |
| Campaigns Officers | CB gave a verbal summary of the written report. | PASSED |
| Democracy Officers | SaS gave a verbal summary of the written report  **Ongoing AP:**   * Learn how to use the online voting system | PASSED |

\*For full written reports, please see Executive Officer Reports document.

**STUDENT UNION ISSUES**

**SOCIETY PROPOSALS**

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| Wine and Cheese society | Aim is to appreciate wine and different cheeses and it is not to encourage drinking. Members can enjoy just wine or just cheese. Some ideas for the society is to do bring your own wine or some external trips to Tooting market and Borough Market and trying different flavours there.  The executive committee asked the society committee questions and discussed the proposal. | EO: I propose that we accept Wine and cheese society as a society at St Georges Student Union.  Seconded by  SK  Accepted: 13  Rejected: 1  Abstain: 5  PASSED  **AP:**  **VS** to make budget code  **Socs** to file handover and constitution  **Comms** to make webpage  **YK** to make email account |

**Agenda points:**

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| **Freshers Fayre** | **VS:** Please make sure that you send apologies to me when asked as it is not acceptable for people to be missing compulsory duties |
| **Exec training** | **BO:** Many of us are new exec and it is cumpolsory to attend the training to avoid trouble at events. Is it possible to have a re-training  VS: I will write a document and briefly go over the different roles for Disco duties  **AP:**  Training for Freshers at the next meeting |

**AOB**

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| **Respect** | **AP:**  Will carry this over to next meeting |
| **Questions** | **BO:** please don’t forget to reply to the questions if you were absent from the meeting |

**DATE OF NEXT MEETING**

Tuesday 5th September