

Executive Meeting Minutes

10nd October 2019, 10-11.30am

Location: MH 250

Members: President, Ross Loveitt (RL), Vice-President Education, Alpha Jallow (AJ), Communities Officer, Ashlea-Jayne Mallett (AJM), Diversity Officer, Paula Couto (PC)

In Attendance: Guild Manager, Sarah Kerton (SK), Representation and Advocacy Coordinator, Cassie O'Boyle (COB), Development Coordinator, Kenet Vuks (KV)

Item	
1	RL introduced the meeting. AJ sent apologies for the first half an hour of the meeting.
2	<p>The minutes of the previous meeting were approved. The action log for this meeting was updated with the status of each of the actions of previous meetings. Action 6.2 needed to be done as a priority as there seemed to be an understanding amongst society leaders that their membership was free, which was not approved by the executive at the previous meeting. Action 7.1 regarding a payment plan for students wanting to join societies was highlighted as a risk. It is possible to do logistically but SK is following up. The risk is that students don't pay the full amount, one option is for students to purchase a half year membership. Though, half a year was deemed as misleading as it implies 6 months.</p> <p>ACTION 2.0: SK to change the name of memberships on the website from half-year membership to Semester 1 and Semester 2 membership.</p> <p>Action 12.7 regarding Jiu Jitsu was a concern. The budget needs developing because it doesn't include membership to the Jiu Jitsu Foundation. They only have 2 paid memberships currently, they haven't submitted their budget and haven't met with us. SK highlighted the executive need to be aware of our charitable aims, and our current regulations which do not allow for external members. This will need to be discussed in the future at an executive meeting.</p> <p>ACTION 2.1: COB to add External Memberships to next week's executive meeting agenda.</p> <p>ACTION 2.2: SK and AJM to meet with Jiu Jitsu committee.</p> <p>The executive discussed the concern around societies having multiple trial sessions and these not converting to student numbers. Societies need a deadline by which they must be charging membership to all those attending their events. BUCS teams especially need to be paid because they are unable to compete otherwise. The message needs to be controlled and the executive agreed that every society would be expected to have all of their members paid by the end of their session next week.</p>

	<p>ACTION 2.3: SK to draft a message to send out to all societies on 11th October to ensure society memberships are paid by the end of next week's sessions. Work with AJM on this.</p>
5	Item 5 was moved up the agenda as KV had arrived. No update was received.
3	<p>The executive will approve new societies to ensure there is governance over the society structure. The executive approved Vegetarian Society, Disney Society, Women's Basketball and Women's Football.</p> <p>SK and RL were meeting Women's Basketball later that afternoon to discuss with both the Men's and potential Women's team if they would be comfortable joining together.</p> <p>ACTION 3.0: RL and SK to discuss with Basketball the potential to combine the Men's and Women's team into one umbrella group of UCB Basketball.</p> <p>ACTION 3.1: AJM to meet with Women's Football to discuss their development as a group.</p>
4	No additional budget requests have been submitted.
7	<p>Item 7 was moved up the agenda to ensure PC was able to be present during the discussion.</p> <p>The executive received a verbal update on the Prevent Duty – the Government's counter terrorism policy. There were some aspects of Prevent that the Guild have previously engaged with, including all Course Reps being expected to undergo Prevent training, which is not a legal requirement.</p> <p>SK to provide a workshop for the Executive about the different perspectives surrounding Prevent as the executive may wish to take a political position on it. This was noted as linking up to a much wider, and worrying conversation surrounding the appointment of the new Safeguarding Officer whose main priority seems to be Prevent. This also links to the equality strategy SK will be providing an update on at a later executive meeting.</p> <p>ACTION 7.0: SK to deliver a workshop on Prevent to the executive</p>
6	<p>SK gave a verbal update regarding the University Mini-Bus. The University has agreed if the student as a D1 Reg on their driver's license they will be allowed to drive the UCB mini-bus for the cost of petrol. The student would also need a DBS check. In the interim, the executive agreed to trial this with Football only as they have a suitable student with a view of reviewing how this has worked. The executive wanted to clarify what the cost of petrol would mean – would it mean mileage or a direct money in/out?</p> <p>ACTION 6.0: RL to confirm with Joe Young what the petrol policy will be.</p>
8	AJ gave a verbal update on the 5 th October open day and that there was an expectation we would attend every one. SK confirmed our relationship with Open Days had been confirmed with marketing,
9	Item 9 was postponed until another executive meeting to give COB and RL a chance to discuss priorities from their trip to Yorkshire.

10	<p>The executive received a paper from SK regarding a strike system for societies accessing space. The executive were wanting more information on how they could celebrate students using the facilities and also hold them accountable for not using their space. It is difficult to paint a picture of how the facilities have been used and attendance has been monitored before as there has been no joint up system. The executive discussed the recommendations made including participation sheets, spot checks, staff recording start and end times, society leaders recording start and end times, plus accountability online and in a society's council. The pros and cons of each were discussed as outlined in the report. It was suggested that we could invest in card readers to swipe people in and out of the space.</p> <p>The executive agreed that a combination of spot-checks, a sign up form if a solution could be found with the website and societies council. Spot-checks would be Officers attending events not just to check groups were using the space but to support and engage with their activity.</p> <p>More thought was needed to the consequences if a group did not use the space as agreed.</p> <p>ACTION 10.0: SK and AJM to meet to discuss consequences and how we gather feedback from student groups on them. ACTION 10.1: AJM to find feedback about consequences regards a strike system from student leaders.</p>
11	<p>As PC was not present for this conversation, it was agreed that COB would do a one-to-one training session with the voluntary Officers and SK.</p> <p>ACTION 11.0: COB to book a training session regarding CBS for PC and AJM.</p>
12	<p>AJM brought a verbal update regarding a Sports Day which some student leaders were keen to do. The executive agreed we could support this but it would need to be student led and so the group would need to submit a proposal for a development.</p> <p>ACTION 12.0: AJM and SK to meet to discuss what students are saying about Societies/gathering feedback ACTION 12.1: AJM to communicate with students who want to do a sports day that they can book in a meeting with us for support.</p>
13	<p>A.OB included one confidential discussion and the executive asked for COB to brief PC on the Equality Sub-Committee.</p> <p>ACTION 13.0: COB to book in a meeting with PC to discuss equality sub-committee. ACTION 13.1: AJ to attend a talk next Tuesday that RL was supposed to do.</p>