

## Executive Meeting

13<sup>th</sup> January 2020, 4-6pm  
 Location: MH 222

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

In Attendance: Representation and Advocacy Coordinator, Cassie O'Boyle (COB), Guild Manager, Sarah Kerton (SK), Development Coordinator, Nathan Ganley (NG)

Apologies:

Item	Title
1	<p>AJM introduced the meeting. NG was welcomed as a new staff member. No apologies were received.</p> <p>As an introductory activity, SK led a round encouraging the officers to think about their learning from training on 10/01/20. The reflections included ways of working and principles to move forward being:</p> <ul style="list-style-type: none"> <li>• Ensuring everybody followed through with actions consciously</li> <li>• Ensuring everyone in the team reflects on our working practices including how we communicate effectively</li> <li>• Accountability</li> <li>• Giving one another a chance</li> <li>• Trust</li> <li>• Be honest with your own perspectives.</li> </ul> <p>Regarding the administration of the meeting, COB to circulate who the chair of the meeting would be each week and would include a link to a Monday.com board with papers attached to ensure Officers were better prepared for the meeting.</p>
2	No conflicts of interests were declared.
3	PC abstained from approval of the minutes of the previous meeting as she was not present. The minutes of the previous meeting were approved.
4	The action log was updated with the progress of each relevant action.
5	SK re-introduced the executive to the approval process for new societies. This meant that for the first stage approval of all groups, the approvals are based on the idea of the society

	<p>existing and more support would need to be given them to support their development and creation of a budget, which would need to come back to the executive for approval.</p> <p>The executive approved Afro-Caribbean Society.</p> <p>ACTION 5.0: NG to follow up with the proposer of ACS society and have a development meeting.</p> <p>NG introduced the proposal for the Communities Support Society. COB and NG both noted this was like “RAG” at other Students’ Union’s. RAG means Raise and Give and are societies generally formed to give students experience alongside their degree in fundraising and community support, while fundraising for other charities.</p> <p>The executive agreed the group should not be Communities as this is the name, we give to one of the Volunteer Officers and may cause confusion.</p> <p>SK agreed she would allocate workload needed to support the society if the executive approved the group. NG noted there is national support for groups of this type.</p> <p>RL was keen to ensure all societies are brought together within this group to fundraise.</p> <p>The Executive approved the Communities Support Charity and were keen to focus on the development of the group.</p> <p>ACTION 5.1: NG to follow up with the proposer of the Communities Support Society and have a development meeting.</p>
6	<p>SK introduced 3 Give-It-A-Go events that had been proposed by societies. This included Pole, Dance and Business. Food &amp; Hospitality also submitted a draft proposal but this was not processed through the website correctly.</p> <p>Regarding the Business Society Event, the executive were keen for a larger group of people to be engaged (30+).</p> <p>The executive approved £500 to be used for Give-It-A-Go Activities in Refreshers.</p> <p>ACTION 6.0: COB/NG to follow up with their groups to let them know their activity has been approved.</p>
7	<p>This item was postponed for full discussion at the next Officer meeting so that RL and PC had time to create a paper.</p>

	<p>The Executive did discuss a current update on sports teams. Rugby have missed their deadline for NG to book transportation for their away game. There had been no communication from the group that they would be submitting late and no finance request was put through the system either.</p> <p>Basketball have also missed their deadline and have submitted a late finance form but have not completed all the forms on the Guild Website that they are expected to.</p> <p>The executive agreed that groups would be supported with their transport on this last occasion but in the future, all groups are expected to submit all their forms on time if they want support from the Guild in booking transportation.</p> <p>The executive agreed that this had been discussed in the training on 10/01/20 and was something that they wanted to stick to. PC noted there needed to be a way for sanctions to be in place for groups that were repeatedly not doing what was expected of them. The executive also discussed the potential sanction of groups being moved from Gold/Silver to a lower rank in the society funding scheme.</p> <p>ACTION 7.0: COB to support the Officers with some stock responses when societies come to them with questions.</p>
8	<p>RL noted discussion on the Listening Project with UCB. The executive was keen for this to go forward as a project with a lead from the Guild. COB and AJ to work together to deliver on a speak-week style project which included listening project activity with the University.</p> <p>ACTION 8.0: RL, AJ and COB to come together to have an initial discussion about this project.</p> <p>RL updated the Executive on the potential tender opportunity for the Joshua's space at the Maltings. The University were interested in what NUS could offer in terms of support.</p> <p>ACTION 8.1: NG to speak to NUS staff about the opportunities within this space.</p> <p>RL updated the Executive on conversations with Marketing about open days and support from the Guild. The University are keen for a hall committee of some description to be set</p>

up at the Maltings. SK noted that this should be solely independent from the University and ran by the Guild.

ACTION 8.2: SK, RL, COB and NG to meet to discuss Hall Committees.

ACTION 8.3: COB to book in Signposting Training