

Executive Meeting Minutes

2nd October 2019, 2-4pm

Location: MH 146

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)

Item	
1	RL welcomed all members to the first executive meeting of the academic year 2019/20. It was noted there were no apologies.
2	There were no previous minutes or actions to be reviewed.
3	<p>A paper had been circulated by SK with a proposed schedule of activities for Black History Month. The biggest resource attached to the proposal is staff time and SK asked the executive to approve £250 from the campaign budget to support these activities. The focus of the proposal was Birmingham as a city. PC, RL and AJ will be supporting the development of the schedule of events which includes 12 events over the month of October alongside SK. There was discussion about promotion and the inclusion of societies to be involved in this programme.</p> <p>The executive approved the schedule of events and £250 from the campaign budget to support Black History Month.</p> <p>ACTION 3.0: SK to draft collateral Inc. social media content and the development of a webpage.</p> <p>ACTION 3.1: SK to organise a meeting with RL, PC and AJ to discuss further.</p>
4	<p>A verbal update from COB was received regarding student complaints and appeals. COB will be leading a project regarding signposting support and materials for students and student leaders in the long-term. However, a short-term solution needed to be approved in the event a student contacts an Officer for one-to-one support on a student complaint or appeal. In the interim, Officers should advise students to contact COB who will triage and signpost students to the correct service.</p> <p>The executive approved the interim solution.</p> <p>ACTION 4.0: COB to meet with PC regarding signposting materials.</p>
5	AJM brought a verbal update to consult the executive on the introduction of a 'strike' system with regards to use of the sports hall and dance studio. Currently, some student groups may not use the sports facilities when they have booked in their training sessions – this includes leaving late/early, arriving late/early, not attending or cancelling last-minute. As a result, this has had an impact on other

	<p>student groups wishing to use the facilities. The introduction of a strike system would ensure accountability for student groups not utilising the timetable they are given appropriately. The executive discussed the value behind a system and concluded the system should encourage student groups to be considerate of their peers when using the facilities and challenge the attitude of entitlement to space without consideration of time, resource and other student groups. This system could also reward student groups who are appropriately using the facilities.</p> <p>The executive agreed a proposal should be brought back to the executive meeting for further consideration.</p> <p>ACTION 5.0: SK to bring a paper to the next executive meeting with a proposal for the introduction of a strike system.</p>
6	<p>AJM keen to find a way of congratulating and rewarding society leaders for the time and energy they contribute to the Guild and the running of their student group. One suggestion was discounted hoodies. RL highlighted the need to budget and cost for a benefits package and the financial impact of giving discounted hoodies to society leaders. A suggestion was made that a benefits package should be drawn up for proposal. AJM also put forward the idea of free memberships for society leaders. RL suggested this should be done at societies level.</p> <p>The executive decision decided that a full benefits package should be considered in the long term and that in the short-term, society leaders would need to buy membership to their student group and would not get discounted access to hoodies.</p> <p>ACTION 6.0: AJM to consult with all societies about what they would like to see from a benefits package.</p> <p>ACTION 6.1: SK to discuss with staff team who would lead on a benefits package as a project with the view of completion by mid-November.</p> <p>ACTION 6.2: AJM to update society leaders that they will not have access to free membership of their student group.</p>
7	<p>AJM began a discussion around social memberships to student groups. This would be a membership, most likely for sport societies, where a student would not participate in the core activity of the group but could attend socials. It was recognised that each student group wanted different things and we would need to understand the legality of organising in this way. Currently, the Guild operate in a system where the constitution oversees all student groups and therefore these groups must match the charitable aims of the Guild. It was confirmed that tours and socials are different and the Guild would not fund tour, in addition, no Guild funds can be used on alcohol. Both AJ and PC requested more information into what a social membership would look like in practice. The executive approved social memberships in theory, with a view to having more information provided to a future executive meeting.</p>

	<p>ACTION 7.0: SK to provide a report by the end of this semester into how social membership would work within societies.</p> <p>A discussion surrounding part-payment of memberships happened as a way to support students who can't afford the membership fees of societies and student groups. RL expressed concerns surrounding the financial struggle and ability to pay in the future some students may face, though recognised that engagement may be especially difficult for students who don't have kickstart.</p> <p>ACTION 7.1: SK to investigate if it is possible to do a payment plan for societies.</p> <p>The executive decided not to implement a payment plan for societies as they did not have the information necessary. However, they were keen to develop some research within this area which could feed into the sports strategy.</p> <p>ACTION 7.2: AJM to collate evidence with the support of staff into the cost of society membership.</p>
8	<p>Course Based Society recruitment has begun and COB asked the executive for ideas of recruitment methods and asked for their support in encouraging students to participate.</p> <ul style="list-style-type: none"> • Contacting former course reps • Asking current committee members from societies • Staff Champions • GOATing • Social Media • Graduate Advantage Meetings • A fair in MH/SR <p>ACTION 8.0: COB to develop a communications and recruitment plan using the above recommendations.</p> <p>ACTION 8.1: COB to create some collateral explaining the benefits of joining a course based society. Inc. what skills they will develop, employability etc.</p> <p>ACTION 8.2: COB to present to the executive at their next meeting with regards to CBS.</p>
9	<p>After meeting Eden Ladley (NUS Trans Officer) during freshers, the executive would like to do some work regarding diversity and inclusion with society leaders. Providing them with the opportunity to be educated. AJM suggested this could either be closed for just student societies, open or could be made mandatory. SK suggested the workshop should not be made mandatory as this could mean students don't engage in a positive way with the material. The executive agreed this was a priority moving forward that should be considered within a wider diversity programme.</p>

	<p>ACTION 9.0: SK to write a paper for the executive to consider what a diversity programme would look like.</p>
10	<p>The University are keen for the Guild to be involved in open days, SK wanted the executive to discuss how they would prefer to be involved. There are 7 open days in the next year and RL asked for confirmation if the space was for the Guild to choose what to do, or if the University had restrictions on activity. The executive agreed a proposal should be made to the University which included £50 funding for societies that attended and that internally, the Guild would create a rota of who would attend.</p> <p>ACTION 10.0: SK to contact marketing with a plan of engagement. This would need to be approved by RL on behalf of the team.</p> <p>AJM and AJ would be available for the upcoming open day on the 5th October.</p>
11	<p><i>Commercially sensitive information</i></p>
12	<p>The executive received documentation from SK regarding society funding and status for the academic year 19/20. RL and SK congratulated the team for the successful collation of budgets from student groups, something that has not previously happened and is a great win for the Guild. It was noted that this represented good engagement with the membership and student groups have been keen to embrace this new process and get involved.</p> <p><u>Men's Basketball – Approved silver status, approved budget.</u></p> <p>ACTION 12.0: SK to add referees into the budgeting using money they already have.</p> <p>ACTION 12.1: SK to bring incomplete or not received budgets to the next executive meeting.</p> <p><u>Burlesque – Approved bronze status, approved budget.</u></p> <p>AJM declared a conflict of interest and did not participate in the decision making surrounding Cheer's funding. Current rule is that the Guild will not pay for competition days for coaches. The executive recognise the need for student leaders to have autonomy over this decision and requested the rules be changed regarding paying coaches for these days.</p> <p><u>Cheer – Approved gold status, approved budget.</u></p> <p>ACTION 12.2: SK to change the information/regulation surrounding paying for a coach on competition days.</p>

Dance – Approved silver status, approved edited budget. An additional £1200 included for competitions, events and transport.

ACTION 12.3: PC to meet with Disney Dream society to offer them support.

Environmental – Approved bronze status, approved budget. Recognised this group need support with a development plan.

ACTION 12.4: SK to send PC and COB their contact details.

ACTION 12.5: COB to meet with Environmental committee to discuss campaign support.

Football – Approved silver status, approved edited budget. An additional £1000 was added for transport and referees.

International – Approved silver status. Budget needs confirming with the group as there were “former member membership fees” that cost less than a general member.

ACTION 12.6: KV to speak to the group about former membership fees. This should also include a development meeting/plan.

Jujitsu – No budget has been submitted

ACTION 12.7: SK/KV/AJM to follow up with Jujitsu regarding their membership.

LGBT+ - Nothing has been received regarding this group. This is concerning as liberation groups are a priority for the Guild.

ACTION 12.8: PC and COB to meet with the student leader to develop a plan surrounding the LGBT society moving forward.

Netball – Approved Silver. Gold status was not approved because the executive was unsure about the group’s ability to fundraise such high numbers.
 They need additional funding of £1200 for transport that has not been budgeted and costing for a referee has been added.

ACTION 12.9: KV to meet with Netball to discuss their development and the editing of their budget. The budget should come back to the executive next week.

Pole – The executive was unsure how reasonable their high member numbers were and so the budget has been edited to consider funding from 40 members, rather than 50. Approved silver status, approved budget.

ACTION 12.10: SK/AJM to communicate with Pole that they can purchase their new equipment now the budget has been approved.

	<p><u>Rugby – Their budget was not sufficiently developed enough for the executive to make a decision on their funding allocation.</u></p> <p>ACTION 12.11: KV to meet with the group and support them to develop their budget, which should be received at the next executive meeting.</p> <p>A discussion was had regarding the funding and cost of Avery fields. All other groups have free access to their facilities and so the question of whether or not the Guild should cover the cost of Avery fields to ensure an equitable experience for societies. No decision was made by the executive.</p> <p>ACTION 12.12: AJM/RL/PC/AJ to consider for the next meeting, whether the Guild should cover the cost of Avery fields.</p> <p><u>Volleyball - PC declared a conflict of interest and did not participate in the decision making surrounding Volleyball's funding. The group need more support in the development of their budget. Approved silver status.</u></p> <p>ACTION 12.13: SK and PC to meet regarding Volleyball's budgeting.</p> <p><u>Yoga – Currently the group only put on their yoga class but are looking at developing and introducing society activity and community building. Their budget was positive but needed some development and fundraising from them to ensure the books were balanced. Approved bronze status.</u></p> <p>ACTION 12.13: KV to meet with Yoga to discuss their development and fundraising opportunities.</p> <p><u>Zumba – Approved Bronze</u> They need to raise more money to deliver on their budget. They also want to buy lights with the support of other society groups.</p> <p>ACTION 12.14: KV to meet to discuss fundraising plans and aiming to increase their membership numbers. Approved bronze status, approved budget.</p>
13	<p>Discussion surrounding sports day was postponed.</p> <p>ACTION 13.0: AJM to bring for discussion at the next executive meeting with the view to developing a funding proposal in the future.</p>
14	<p>RL asked the executive if the rest of the executive would like to chair the meeting in the future for a development opportunity. The executive approved a rotating chair and asked for support in chairing training.</p> <p>ACTION 14.0: COB to book in chairing training for the Officers. ACTION 14.1: COB to create a rota for the executive meetings.</p>
15	<p>COB led a short reflection on the executive's first meeting.</p> <p>ACTION 15.0: COB to create an action log document.</p>

	<p>ACTION 15.1: COB to upload minutes and agendas etc. to a shared folder in Guildshare.</p> <p>ACTION 15.2: COB to edit the meeting request to an hour and a half rather than an hour.</p> <p>ACTION 15.3: COB to book in conflict of interest training.</p>
16	AJM sends apologies for the meetings on the 7 th and 14 th of November.