

## Meeting one – 6<sup>th</sup> October – MS Teams

### Attended –

- Lois Gaskell (LG)
- Ffion Williams (FW)
- Eleanor Barton (EB)
- Saad Khan (SK)
- Cameron Banks (CB)
- Georgia Clews (GC)
- Charleigh Kunzmann (CK)
- Bonnie Orpin (BO)
- Jenny Beech (JB)
- Nadine Al-Kudcy (NAK)
- Rachel Smith (RS)
- Balraj Purewal (BP)

### Action summary

- **LG** to set up media and design rep election with **JB**.
- **Club & Society reps** to audit their groups to see who needs to have an Aston email set up.
- **SA** to facilitate using TV screens to advertise club and society activity.
- **EB, SK & CB** to speak to societies to see if they would want to do social media takeover.
- **GC & CK** to split clubs in half, get contacts from **JB** and get feedback for Surridge.
- **SA Exec** to get involved with memories of lockdown. Plan another challenge and redistribute Varsity promo.
- **BP and SA** to speak to University about setting up club/society teams on MS Teams.
- **LG** to speak to **NAK** about SA Exec hoodies.
- **SA Exec** to think about their aims to be added to the website and send to **JB**.

### Agenda:

1. *Introductions – discussion of roles and expectations of SA Exec*
2. *What does each role want to achieve during the year*
3. *Feedback from Welcome Week and Fresher's fair*
4. *Longevity of Student Groups*
5. *Kit Supplier*
6. *Memories of Lockdown*
7. *Hidden Disability Campaign*
8. *Event Procedures*
9. *MS Teams*
10. *SA Exec Hoodies*
11. *Any other Business*

## Minutes

### **1. Introductions**

- a. No Media and Design rep. Lois to follow up on this with Jenny.

### **2. Aims for the year**

- a. SA Exec to send Jenny their aims for the website.

### **3. Welcome Fair feedback**

- a. SA Exec felt the virtual fair was a good alternative.
- b. Some groups did not realise the logo/photo would have been so small.
- c. Looked really good, like a 'normal' fair – a good addition would have been a search bar/contents page/'you may also like' page.

### **4. Longevity of Student Groups**

- a. Lots of groups use individual student email addresses – these cannot be passed on.
  - i. Club & Society reps to follow up on this.
- b. Create an easy to find contact page for all Student Groups.
- c. Encourage more cross collaboration from Clubs & Societies.
- d. Advertising of events in the SU. This can be done via the TV screens, QR codes and LinkTree.
- e. Student groups could take over the SU Social media platforms to advertise their group. Societies have not been interested in the past but due to current situation society reps will see if they would be interested in this option now.

### **5. Kit Supplier**

- a. Clubs ran into multiple issues with Surridge last year.
  - i. Club reps to follow up on this by collecting feedback from committee's for Balraj to go back to Surridge with.

### **6. Memories of Lockdown**

- a. University campaign for anyone to get involved with.
- b. SA Exec to get involved and promote to clubs and societies.
- c. Clubs enjoyed getting involved in the 'Virtual Varsity' so this could be posted again with new challenges to get involved with for engagement with groups.

### **7. Hidden Disability Campaign**

- a. Balraj explained his campaign for SA Exec to push out and support. Campaign is starting on the 17<sup>th</sup> November.

### **8. Event Procedures**

- a. Members of SA Exec unhappy with event approval process. Rachel explained that the increase in process time is due to there being more to go through with Covid. Virtual events are likely to be signed off quicker and SA will sign forms off as soon as they can but if student groups want to guarantee being able to do an event then they should allow for 15 days. With SA trying to facilitate a return to sport this also created a backlog of requests.
- b. Groups should be aware that they can submit one form for a repetitive event.
- c. Groups should also not assume the answer will be no. Providing events follow government guidelines there is scope for groups to do what they want.

### **9. MS Teams**

- a. Cameron Banks mentioned societies being frustrated with MS Teams not allowing them to set up their own team.

- b. Balraj and SA to follow this up with the University to find out how this can be made possible.

**10. SA Exec hoodies**

- a. Lois will follow up on this with Nadine

**11. Any other business**

- a. Reminder to send Jenny aims in SA Exec role to be added to the website.