

Meeting Two – 20th October – MS Teams

Attended: -

- Ffion Williams
- Eleanor Barton
- Saad Khan
- Cameron Banks
- Georgia Clews
- Charleigh Kunzmann
- Bonnie Orpin
- Jenny Beech
- Rachel Smith
- Michael Kay

Action summary

- **Club reps** communicate delays on transport and reason for delays to all clubs.
- **LG & JB** extend club and soc interest list until January
- **Club & Society Reps** create an excel sheet with all contact information for clubs and soc including social media handles and email addresses
- **Club and society Reps** collate a list of all societies and clubs that don't have an email & send to JB.
- **Society Reps & JB** contact marketing team about access to the Instagram about society 24hr take over.
- **Club reps** summarise all kit feedback and send over to Mike/Balraj to pass on to Surridge.
- **RS** send out comms from IT about MS team type to Club and Society Reps.
- **Club and Society reps** inform clubs and societies about creating MS teams account.
- **BP** Confirm sports first aid training ready for January BUCs games.
- **JB & BP** Extend look after your mate training to ensure there is enough slots available for all committee members
- **LG** specify hoodie design and Committee clothing sizes

Agenda:

1. *Approve minutes from previous meeting*
2. *Update on training for clubs.*
 - a. *Push back interest list deadline / member count due to them not being able to train*
3. *Club and Society email addresses, who needs one?*
4. *Updates from society reps on if societies would engage with social media takeover.*
5. *Update from club reps on how they have split clubs and feedback for Surridge*
6. *Update on if student groups can have their own teams' setup on MS Teams.*
7. *Events approval have a look at form created by Ffion.*
 - a. *Progress on being able to use TV screen to advertise club & Society activity.*
8. *Update on welfare/first aid training from Bonnie.*
9. *Updates from all members on what they have been working on.*
10. *SA Exec Hoodies*
11. *Any other Business*

Minutes

1. **Approve minutes from previous meeting.** (no comments)
2. **Update on training for clubs.**
 - i. Training will start at the end of this week. Set up events through the SU website for track and trace purposes.
 - a. **Push back interest list deadline/ member count due to them not being able to train**
 - i. Extend interest list until all taster sessions have been completed.
 - ii. Transport: being worked on currently, looking for the most cost effective transport, don't want to waste money.
 - iii. Women's football training session cancelled due to miscommunication that is being rectified.
3. **Club and society email addresses, who needs one?**
 - a. A collaborate list of all clubs and socs that need an email sent to JB.
 - b. Contact SA if not able to get in contact with particular groups.
4. **Updates from society reps on if societies would engage with social media takeover.**
 - a. 5 societies interest in take-over, contact Magarita to see when they can take over Instagram.
5. **Update from club reps on how they have split clubs and feedback for Surridge**
 - a. Club reps to summarise all feedback and email to Balraj and Mike to feedback to Surridge during meeting.
6. **Update on if student groups can have their own teams' setup on MS Teams.**
 - a. IT, able to request teams for clubs and societies, Contact Rachael, Nads and Mike for request. Public or Private Teams account available. Rachel to email comms out to the societies and Clubs.
7. **Events approval have a look at form created by Ffion.**
 - i. CC Mike and Rachel into email thread for further assessment.
 - b. **Progress on being able to use TV screen to advertise club & Society activity.**
 - i. Send marketing over the Marketing teams for club and society events. Updated once a week. Dimensions for TV screens? Some Societies have already started doing this upstairs in the Lounge.
8. **Update on welfare/first aid training from Bonnie.**
 - a. Papyrus: Training for staff members, in person training 30ppl (£55), emailed about online training. a suicide preventions officer for each club? Need to consider the Value of the course and keeping course knowledge in clubs longer than 1 year (second year students only?).
 - b. Waiting on Balraj about first aid. Athletic first aid, funded by SU needs to be ready for BUCs league.
9. **Updates from all members on what they have been working on.**
 - a. **Charleigh:** In communication with clubs about concerns around coaching funding. Email Mike with concerns. Clubs to still receive coaching fund.
10. **SA Exec hoodies**
 - a. what do we want in terms of hoodie design and sizes? Last year's hoodies ok? Lois to collate sizes and send to Nads.
11. **AOB.**
 - a. List of current social media channels for each club and societies and their handles. Are they still using them all? Advertising their social media on Google document for

club and societies email, social media and all contact information All club and soc reps to contribute to one document.

- b. Look after your mate training concern that there isn't enough spaces for all committee members to carry train out. 20 members 2 every week. Extend the running of the sessions.
- c. Memories of lockdown. Targeted email has been sent but it's time to get creative and encourage clubs and societies and individuals to create poems, collages videos, songs pulling together some memories of lockdown.
- d. Media SA Exec role: put up after Autumn elections (proposed date 16th November)