

## Meeting three – 3<sup>rd</sup> November – MS Teams

### Attended –

- Lois Gaskell (LG)
- Ffion Williams (FW)
- Eleanor Barton (EB)
- Cameron Banks (CB)
- Georgia Clews (GC)
- Charleigh Kunzmann (CK)
- Jenny Beech (JB)
- Michael Kay (MK)
- Rachel Smith (RS)
- Balraj Purewal (BP)

### Absent –

- Bonnie Orpin (BO)
- Saad Khan (SK)
- Nadine Al-Kudcy (NAK)

### Action summary

- **LG** to create collaborative google doc for **SA Exec** to use for lockdown handbook. **LG** to assign everyone a section.
- **FW** to think about end of year event. **SA Exec** to help with virtual Christmas dinner planning.
- **BP** to speak to marketing to coordinate videos (Christmas crafts, sustainable decorations, etc)
- **BP & SA team** to find out about budget for club/society of the month/end of month raffle.
- **MK** to find out about club/society account balances & who is struggling so we can plan ways to help these groups.
- **CK** to send **LG & MK** google doc on club/society contact info with comments.
- **LG** to audit club/society pages to see which are out of date and look into a generic page template.
- **BP** to find out from marketing a timeframe for when a society Instagram takeover could occur and feedback to society reps.
- **Clubs reps** to send **MK** feedback collated so far for Surridge.
- **LG** to coordinate with **JB** marketing to go out for Media and Design sec for SA Exec.
- **Club/Society reps** to send their definitions of 'club' and 'society' to **MK and RS**.

### Agenda:

1. *Approve previous meeting minutes*
2. *Lockdown 2.0 and what this means for student groups.*
3. *Christmas Dinner alternatives*
4. *Club and Society of the month*
5. *Club and Society emails*
6. *Society Takeover*
7. *Surridge Feedback*
8. *Media SA Exec role*
9. *AOB*

## Minutes

- 1) Minutes approved
- 2) Lockdown 2.0:
  - a. Clubs and Societies going online – what do the full restrictions mean? Waiting for updates from Uni and SA to let us know what we can still do.
  - b. What can SA exec do to engage members? Virtual challenges for clubs and societies (maybe with an incentive), club competitions – club reps to find out what ideas clubs have.
  - c. Make resources available for student physical and mental health.
  - d. A lockdown/virtual social handbook/guide for clubs and societies with ideas of how to engage members and look out for one another. Lois to create plan and assign sections, all of SA exec to contribute.
- 3) Christmas Dinner alternatives – Hard to engage students over virtual activities, how do we tackle this?
  - a. Live bingo with a prize incentive? Quiz (Kahoot)
  - b. Christmas dinner competitions (best dinner, decorations, crafts, jumpers) Top 2 for each competition with cash prize and smaller prize.
  - c. Start thinking about the possibility of an end of year event? Stay focussed on the present with 1 eye on the future. We have put in person events on before so could pull something together at shorter notice if it turns out we are able to next year.
  - d. May be a good way to get societies involved.
  - e. How to videos done by the sabs for Christmas crafts, sustainable decorations, etc.
- 4) Club and Society of the Month – Can we bring this back and get the university to support this? Balraj to look into the budget for this and if the university still provides it/can we get it again?
  - a. Raffle at the end of the month, entries based on how many events held in that month.
  - b. Keep a track of club and society account balances. Some will benefit more than others from the cash prize. Even though there is not a lot of spending happening, groups are also struggling to generate money.
- 5) Club & Soc emails
  - a. Pages are out of date.
  - b. Contact details out of date.
  - c. Charleigh to send Lois and Mike google doc with information so far. Lois to audit SU website for out of date pages and look into a template for how to create a good page.
- 6) Society takeover
  - a. Timeframe for when the society takeover could happen.
  - b. Balraj to contact marketing regarding dates and feedback to society reps.
- 7) Surridge Feedback
  - a. Struggling to get responses from everyone.
  - b. Introductions to club and society reps through VPSA/SA.
  - c. Google doc to be sent to mike with feedback so far.
- 8) Media SA Exec role
  - a. Would like marketing to go out next week. Lois to coordinate this with Jenny.
- 9) AOB
  - a. VegSoc – passed
  - b. Gaming Society – should it be a club? 'eSport' Can they be a society and then a club? They want a fee of £5
    - i. Club and soc reps to define what they think a club and society is.

- ii. Decision – Gaming to stay as a society with the option for them to become a club in the future.