

Meeting five – 30th November – MS Teams

Attended –

- Lois Gaskell (LG)
- Ffion Williams (FW)
- Eleanor Barton (EB)
- Cameron Banks (CB)
- Georgia Clews (GC)
- Sacha Palmer (SP)
- Bonnie Orpin (BO)
- Jenny Beech (JB)
- Nadine Al-Kudcy (NAK)
- Rachel Smith (RS)
- Balraj Purewal (BP)
- Michael Kay (MK)

Action summary

- **SA Exec** to share Christmas Competitions and encourage people to enter.
- **Club/Society Reps** to share event and competitions with their allocated groups.
- **MK & RS** to discuss if incentive for clubs/societies is possible.
- **FW** to come up with Christmas quiz rounds to split between committee to write.
- **SP** to create a poster for virtual Christmas event.
- **BP** to discuss dates of society takeover with marketing and suggest the first two weeks of February.
- **Society Reps** to share information with their groups.
- **SA** to send comms to societies before end of term and a reminder in January.
- **SP** to make a template for SA Exec committee release on social media.
- **SA Exec** to send **SP** photo and information by Wednesday evening.

Agenda:

1. *Approve Minutes from previous meeting.*
2. *Updates on Christmas competition and virtual event.*
3. *Update on club/soc of the month. Are the University able to help with the budget?*
4. *Finalise timeframe for society takeover for society reps to share.*
5. *SA Exec social media posts.*
6. *Any Other Business*

Minutes

- 1. Minutes approved**
- 2. Updates on Christmas competition and virtual event.**
 - a. Everyone in SA Exec to share the competitions around clubs, societies and friends.
 - b. Club and Society reps to reach out to their allocated groups and tell them about competitions.
 - c. Mike and Rachel to discuss and let SA Exec know if an incentive for clubs and societies can be included in the competition.
 - d. Ffion to send Christmas quiz round ideas to SA Exec.
 - e. Sacha to create a poster for the virtual quiz event.
 - f. Schedule a practice run for the quiz event.
- 3. Club/Society of the month update**
 - a. No Updates
 - b. Last week's agenda points on this still outstanding
- 4. Society Takeover**
 - a. Balraj to speak to marketing about society takeover and when it will happen
 - b. SA Exec suggested the first 2 weeks of February.
 - c. Let societies know dates before Christmas with a reminder in January so they all have time to plan and get involved.
- 5. Social Media Posts**
 - a. Sacha to make a template for SA Exec committee release post.
 - b. SA Exec to send Sacha information and photo for post by Wednesday evening.
 - c. SA Exec to collect hoodies and take photo in them for promo.
- 6. AOB**
 - a. Papyrus – SA waiting for update on first aid course costs so a final budget can be set for all training courses and sessions
 - b. Training for clubs – Mike and Rachel will be sending out comms after meeting with University staff today.