

Meeting Six – 16th December – 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

- **Society Reps** to reach out to societies about papyrus training and encourage them to reply to email.
- **BP/JB** to send a questionnaire round to clubs and societies about what they expect from us.
SA Exec to help create questionnaire.
- **Society reps** to spread word to societies about society takeover.
- **BP** to email societies about the takeover.
- **SA Exec** to message group chat with what has gone well this term for **Sacha** to put in an Instagram post.
- **SA Exec** to think about what we could do for a potential virtual varsity again.

Agenda:

1. *Approve Minutes from previous meeting.*
2. *Papyrus update from Bonnie.*
3. *Christmas quiz/competition review.*
4. *Balraj term round up*
5. *Society takeover update*
6. *SA Exec term round up*
7. *AOB*

Minutes

- 1. Minutes approved**
- 2. Papyrus update from Bonnie.**
 - a. 28th January for club papyrus session.
 - b. 2 more sessions approved for societies (4th and 5th February)
 - c. 1 committee member per club/society
 - d. Potential for 4th session if needed.
 - e. Society reps to try and reach out to their societies to respond to emails about training.
 - f. Once societies respond, SA Exec can sign up with remaining spaces.
- 3. Christmas quiz/competition review.**
 - a. Quiz went really well. Good feedback from students who joined.
 - b. Good way of showing students who we are.
 - c. Learning points – get in touch with clubs and societies earlier on.
- 4. Balraj term round up**
 - a. Faced difficulties with constant changing of government rules.
 - b. Disability campaign went well raising over £350, second highest viewing livestream.
 - c. Engaging with students on Instagram.
 - d. Next term – planning employability campaign.
 - e. Send clubs and societies a questionnaire to find out what they want/expect from us.
 - f. Lockdown guidebook – how many students actually read this?
- 5. Society takeover update**
 - a. Marketing have given the go ahead for the first 2 weeks of February.
 - b. Society reps to spread the word.
 - c. Email to be sent out ASAP.
- 6. SA Exec term round up**
 - a. Christmas quiz and competition.
 - b. Lockdown booklet.
 - c. Sorting out club and society emails.
 - d. Everyone to send what has gone well this term into chat for Sacha to make Instagram post.
- 7. AOB**
 - a. Club & Society of the month
 - i. Good incentive for clubs and societies – very driven by incentive.
 - ii. Raffle – Announced with a video to show face.
 - iii. Collate a list of events that took place to give inspiration to other groups
 - b. SA in talks with IT about getting email access to committee members. Chairs can request access for other members.
 - c. New society
 - i. Chess – club or society? Appears group haven't understood the form. Go back to them and tell them to resubmit as a society.
 - ii. Club/Society reps to send definitions to SA
 - d. Might have to plan towards a virtual varsity again. Be prepared.
 - i. What could we do this year, plan for worst case scenario.