

## Meeting four – 17<sup>th</sup> November – 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)
- Michael Kay (MK)

### Action summary

- **BP** to arrange craft videos. **FW** to send craft ideas to **BP**.
- **BO** to send **NAK** information on papyrus training.
- **BP** to send SA Exec information on wellbeing services to share round.
- **BP** to speak to University about getting budget for club/society of the month.
- **BP** to speak to marketing about a society takeover and send dates to society reps. **CB, EB & SK** to then share this with societies.
- **NAK** to feedback SA Exec thoughts on the underpass clean up.
- **FW & CB** to send **LG** videos on why to be on SA Exec.
- **SA Exec** to work on a social media post for **BP** social media.

### Agenda:

1. *Approve Minutes from previous meeting*
2. *Club and Society membership count date*
3. *Updates on Christmas event planning*
4. *Papyrus Update from Bonnie*
5. *Updates from Balraj – hidden disability campaign, promoting wellbeing services*
6. *Update on club/society of the month/end of month raffle – what is the budget*
7. *Timeframe for society takeover*
8. *Thinking ahead to the new year*
9. *AOB*

## Minutes

- 1. Minutes approved**
- 2. Membership count**
  - a. No date to be put on when clubs and societies must have the minimum members until we know more about restrictions in term 2.
- 3. Christmas Event Planning**
  - a. Balraj to arrange to make craft videos – Ffion to send craft ideas to Balraj
  - b. Prizes: £200 to split between competitions - £35 for 1<sup>st</sup> place, £15 for second place. Will be in Amazon vouchers to send via email.
  - c. Theme the competitions to represent clubs and societies.
  - d. Is the competition open to everyone or just SA members? Can be open to everyone but students can declare what club/society they are from when entering.
- 4. Bonnie Papyrus Update**
  - a. Cannot currently offer in person courses but can offer a tailored online course (SPOT) which does not come with a qualification.
  - b. 30 people per session, £250 for 90 minutes. 1 person per committee.
  - c. Looking at 28<sup>th</sup> or 29<sup>th</sup> January. Safe guardians are also on the call and not included in the 30 people. Bonnie to send information through to Nadine.
- 5. Updates from Balraj**
  - a. Look after your mate training going well, available to all committee members.
  - b. Increasing awareness of wellbeing services in conjunction with hidden disability. Balraj to send information to share around.
- 6. Club/Society of the month/Raffle**
  - a. Event raffle – every event is one raffle ticket. £100 at the end of term 1 and 2 to be given to the winner.
  - b. Balraj to speak to the University about getting budget for club/society of the month.
  - c. Winner will be decided through nominations and SA Exec make final decision.
- 7. Society takeover**
  - a. Decided it would be better to do in term 2. Balraj to speak to marketing and let the society reps know what dates to share with societies.
- 8. The New Year**
  - a. Balraj looking to do event with careers and placements. SA Exec to promote what can be added to a CV, e.g. being on a committee, part of a club/society. How being on a committee during Covid has helped develop skills. Making content about the importance of committees etc. Video promo for what you could do next year and what has been achieved.
- 9. AOB**
  - a. Underpass clean up**
    - i. Making the underpass a nicer space, organised volunteering event. Does this include any underpasses in particular we would like to help with? Regarding safety – do we want to promote using the underpasses when muggings, etc. have taken place there. Nadine to find out more information on this.
  - b. Ffion and Cameron to send video on why to join SA Exec**
  - c. Promotion of SA Exec**
    - i. Collaborate with Balraj and use his platforms to promote SA Exec. Media and Design rep to liaise with Balraj directly.

- ii. Post about all SA Exec members, then maybe an SA Exec story takeover.  
Meeting roundups with links to minutes.

**d. Using MS Teams**

- i. If clubs or Societies wish to set up a group team, get in touch with Rachel.
- ii. List of active and inactive emails is done and Rachel is currently going through them. Committees will have access to the inbox through their student emails.