# Executive Meeting Minutes

## Date: 8th September 2020 Time: 4pm

## Location: Online

Members: President, Alpha Jallow (AJ), Vice-President, Alice Young (AY), Diversity Officer, Ellis Muirhead (EM)

In Attendance: Guild Director, Sarah Kerton (SK), Representation and Advocacy Coordinator, Cassie O’Boyle (COB)

Apologies: Student Communities Officer, Esther Clissett (EC)

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| Item | Title |
| 1 | AY introduced the meeting. EC sent apologies to the meeting.  |
| 2 | No conflicts of interest were declared.  |
| 3 | The minutes of the previous meeting were approved.  |
| 4 | COB noted the Action Log was up to date. AY and AJ noted they were working on developing the Parents & Carers Forum.  |
| 5 | There were no new societies to authorise. |
| 6 | There was no society funding to approve.  |
| 7 | COB updated the Executive on the plans to re-open the office and when each member of the Executive will be in when.  |
| 8 | AY updated the Executive on the plan for Freshers week. AY noted that the plan would be delivered ourselves rather than externally organised or outsourced. The Executive approved that they were happy with the content proposed. EC noted that she was doing some cookery demonstrations for the University that we could also share on our social media channels too. COB noted that she would be sending through information on each society for officers to follow up with on their development plans and any outstanding actions.  |