

Executive Meeting

12th February 2020, 2-4pm

Location: Moss House, Boardroom

Members: President, Ross Loveitt (RL), Vice-President Education, Alpha Jallow (AJ), Communities Officer, Ashlea-Jayne Mallett (AJM), Diversity Officer, Paula Couto (PC)

In Attendance: Representation and Advocacy Coordinator, Cassie O'Boyle (COB), Development Coordinator, Nathan Ganley (NG), Guild Manager, Sarah Kerton (SK)

Item	Title
1	AJ introduced the meeting. There were no apologies to be received.
2	No conflicts of interest were declared.
3	Minutes of the previous meeting were approved.
4	The action log was updated with progress on each action.
5	No new society proposals were received.
6	The Executive approved the budget for Education Society. The Executive approved £850 for the UCB Talks Business Event with the removal of the funding for the games and the DJ-ing. The Executive agreed that some additional support needed to go to the Business Society in their development as well as helping this activity move forward as well as ensuring they were making sure that they were focused on their core aims of the event.
7	<p>SK gave an update on NUS conference. All the Executive have now been registered for the conference. SK updated the team on their sleeping arrangements for the conference.</p> <p>ACTION 7.0: RL to go away and investigate the cost of going to Liverpool one or two nights earlier than the conference begins.</p> <p>The Executive noted that they would meet as a team with Sarah to discuss the things that the Guild want to prioritise in terms of policies at National Conference moving forward.</p> <p>ACTION 7.1: SK to deliver a session to the Executive on National policy and engaging with NUS conference.</p>
8	NG introduced the meeting on how to manage Officer and Staff responsibilities moving forward in relation to societies.

	<p>The centre of the experience should be rooted in their relationships with Officers. The executive agreed that it is everybody's responsibility in the initial stage to ensure that the student is engaged in an informal conversation. In the first instance of having a chat about getting something up and running, it should be an Officer, though if they need administrative support, this could come from a Staff member.</p> <p>Admin and paperwork support should come from staff, and conversations, engagement and community building come from Officers.</p> <p>ACTION 8.0: NG to edit the Staff & Officer Responsibilities Paper using the feedback and consultation of the Officers.</p> <p>ACTION 8.1: NG to organise a training session about the ideal first meeting with a society.</p> <p>RL asked for NG and COB to ensure that all information about development meetings with societies included the Officer contact too.</p>
9	<p>The UK Anti-Doping Agency have regulations on clean sport. As part of the University wanting to accredit with these regulations, the Guild also needs to take a clean sport pledge too.</p>
10	<p>The Media Pack was moved to the following executive meeting.</p>
11	<p>AJ wanted to discuss with the Executive the fact that mature students come to the Guild asking for events and activities that they can engage in. However, we have not been able to identify a leader to move forward with this activity. The Executive agreed that they are keen to have the conversation in the next executive as part of SK paper on Equality & Diversity. The Executive agreed that they want to ensure Mature Students know that they can access what the Guild has on offer and they are keen to ensure we work with our society leaders to ensure that their activities are</p>
12	<p>The Executive agreed that the Prevent workshop was a priority and should happen at the next available session.</p> <p>AJM asked the Executive what they thought about the idea of developing an Environment Officer moving forward. The Executive were more keen to ensure the Environment Society</p>

	moving forward was better supported and empowered to do work on the environmental campaign.
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