

Executive Meeting

Date: 21st May 2020 Time: 12pm

Location: Online

Members: 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)

Apologies: Guild Manager, Sarah Kerton (SK), President, Ross Loveitt (RL)

Item	Title
1	PC introduced the meeting. Apologies were received from SK and RL.
2	No conflicts of interest were declared.
3	The minutes of the previous meeting were approved.
4	The action log was updated.
5	There were no new society requests.
6	There were no society funding requests.
7	<p>AJM asked what affiliations included and whether this was covered sponsorship. COB noted that this was groups or organisation that the society were part of for example, RFU, NUS or the FA.</p> <p>AJM and PC asked if the training had to be for the society lead or whether it could be open to everyone. COB noted that society training was open to all students at UCB and therefore all students could access it. COB noted that it was the lead of the societies responsibility to ensure adequate members of their team were trained. This could be multiple members of the society and may vary from group to group dependant on their activities.</p> <p>PC added that if someone were off or sick, and they were the only member of the society trained, how would this be dealt with.</p> <p>AJM asked that high risk societies have more than one member trained in health and safety.</p>

	<p>PC asked for there to be an edit regarding when societies receive first aid kits for this to include not just events, but all society activity.</p> <p>AJM asked if the accident report could be added to the website.</p>
8	<p>Typo in aims and objectives: UCG instead of UCB.</p> <p>AJM asked for clarification on social memberships as she noted it had previously been discussed with the Exec that the Guild were not going to support this type of membership. AJM asked for clarification on this and what this would look like if the Guild did choose to support social memberships.</p> <p>AJM asked if associate membership to a society included insurance.</p> <p>PC asked if the Constitution covered any obligation for society members. COB noted that this was covered in the Code of Conduct.</p> <p>AJ asked if half year memberships were going to be made available.</p> <p>AJ asked if it was possible to send society information to both the Vice-President and the society President. AJM suggested we could find a way that key communication was put on to the website. A way for the whole committee to access the key information that is sent out.</p>
9	<p>AJ had a meeting with Creative Arts, where they gave options to students before deciding the way that they wanted to be accessed. Three options were given –</p> <ol style="list-style-type: none"> 1. For people who wanted to submit their finished work, they could 2. For those who had partially finished, they could submit some of the work and prepare videos and documentation alongside it to support it 3. Some students could come on to campus when this is a possibility. <p>AJ noted there was no clear guidance on Graduation. AJ noted that the Guild should communicate to students that even if there is no graduation event, you will still graduate.</p>

	COB raised Nightline as an issue, and it was agreed this would be discussed further in the future.
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