# Executive Meeting

## Date: Monday 3rd October

## Location: Moss House Board Room

Members: Leilani-Gabrielle Courtney (President), Tom Hillen (Vice President), Jay Henri (Executive Officer), Shriram Kaneri (Executive Officer), Lisa Cham (Executive Officer)

In Attendance: LC, TH, JH, LCh, SKa, NM, SK

Apologies: None

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| Item | Title | Format | Action | Lead | Time |
| 1 | Welcome/Introductions/Apologies | Verbal | For Information | LC | 5 |
| 2 | Conflicts of Interest | Verbal | For information | LC | 5 |
| 3 | Minutes of the previous meeting | Paper | Discussion | LC | 5 |
| 4 | Freshers Feedback | Verbal | Discussion | NM | 10 |
| 5 | P2 Planning Cycle | Verbal | Discussion | SK | 10 |
| 6 | Inclusivity Project Board | Verbal | Discussion | JH | 10 |
| 7 | Cost of Living Campaigns | Verbal | Discussion | LC | 10 |
| 8 | Black History Month | Verbal | Discussion | LC | 10 |
| 9 | Exec Team Expectations | Verbal | Discussion | LC & NM | 15 |
| 10 | Executive Team Presentation | Verbal | Approval | LC | 15 |
| 11 | Feedback on Goal Progression | Verbal | For Information | Chair | 5 |
| 12 | Addressing Current Roadblocks | Verbal | For Information | Chair | 5 |
| 13 | AOB | Verbal | For Information | Chair | 5 |

All in attendance. Minutes approved.

**Freshers feedback:**

NM thanked officers for their work on behalf of the staff team.

TH fed back that Freshers was good, and the team dealt with issues well. Freshers to be shorter rather than one month as it can be quite taxing.

LC thanked officers for their work. LC fed back about agreeing to events officers can take on so we can help each other and stay in constant communication with each other. Large cohorts of international students will be coming in at the January intake.

LCh would like as much notice as possible of dates. LCh may also be in some Refreshers meetings in capacity as an officer, and in others as an intern with the University.   
  
ACTION: Officers to send NM events ideas for refreshers by 2nd November so that calendars can be created and brough early to Exec, with roles being determined early as possible.

JH felt like the calendar was holistic – wasn’t centred on either night life or day activities.

Officers agreed that they were tired by the end of Freshers and working together at Refreshers would reduce this.

**Inclusivity project board:**

The university have asked JH to sit on the inclusivity project board as the Guild rep. JH is worried that this would be a conflict of interest as they are a paid staff member on the project.

Exec agreed that LCh will be sitting on the board.

ACTION: JH and LCh to have a meeting with university (Gurinder) to discuss the inclusivity project board before meetings officially start.

ACTION: LC will map out what board meetings are available for the Guild to sit on and will match officers to each board depending on their priorities.

**P2 Planning Cycle:**

SK gave brief of planning cycles.

FTOs to have a strategy session with staff team and feedback to the rest of the officer team of how the actions attached to the next cycle fit into the annual plan.

ACTION: SK will send annual plan to all officers.

**Exec paper to board:**

Officers fed back their priorities to LC to be included in the paper to board.

SK wants to make sure students who are based in Summer Row still feel like they are part of the Guild.   
ACTION: Officers to agree a rota for who will be present in which building whilst wearing their Guild hoodie, especially in the FE and HE lounges.

**Cost of Living Campaigns:**

Officer team are now running a cost of living campaign.

ACTION: NM to set up project meetings where actions and ideas will be discussed.

LC sent letters to all MPs in the city but has not yet received a response.

**Black History Month:**

Officer team are now running a BHM campaign.

ACTION: NM to set up project meetings where actions and ideas will be discussed.

Aim is to have an ACS by the end of the month.

**Exec expectations:**

Reiterated what was discussed earlier for officers to be more involved in Freshers planning and delivery.

NM explained the new standing orders: feedback on goal progression and addressing current roadblocks.

**AOB**:   
  
LCh and SKa raised issues with the way some societies function, and students reaching out to them for support.   
  
ACTION: NM to address this in society training