# Executive Meeting Minutes

## Date: 13th October 2020 Time: 3pm

## Location: Online/Moss House

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 | AJ introduced the meeting. Apologies were received from EC. |
| 2 | No conflicts of interest were declared. |
| 3 | The minutes of the previous meeting were approved. |
| 4 | COB updated on the action log. Actions for staff were moved to the Guild Staff Task List. |
| 5 | There were no new societies to authorise. |
| 6 | There was no society funding to approve. |
| 7 | SK presented on what bye-laws are and where they sit within the Guild. It was noted that in law and charity structures, there needs to be some bye-laws but our aim as an organisation was to ensure there was as little bureaucracy as possible. The bye-laws outline the delegated authority from the Trustee Board which allow us to complete the day-to-day activities of the board.  SK noted that the Guild will convert these bye laws into student-facing information to all societies and society members where relevant.  AY asked if there was a need for COVID-19 to be considered in the bye-laws. SK noted it would be best to have this as a policy so that the bye-laws are not reactive.  **Action/Decision:** SK to take away and create a Coronavirus/things out of our control policy.  SK updated that the Executive 2019/20 determined that there should be two entry points for society activity (September and February).  AY asked if we should add something about insurance in the bye-laws. COB noted that teams should now be aware of this as they are needing to account for the cost of PAI in their membership.  **Action/Decision:** COB to follow up with societies to let them know they need members to be signed up to be insured.  **Action/Decision:** The Executive support the Societies Bye-Laws.  The Executive agreed to edit the members that attend council from each forum as 6 from each rather than 5.  AY asked if the Quorum for the meeting would be too low now we have added additional members. COB updated that we needed to mitigate against inquorate meetings but also to make sure we had enough people present to effectively make decisions.  The Executive agreed that the Quorum would be changed to 12.  **Action/Decision:** COB to edit/update the bye-laws.  SK suggested an amendment was made regarding the definition/names of liberation societies. A change should be made to allow for flexibility of the names of liberation groups so that any new society that fit in with the definition of liberation could be added.  The Executive determined that forums would not need a Quoracy as they are discussion forums that push decision making up to Student Council.  The Executive agreed to change the number of representatives from each society to 2. With an advisory that it should be the student lead and treasurer.  The Societies Forum bye law was edited so that they had power to give money for Course Based Societies.  **Decision/Action:** The Executive support the amended Societies Council bye-law.  Regarding the complaints procedure, AY asked whether or not there could be an option for people to be anonymous. SK noted that in most cases – it is not possible for complaints to be anonymous. The only time this would be possible would be if there was an issue related to safety.  **Decision/Action:** The Executive support the Complaints bye-law. |
| 8 | AJ supported Option 4 but asked what if people were busy that were able to provide first aid. SK suggested that a change to option 4 could be that it was based on risk assessment and that societies are supported to complete that as per their health and safety.  **Decision/Action:** The Executive removed the need for societies to have first aiders unless it was determined by their risk assessment. |
| 9 | AB asked the Executive if they wanted to support the YGAM student hub.  **Decision/Action:** The Executive agreed that they would support the YGAM with some promotion and it would be added to the signposting pages too. |
| 10 | AB asked the Executive what they would like to do in terms of events and what we should be doing/how much we should be working with promoters to deliver this. SK noted that there were now exemptions in place for group gatherings for youth orgs because of the new COVID-19 guidance and therefore, the Exec could task staff to investigate potential regular meetings.  AY noted that working with a company like Native would be positive because they’re not focused solely on alcohol.  **Decision/Action:** AB to work with some external organisations to plan activities for students and bring a plan back to the Exec. |
| 11 | AY noted she has reached out to First Love society multiple times but there has been little come back from them and AY asked if she could outline a formal deadline for them to be removed as a society.  **Decision/Action:** AY to reach out to First Love with the relevant e-mail. |
| 12 | SK asked if the Executive would like to sign the letter to PHE from One City which focused on setting up test centres on University campuses.  **Decision/Action:** The Executive agreed to sign the letter to PHE. |
| 13 | The Executive agreed to get a meeting about BHM. |
| 14 | AY asked if the Executive supported the Movember campaign and getting some comms out about this.  **Action/Decision:** AY to set up a meeting with AB to come up with some ideas for Movember. |
| 15 | The Executive agreed to discuss this in the next meeting. |
| 16 | There was no other business. |