# Executive Meeting

## Date: 21st October Time: 4pm

## Location: Moss House,

Members: President, Alice Young, Vice-President, Blessing Osasogie, Student Communities Officer, Caprice Balu, Diversity Officer, Leilani Courtney

In Attendance: Membership Services Manager, Cassie O’Boyle (COB)

Apologies: Guild Director, Sarah Kerton (SK),

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| Item | Title |
| 1 | AY introduced the meeting, apologies were received from SK.  |
| 2 | No conflicts of interest were declared.  |
| 3 | The minutes of the previous meeting were approved.  |
| 4 | There were no actions on the action log. COB agreed to automate the Monday board, so tasks populated on the guild task list.  |
| 5 | There were no society proposals to be approved. COB noted CB, COB and RL were in the process of a task and finish group focused on efficient society processes and as a result, officers would be receiving additional training on society support.  |
| 6 | AY presented the Staff Protocol to the Executive Committee. The team discussed how they communicate when they need support and who they should communicate this to. The team agreed to discuss work with line managers if they needed support from other staff. |
| 7 | AY asked the Exec if they had any thoughts on the current issues with spiking. The Exec agreed that work on this area should be included within the sexual violence campaign. CB noted that we could write something impactful that had positive actions and BO suggested that we promoted this on social media.**Action:** AY agreed to post information about spiking on social media. **Action:** AY to create plan of how we might influence clubs on broad street to act against spiking. CB raised concerns about hazing and how the Guild could also include this within the campaign around student safety. COB explained the reporting mechanisms in place for if students or officers have concerns for events at society events. **Action:** COB to circulate the link for how officers can report concerns to the Guild.  |
| 8 | The Officers booked in their project meetings with COB to begin preparing their plans for their manifesto.  |
| 9 | AY asked the Exec what they need in their office now it is open and being used. They agreed they needed: a Kettle, Coat Rack, mini-fridge, water supply, additional chairs for the volunteer officers, phone, noticeboard, desktops as well as notice boards for outside of the rooms. **Action:** COB to organise the officers getting stuff for inside the officers office and The Lounge.  |
| 10 | LC asked if DSS were able to run an event tomorrow for Breast Cancer Awareness. The Exec agreed all society events should be submitted 2 weeks in advance and therefore they couldn’t support the organisation of this event moving forward. LC also updated that ACS now had society leads in place.  |