

# ICSM

Imperial College School of Medicine

## Students' Union



## ICSMSU 2<sup>nd</sup> Meeting 2020-21

08/09/2020: 18:00 – 20:00

MS Teams

|                  |   |
|------------------|---|
| <b>PRESENT</b>   | <i>(Muntaha Naeem, Nicole George, Elena Torrell, Adrija Bhattacharyya, Biranavi Kirupakaran, Christian Oldfield, Harroop Bola, Jai Chapman, Milly Orr Ewing, Natania Varshney, Pedro Chen, Pritesh Patel, Rachel Kwok, Rahul Penamaka, Rayyan Islam, Sajjan Patel, Tom Hess, Seb Mitchell, Varja Čučulović)</i> |
| <b>APOLOGIES</b> | Conor Wisentaner, Mabel Prendergast   |

## Agenda

1. Review meeting
2. New Merch Ideas (HB/NG) - [Paper attached](#)
3. Update on Website and Newsletter
4. Results Day Plan
5. Inter-CU Social
6. Stream Updates
7. Any Other Business

[Action points of the last meeting](#)  
[Matters Arising](#)  
[Next Meeting](#)

[Officer Reports](#)  
[Dates for your diary](#)  
[Action Points/Deadlines](#)

of Action Points from last

## Discussion Points

| ACTION POINTS OF LAST MEETING |   |
|-------------------------------|---|
| MUNTY                         | <ul style="list-style-type: none"> <li>• Send information on fundraising plan to SU – ASAP <b>Done</b></li> </ul>   |
| NIC                           | <ul style="list-style-type: none"> <li>• Send out poll for stash colours and order form – By this meeting <b>Done</b></li> </ul>  |
| MATTERS ARISING               |   |
| NEW MERCH IDEAS               | <ul style="list-style-type: none"> <li>• Ideas for merch revamp: some new, some replacements</li> <li>• Will consult students on what they feel represents ICSM</li> <li>• Might package into bundles as was done last year (e.g. consultant)</li> <li>• Merch will be focused towards freshers at first before moving onto the rest of ICSM after</li> </ul> |

|  |  |
|--|--|
|  | <ul style="list-style-type: none"> <li>• Stock count needed for existing merchandise</li> </ul>  |
| <p><b>UPDATE ON WEBSITE AND NEWSLETTER</b></p> | <ul style="list-style-type: none"> <li>• Lots of improvements on website and newsletter, complete revamp</li> <li>• Need content for new website: academics/BMB, logos for CSPs, (welfare has already begun writing content)</li> <li>• Demo</li> <li>• Hoping to roll-out officially in the next week or 2</li> <li>• New email signatures too to match – need everyone to update</li> </ul>  |
| <p><b>RESULTS DAY PLAN</b></p>                 | <ul style="list-style-type: none"> <li>• A-Level results day is on Thursday 15<sup>th</sup> August</li> <li>• Need to connect with as many incoming freshers on results day as possible</li> <li>• Facebook group main method of communication pre-arrival so need to encourage as many people to join as possible.</li> <li>• <del>Stalking</del> Outreach using Twitter, Instagram and Facebook</li> <li>• Need to prepare a list of generic messages, common hashtags and search terms for results day to congratulate new freshers and link to FB group. BK, RI, VC involved.</li> <li>• All admins on FB group, only approve incoming students and SU-focused posts. CSP presidents to be added afterwards for 1 x intro post.</li> <li>• Letter packing in Reynolds on weekend of 15<sup>th</sup>/16<sup>th</sup> for welcome packs. Just waiting on confirmation from building managers.</li> <li>• RAG are planning a quiz night in September, some SU may be needed to help out: more info soon.</li> </ul> |
| <p><b>INTER-CU SOCIAL</b></p>                  | <ul style="list-style-type: none"> <li>• Ideas for inter-member and inter-committee events floated. Potentially a mixed teams Quiz night.</li> <li>• Other CUs are on board</li> <li>• Nice bonding session to get to know other committees and people we'll be working with during the year at an ICU level. September (pre-freshers) pencilled in.</li> <li>• Unsure about engagement in relation to the members' social. Would have to be online due to course logistics at the other faculties.</li> <li>• Will go for committee first before reassessing and floating member events</li> </ul>  |
| <p><b>STREAM UPDATES</b></p>                   | <p>More details in Officer Reports.</p> <p><u>Exec</u></p> <ul style="list-style-type: none"> <li>• Memorial for Michael Schachter in the future, likely new year due to COVID restrictions</li> <li>• SU social media intros for streams have been designed and sent out by Nicole</li> <li>• Passport design is complete, sent for printing</li> <li>• Merch designs in progress</li> <li>• CSP Treasurer Doc is being developed by Tom and Pedro</li> <li>• Changes to be made to BMB constitution to ideally include wellbeing reps?</li> </ul> <p><u>Academics</u></p> <ul style="list-style-type: none"> <li>• Varja working with societies due to the new curriculum heavily changing their tutorial structure</li> </ul>   |

|                          |   |
|--------------------------|---|
|                          | <ul style="list-style-type: none"> <li>Year 5 and 6 academic and wellbeing reps elected and initial meetings arranged</li> </ul> <p><u>Clubs and Socs</u></p> <ul style="list-style-type: none"> <li>CSP handbook to be sent out this coming week</li> <li>Early stage prepping for Arts Dinner</li> <li>CSP Treasurer Doc</li> <li>Introductory emails, group chats</li> </ul> |
| <b>OTHER BUSINESS</b>    |   |
| <b>MISCELLANEOUS</b>     | <ul style="list-style-type: none"> <li>Gazette article soon come</li> </ul>   |
| <b>NEXT MEETING</b>      | <ul style="list-style-type: none"> <li>Next month</li> </ul>  |
| <b>DATES FOR DIARIES</b> | <ul style="list-style-type: none"> <li>13<sup>th</sup> August – Results Day</li> <li>15<sup>th</sup> August – Letter Packing</li> <li>30<sup>th</sup> September at 2pm – Welfare Training via Teams</li> <li>30<sup>th</sup> September – SU DINNER!</li> </ul>  |

## Officer Reports

|                                     |  |
|-------------------------------------|--|
| <b>EXECUTIVE</b>                    |  |
| <b>PRESIDENT</b>                    | <ul style="list-style-type: none"> <li>Been spending a lot of time doing various bits of handovers with both my predecessor and ICU inductions</li> <li>I've spent a lot of time attending many meetings like Council and undergraduate board meetings to gain an oversight of the sorts of issues that might affect us next year.</li> <li>Meeting and greeting with everyone from Faculty to ICU to external organisations and sabbs and staff from other unis</li> <li>Fundraising plan we discussed in the last meeting has been actioned and if all goes to plan, by the time we have our meeting it should be live and the donations should be coming in!</li> <li>Hoping to have an alternative online Colours ceremony for the incoming F1s on the weekend of the 15<sup>th</sup> with the alumni association chair.</li> <li>Attended Dr Schachter's funeral to pay respects on behalf of the student body :(</li> <li>It was really fantastic hearing all your ideas and visions for the year at our stream meetings and we're really looking forward to working with all of you for what I'm sure will be an amazing year!</li> </ul> |
| <b>DEPUTY PRESIDENT</b>             | <ul style="list-style-type: none"> <li>Arranging SU Welfare Training with Fran: <b>30<sup>th</sup> September – online from 2-4pm</b></li> <li>Talking to companies to give the Phoenix mascot a much-needed update!</li> <li>Cracking on with my Freshers Jobs (find on Planner...)</li> <li>Posting our SU Posts onto Social Media</li> </ul>   |
| <b>SECRETARY AND COMMUNICATIONS</b> | <ul style="list-style-type: none"> <li>Have leached an excessive amount of Munty and Nicole's time on designing the foundations of the website, but it's a massive improvement over the old one, now need content from streams and to copy over to IC server.</li> </ul>   |

|  |  |
|--|--|
|  | <ul style="list-style-type: none"> <li>• Also worked with them on redesigning the newsletter, also a big improvement, need to work on a centralised system for anyone to submit newsletter content</li> <li>• Finished up passport design for freshers (TY Varja and Pedro!)</li> </ul>  |
| <b>SITES AND SERVICES</b>                  | <ul style="list-style-type: none"> <li>• Researching and proposing new merch ideas for the ICSMSU shop; gathering a baseline understanding for potential prices per item.</li> <li>• Preparing draft emails regarding locker registrations to be uploaded onto the newsletter.</li> <li>• Completed Handover</li> </ul>  |
| <b>EXECUTIVE TREASURER</b>                 | <ul style="list-style-type: none"> <li>• Sponsorship Brochure</li> <li>• Treasurers Doc (big up Pedro)</li> <li>• 5<sup>th</sup>/6<sup>th</sup> year opportunities for Wesleyan</li> </ul>   |
| <b>BMB PRESIDENT</b>                       | <ul style="list-style-type: none"> <li>• Ensured handovers were done for all committee members, including myself.</li> <li>• Developing a Microsoft teams' platform for the BMB soc to ease communication</li> <li>• Getting familiar with eActivities</li> <li>• Organizing a live Q&amp;A session after A levels results released</li> </ul>   |
| <b>ACADEMICS</b>                           |  |
| <b>ACADEMIC CHAIR</b>                      | <ul style="list-style-type: none"> <li>• All done with handover, working with outgoing academic chair to tie up loose ends e.g. mock exam reimbursements</li> <li>• Working with academic officers and DPE (Michaela) on drafting departmental response to national student survey</li> </ul>  |
| <b>ACADEMIC OFFICER FOR EARLY YEARS</b>    | <ul style="list-style-type: none"> <li>• Done my handover and email handover</li> <li>• Begun restructuring the Phase 1a and 1b notebank drive</li> <li>• Been communicating with 2-years-predecessor about the pathways to setting up the notebank, preparing materials to call for notes now</li> <li>• Met with ICOGS about their tutorials for year 1 and 2 students, sorting out tutorial resources for IC PsychSoc</li> <li>• Helping Rachel and DPE (Michaela) out with the NSS response</li> </ul> |
| <b>ACADEMIC OFFICER FOR CLINICAL YEARS</b> | <ul style="list-style-type: none"> <li>• All done with handover</li> <li>• Have contacted the Reps for years 5 and 6 and am meeting Amir Sam with the year 6 reps tomorrow</li> <li>• Meeting the head of year 5 on Wednesday with the year 5 reps to discuss the coming year</li> <li>• Helping with the NSS response document</li> </ul>   |
| <b>ACADEMIC OFFICER FOR BSC</b>            | <ul style="list-style-type: none"> <li>• Created BSc facebook pages</li> <li>• Handover with Anita (previous BSc AO)</li> <li>• Helping with departmental NSS response document</li> <li>• Meeting with Professor Alison McGregor <ul style="list-style-type: none"> <li>• Discussed upcoming academic year</li> <li>• How to involve student during who are working remotely</li> <li>• How to foster community during the year</li> </ul> </li> </ul>  |

|                                      |   |
|--------------------------------------|---|
|                                      | <ul style="list-style-type: none"> <li>• Improving feedback for students</li> <li>• Possibly creating blackboard videos</li> <li>• Changing the current notebank</li> </ul>   |
| <b>ACADEMIC OFFICER FOR BMB</b>      | <ul style="list-style-type: none"> <li>• Finished handover with previous academic officer with no outstanding issues</li> <li>• Worked on and extended the BMB section for the departmental NSS response</li> <li>• Remained active in freshers groups + chats to answer questions etc.</li> <li>• Changed my profile picture :)</li> </ul>   |
| <b>WELFARE</b>                       |   |
| <b>WELFARE CHAIR</b>                 | <ul style="list-style-type: none"> <li>• Ensured the whole team have received their handovers</li> <li>• Worked with Tom on sponsorship to help increase Welfare's budget</li> <li>• Worked with Rachel on looking over the National Student Survey departmental response</li> <li>• Finished BLM (hopefully reviewing the response of the survey mid-August) and My Lockdown Lesson campaigns</li> <li>• Mabel and Sajan are producing two guidance documents for the incoming Wellbeing Representatives and Campaign officers based on previous year's design</li> <li>• Helped draft emails for incoming representatives with Mabel</li> <li>• Produced a welfare fresher's booklet as a team for letter packing day</li> <li>• Worked with Sajan on planning Welfare's budget for the year</li> <li>• Worked with the team and Milly planning our first bop in February</li> <li>• Started to work on updated information for the website</li> <li>• Created Mums and Dads forms to go out this weekend</li> <li>• Held a meeting with a representative with Mindfulness Healthcare UK to look into offering online counselling and therapy sessions for ICSM students and hopefully mental health first aid training for welfare officers</li> </ul> |
| <b>VICE CHAIR FOR WELLBEING REPS</b> | <ul style="list-style-type: none"> <li>• Collecting testimonials for the My Lockdown Lesson</li> <li>• Helping with the Pride bop application</li> <li>• Creating content for and designing the fresher's wellbeing guide</li> <li>• Redesigning the wellbeing rep guide</li> <li>• Meeting the new year 5 &amp; year 6 wellbeing representatives, who are both fantastic! I will be meeting with them both 1-2-1 next week.</li> <li>• Brainstorming training ideas for the wellbeing reps</li> </ul>  |
| <b>VICE CHAIR FOR CAMPAIGNS</b>      | <ul style="list-style-type: none"> <li>• Electing and meeting the Campaigns team (4 new Welfare Campaigns Officer's)</li> <li>• Designing training for the campaigns team and creating a new welcome/guidance document for new Campaigns Officers</li> <li>• Planning Welfare's budget for the year ahead</li> <li>• Planning Welfare Campaigns for this year (Starting with Mental Health Awareness in Oct/Nov)</li> <li>• Finished My Lockdown Lesson Campaign</li> <li>• Contacting various companies for prizes for welfare campaigns</li> <li>• Helping with Pride bop application</li> <li>• Helping with Welfare Fresher's booklet</li> </ul>  |

## MANAGEMENT GROUP

### CLUBS AND SOCIETIES CHAIR

- Editing & updating clubs & socs handbook (last updated in 2013 lol) to send to the CCs in the coming weeks
- Finishing off work & boards from 2019-20 eg Tours Board, Sports Awards
- Collecting contact information for next year's CCs & treasurers to set up email lists
- Making first contact with CCs for introductions / sorting out many queries about what's going to be happening with COVID

### MANAGEMENT GROUP TREASURER

- Just chilling here and there
- Working on treasurer's handbook (will probably be completed before this meeting) to send out to incoming CCs and treasurers
- Prepping introductory email to send out to CCs and treasurers

### VICE CHAIR FOR SPORTS AND ARTS

- Quite relaxed, getting burnt in the sun
- Prepping email for ICSM Society Stories – get societies to send in video + written posts
- Sent out email for fresher's pack flyers for societies to send in
- Writing intro for Clubs and Socs handbook
- Responding to club captain queries

### VICE CHAIR FOR VOLUNTEERING AND ACADEMICS

- Working off the lockdown belly (unsuccessfully)
- Gathered and chased up contact information for new Presidents/Treasurers in order to create mailing list/whatsaap group
- Ensured fresher pack flyers reached destination
- Familiarising myself with eActivities
- Writing section for Clubs and Socs handbook
- Ensuring CSPs have updated committee displayed on union website and dealing with issues regarding this

## ENTERTAINMENT

### ENTERTAINMENTS CHAIR

- Spending all my time tanning 😊
- Continuing freshers planning: finished passport and sent off for printing as well as Gazette handbook. Starting on artwork for event FB pages
- Assigning jobs on teams for freshers to other SU so watch out!
- Beginning Christmas week planning w FEZ booked and in contact w proud
- Refreshers planning: Boat booked and Heaven pencilled in
- Beginning to look through bop applications

### SOCIAL SECRETARY

- Bought a new bucket hat
- Organising Freshers' Ball (Galactic Ball) - venue hire, DJ, general logistics, back up plans for social distancing, decorations – QTR may not be available due to 'student repurposing' of some SK spaces so looking for other venues :(
- Putting together the SU video!
- Organising an SU stand for the Freshers' Fairs
- Making video about CX campus for incoming freshers (medics and non-medics) as it was brought up that many freshers (esp BMB) are put off attending events in CX due to

|                  |  |
|------------------|--|
|                  | <p>unfamiliarity and perception that it's only for medics :(</p> <ul style="list-style-type: none"> <li>Putting together a <b>phenomenal</b> playlist for letter packing B)</li> </ul>   |
| <b>RAG CHAIR</b> | <ul style="list-style-type: none"> <li>Been enjoying the sunny weather! Made some bucket hats – taking orders soon!</li> <li>Opened charity applications and started voting process</li> <li>Had first RAG social - successful</li> <li>Getting sponsorships out with Jack Hall (treasurer)</li> <li>Organising our first three events: quiz for offer holders, RAG fresher day and a stall at freshtival</li> <li>Organising RAG Tour!</li> <li>Organised a permanent collaboration for Yoga with welfare and Torzi (same girl who did BLM Yoga)</li> <li>Organising a fundraiser for Lebanon by selling art prints made by ICSM artists – any advice from anyone who has done this would be appreciated</li> </ul> |

## Action Points and Deadlines

| ACTION POINT   | PERSON                  | DEADLINE        |
|--|-------------------------|-----------------|
| Round up all the merch ideas and make a poll in time for freshers to decide on | Harroop                 | Pre-Freshers    |
| Rayyan and Academic stream to discuss content for freshers on the website      | Rachel, Rayyan, Varja   | Pre-Results Day |
| Gather logos for CSPs for the website  | MG Team                 | Pre-Results Day |
| Make a lit tiktok account  | Biranavi                | ASAP            |
| Prepare for Instagram/Twitter/Facebook congratulations messages on results day | Biranavi, Rayyan, Varja | Pre-Results Day |
| Send social media details for results' day stalking                            | Munty                   | Pre-Results Day |
| Feedback to the other CUs on socials   | Munty                   | ASAP            |
| Change email signatures and headshots  | Rayyan                  | ASAP            |