



## ICSMSU 1<sup>st</sup> Meeting 2020-21

**07/12/2020: 18:00 – 20:00**

**MS Teams**

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

## Agenda

[Action points of the last meeting](#)

[Officer Reports](#)

### General

[Matters Arising](#)

[Dates for your diary](#)

[Next Meeting](#)

[Action Points/Deadlines](#)

- Intros
- A bit of background to ICSMSU
- Committee Communications with a sprinkle of GDPR
- Update on website and newsletter
- Stash

### Ents

- Freshers update and discussion

### More General stuff

- Fundraising
- Upcoming dates
- Closing and any other business

## Discussion Points

ACTION POINTS OF LAST MEETING	
EXAMPLE	N/A

## MATTERS ARISING

### Intros

President – Muntaha Naeem

Deputy President – Nicole George

### **Academics**

Academic Chair – Rachel Kwok

Academic Officer for Early Years – Varja Čučulović

Academic Officer for BSc – Rahul Penumaka

Academic Officer for Clinical Years – Conor Wisentaner

Academic Officer for BMB – Jai Chapman

### **Clubs and Societies (MGT)**

Clubs and Societies Chair – Christian Oldfield

Management Group Treasurer – Pedro Chen

Vice-Chair for Volunteering and Academics – Pritesh Patel

Vice-Chair for Sports and Arts – Sebastian Mitchell

GENERAL

### **Entertainments**

Ents Chair – Milly Orr Ewing

RAG Chair – Adrija Bhattacharyya

Social Secretary – Biranavi Kirupakaran

### **Exec**

BMB President – Elena Torrell Pedreira

Executive Treasurer – Tom Hess

Secretary & Communications – Rayyan Islam

Sites and Services Officer – Harroop Bola

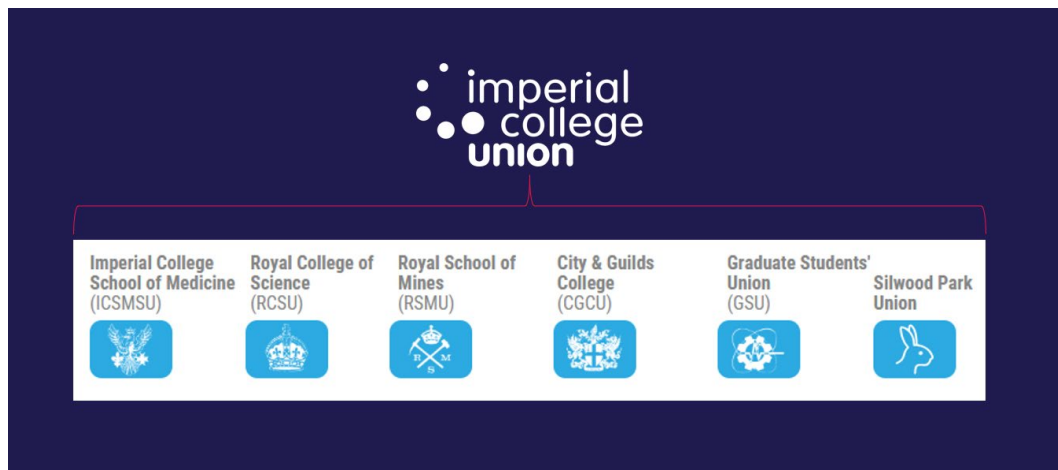
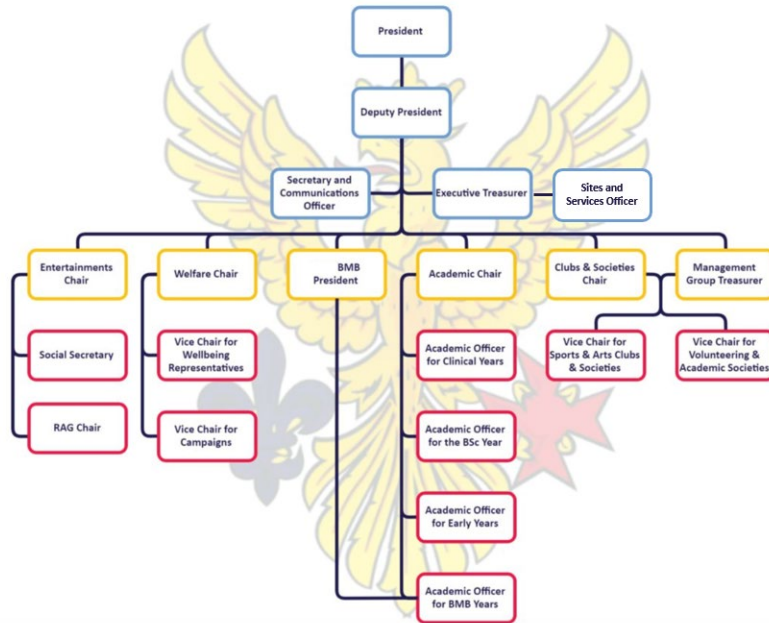
### **Welfare**

Welfare Chair – Natania Varshney

Vice Chair for Campaigns – Sajjan Patel

Vice Chair for Wellbeing Reps – Mabel Prendergast

A bit of a background to ICMSU



## The Union expects volunteers

**To treat others with respect and courtesy**, act in a manner which is appreciative of the wide diversity within the Union's membership, and not discriminate against others on any grounds

**To be an ambassador for the Union and the College**, bringing neither into potential disrepute and maintain good relations with the external community

**To perform their volunteering role to the best of their ability**, undertaking the tasks within the role description and to be clear and upfront if they are experiencing problems or difficulties undertaking the role

**To follow the Union's policies and procedures**, including Equal Opportunities, Health & Safety, and Finance

**To respond to emails and other messages within a reasonable timeframe** and to attend on time, or give reasonable notice to cancel or rearrange meetings

**To have a willingness to learn**, to undertake all mandatory training as part of their volunteering role and make a commitment to undertake relevant optional training

## Volunteers can expect the Union

**To treat them with respect and courtesy**, and act in a manner which is appreciative of the wide diversity within the Union's membership

**To provide a role description for their volunteering role as well as training**, support, and resources to help them undertake the role

**To provide online and in-person services to support individuals undertaking volunteer roles.**

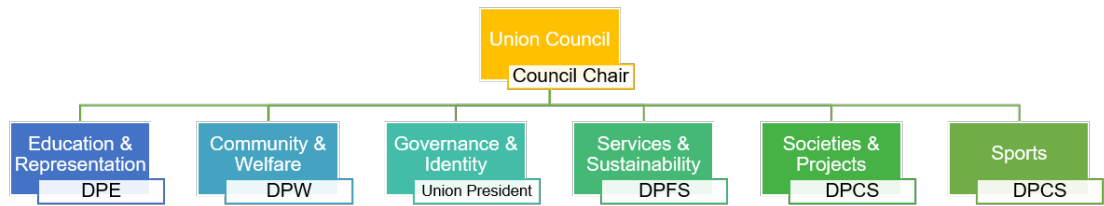
**To promote their activities, achievements and successes** in line with the Union's guidance on publicity; and to undertake recognition schemes such as the Union Awards and ICXP

**To respond to your emails, messages and requests within a reasonable timeframe**

**To be mindful of academic life** and not make re-quests which are potentially detrimental to academic success

**To investigate complaints** within an appropriate timeframe and keep complainants informed as to progress

Have fun, enjoy your roles, make the most out of them and develop personal skills! Be ambitious and have as much impact as possible as the year will go by very quickly.



#### Committee Communications with a sprinkle of GDPR

- Papers: Officers can submit pre-meeting papers to provide information to other SU officers before a meeting where said topic is discussed
- Officer Reports: Each member should write an update on what they've been up to since their last meeting for each SU meeting
- GDPR: Keep information confidential where possible and check with Pres/Dep where not possible. Use Teams for centralised files, Microsoft Forms/Qualtrics for surveys, don't use personal accounts or Google products, utilise WhatsApp groups. Bcc all on mass emails, and CC Pres/Dep to keep them in the loop
- Using Microsoft Planner for Freshers' jobs, and use throughout the year for following up APs

#### Update on website and newsletter

- Lots of design and content overhauls, to be discussed in more detail later, will require input from multiple streams respective to content, and general input on design

#### Stash

- Black Polo, decide on Raglan via poll out of Emerald, Royal, Burgundy

#### Freshers Update and Discussion

- To be heavily clubs and socs focused
- May consider a 'ReFreshers' in January to do events that weren't possible earlier
- Freshers may heavily vary depending on social distancing rules

	<ul style="list-style-type: none"> <li>- Welcome day may need to be repeated for groups of freshers throughout the day</li> </ul>
<b>MORE GENERAL STUFF</b>	<p><u>Fundraising</u></p> <ul style="list-style-type: none"> <li>- Faculty working with SU on a hardship fund to aid those hit heavily by COVID-19</li> <li>- Whether to use a first-party or third-party platform is under discussion, may impact end total raised</li> </ul>
<b>OTHER BUSINESS</b>	
<b>MISCELLANEOUS</b>	N/A
<b>UPCOMING EVENTS</b>	N/A
<b>NEXT MEETING</b>	August 9th
<b>DATES FOR DIARIES</b>	<p>July 27<sup>th</sup> – Send video clips to Biranavi</p> <p>August 1<sup>st</sup> – Official Handover (Quizzes galore)</p> <p>August 13<sup>th</sup> – Results Day</p> <p>August 15<sup>th</sup> – Letter Packing</p> <p>September 30<sup>th</sup> – SU Dinner (Provisional)</p> <p>October 3<sup>rd</sup> – Bag Packing</p> <p>October 4<sup>th</sup> – 16<sup>th</sup> – Freshers’ Fortnight</p>

## Officer Reports

<b>EXECUTIVE</b>	
<b>PRESIDENT</b>	N/A
<b>DEPUTY PRESIDENT</b>	N/A
<b>SECRETARY AND COMMUNICATIONS</b>	N/A
<b>SITES AND SERVICES</b>	N/A
<b>EXECUTIVE TREASURER</b>	N/A
<b>BMB PRESIDENT</b>	N/A
<b>ACADEMICS</b>	
<b>ACADEMIC CHAIR</b>	N/A
<b>ACADEMIC OFFICER CLINICAL YEARS</b>	N/A
<b>ACADEMIC OFFICER EARLY YEARS</b>	N/A
<b>ACADEMIC OFFICER BSC YEAR</b>	N/A

<b>ACADEMIC OFFICER BMB</b>	N/A
<b>WELFARE</b>	
<b>WELFARE CHAIR</b>	N/A
<b>VICE CHAIR WELLBEING REPS</b>	N/A
<b>VICE CHAIR CAMPAIGNS</b>	N/A
<b>CLUBS AND SOCS/MANAGEMENT GROUP</b>	
<b>CLUBS AND SOCIETIES CHAIR</b>	N/A
<b>MANAGEMENT GROUP TREASURER</b>	N/A
<b>VICE CHAIR SPORT AND ARTS</b>	N/A
<b>VICE CHAIR VOLUNTEERING AND ACADEMICS</b>	N/A
<b>ENTERTAINMENT</b>	
<b>ENTERTAINMENTS CHAIR</b>	N/A
<b>SOCIAL SECRETARY</b>	N/A
<b>RAG CHAIR</b>	N/A

## Action Points and Deadlines

<b>ACTION POINT</b>	<b>PERSON</b>	<b>DEADLINE</b>
Send information on fundraising plan to SU	Munty	ASAP
Send out poll for stash colours and order form	Nicole	Before next meeting