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# **ICSMSU 4th Meeting 2020-21**

**08/11/2020: 18:00 – 20:00**

**MS Teams**

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

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| [**Action points of the last meeting**](#_ACTION_POINTS_OF) | [**Officer Reports**](#_Officer_Reports) |
| [**Matters Arising**](#_MATTERS_ARISING) | [**Dates for your diary**](#_OTHER_BUSINESS) |
| [**Next Meeting**](#_OTHER_BUSINESS) | [**Action Points/Deadlines**](#_Action_Points_and) |

# **Agenda**

1. Review of action points of last meeting
2. Halloween competition
3. COVID updates
4. End of COVID brainstorming
5. The Phoenix Trust (paper coming soon)
6. 121s debrief
7. Any Other Business

# **Discussion Points**

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| ACTION POINTS OF LAST MEETING | |
| Biranavi | * 9th August 2020 meeting - Make a lit tiktok account - IN PROGRESS * Work on Charing Cross video – by October 3rd - IN PROGRESS |
| Rayyan | * Contact streams on website content (Y3-6, BMB, Welfare, C&S Front Page) - by October 19th - COMPLETE |
| Rachel and Munty | * Rachel and Munty to discuss SOLE and feedback methods |
| Rahul | * Run External Intercalators’ Mingle – by September 26th - COMPLETE |
| Conor | * Prep for SSLG and year 3 rep elections – before clinical year’s SSLG - COMPLETE |
| Everyone | * Make well wishes clips for Keith Gould – by October 11th - COMPLETE |
| Pedro | * Sort criteria for non-centralised mock funding pot - IN PROGRESS |
| Academics Team | * Send out a call out for notes for the notebank – by October 3rd - IN PROGRESS, Phase 1 COMPLETE |
|  | * Review NSS feedback - COMPLETE |
| MATTERS ARISING | |
| General | **Halloween Competition**   * Trumpkin lol   **COVID-19 Updates**   * Some concerns over quarantines on students returning over Christmas (hopefully shouldn’t be too big an issue)   **End of COVID-19 Brainstorming**   * This’ll likely be transitional   **RAVE - Social**   * Invade RAH * Circle line, then *every other line until we run out of lines* * Anything in the range of clapham grand, heaven, * Fulham Palace Run type beat, but each part of the Run is its own event * Bops on bops on bops * S&A + V&A Dinners * Embezzle faculty funding for an SU retreat * <https://www.orchardleigh.net/accommodation/orchardleigh-castle> * SU Dinner in the new year   **Transition things - Formal**   * Refreshers style, where it might be a straight series of things over time * Remembrance, community sense building * Need to keep wellbeing in mind (even if COVID is over, the issues stemming from it won’t be) * Remembrance Video * Awards?   **Alumni Side**   * Run things for all the FY1s who missed out on the end of Y6 + Graduation * A case of coming up with options as we get closer and seeing what’s possible over time   **The Phoenix Trust**   * SMHA increasingly for merger as they lose size   What do current students know about alumni?   * Currently mainly involved financially, would be worth including further in events like S&A + V&A dinners * Thoughts over some alumni getting too involved   What do our current students and graduates need?   * Consider introducing a research partnership scheme (imagine mums and dads but for students and alumni) * Could do this mini-LinkedIn Style: also important to factor in alumni to alumni contact and networking within this * Networking events? Generally worth filling in a gap rn in terms of portfolios and alumni career support * BMB support is a current gap we need to fill * Sense of community is vital to this (networking?)   What does our SU need from an alumni organisation?   * Could partition finances from alumni organisations towards SU run activities? * Mocks involving alumni? (signing certificates could be good, but might already be possible) Access to alumni databases for involvement would be useful for recruitment   What can we do to better recruit our alumni and help them stay connected to ICSM beyond their time?   * A lot of alumni are involved specifically through C&S due to the alumni organisations sitting back a bit: would be worth going through this route and potentially centralising things a little bit (possibly through alumni officers in C&S) * Reconsider what alumni get from this? (costs, opportunities etc) * Stronger engagement is really important * Involve alumni in Gazette and corollaries to make them feel like their experiences are still included in ICSM * Competitions? * Current newsletter and general advertising is *very very weak:* important area to work on * Involve alumni in STFYD speeches * Have meet ups yearly for international alumni who have moved abroad   **1-2-1 Debriefs**   * Make the most out of your stream leads! And Munty + Nicole * Keep up professionalism over SU |
| Topic of discussion |  |
| More General Stuff | RAG thinking of running a tutorial series  Yoga running over lockdown  Ideas for socials over lockdown? (Takeovers, competitions)  C&S (mainly V&A online events) need Zoom which is fully booked at popular times; try out a second SU Zoom? (financially might be difficult tho)   * Teams main issue being GDPR preventing external accounts wrt to IC not being able to join   Might be using Hopin for Mocks  Some C&S asking for more training over using Zoom (signpost towards iCal invite for now) |
| OTHER BUSINESS | |
| MISCELLANEOUS |  |
| UPCOMING EVENTS |  |
| NEXT MEETING |  |
| DATES FOR DIARIES |  |

# **Officer Reports**

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| EXECUTIVE | |
| President | * Hmm where to begin... a *lot* has happened since our last meeting and a lot of it’s a blur 🙃 * Training day was really awesome and super fun, thanks everyone for coming and I hope it was useful! If there’s any particular areas you hope to develop in the coming year within your roles, or even more areas of training that would be useful, just let us know! * Freshers’ Fortnight was equally good fun 😊. It hasn’t been easy so big up Ents! * Sorted welcome talks student recruitment for all the various Faculty sessions/workshops where help was needed – needless to say it went super smoothly so great job everyone! * Held our first SSLG of the year which I thought went very well and was very productive, with plenty more to come in the next few weeks. * Helping Faculty with electives travel grant allocations across year 6. * Advising on a few year 5 & 6 changes to electives both for this year and future years. Been able to sit in on the year reps’ consultations too and they seem pretty on board with them so once they’ve been presented and approved at board, we’ll be looking to ensure there’s good communication on a wider cohort-level scale. * Lockdown 2.0 and all the general COVID happenings have been keeping me superrr busyyy. If anyone hears any COVID-related concerns please do keep passing them straight on to me so I can raise them directly as a matter of urgency. * On a general note, we’ve been really keen on ensuring ICSMSU are more prominent than ever before during the 2nd lockdown, both due to our lack of physical presence and so all our students know we’re on-hand at all times to support them with any challenges they face. * Pushing central college to bring asymptomatic testing to CX seems to have been quite successful. Just need to gauge demand and best dates. * I’ve been engaging in conversations with a group of students representing the global organisation ‘Universities Allied for Essential Medicines’ about how we can support their campaign over the coming year. * Following up from these conversations, I helped them to write up a paper on Access to Medicines policy which we presented at our first Council meeting and got passed. Along with my own report on everything we’ve been up to, which you can read [here](https://www.imperialcollegeunion.org/your-union/how-were-run/committees/20-21/Union_Council/file/6247)! * Had a meeting with SMHA last week where we discussed a lot about their ongoing support for the next year, but also the future of their organisation and how it can better align with the aims of the SU. * Also been discussing Mary’s sale things with the chair of the St Mary’s development trust. Mary’s focus group turnouts have still been in the balance for some yeargroups so we all need to keep pushing for the remaining ones! * Our SU Updates comms have been really great. It would be nice to do another one at the end of term/over Christmas. * Planning the transition to an online SU shop for the first time ever in our history with Harroop (exciting!). * One of my big aims for the year is on enhancing inclusivity and representation within the School of Medicine, and on a wider scale. In that light, I’ve been meeting with both the ICSM academic lead for the implementation of the BMA charter and attended our first ICSM (Undergraduate-specific) working group, as well as the wider Faculty of Medicine (UG + Postgrad + Research departments and everybody else) and NHS-wide working groups around BLM. Additionally, I’ve had some really insightful conversations with other Union presidents around the country to discuss best practice at length. Some really big opportunities on the horizon that we’re determined to make the most of to implement meaningful, sustainable change. * Picked up a lot of the discussions around feedback with the Faculty. On a more general point, discussed this with DPE to get her buy in too and she seems really receptive where the Faculty haven’t been as keen, and will keep her up-to-date on any advances we make as something to push for rolling out on a wider scale within other faculties. * Had a nice time catching up with a lot of you about specific Faculty/ICU things related in your areas here and there * All the other usual tonne of fun meetings, emails and miscellaneous things to keep me busy |
| Deputy president | * Meeting with GLI to set up a collaboration for training of Clubs + Socs, working with Faculty to get this funded * Had lovely 1-2-1s with most of you (if you haven’t yet, please drop me a message to arrange) * Supporting HWD to changing for a Summer Plan * Working with Emily to find alternatives for STFYD |
| SECRETARY AND COMMUNCIATIONS | * Working with Munty on Covid Comms now that lockdown is a thing D: * Updated website front page with Covid Support Links * Been updating the website continuously with external opps (something like 40 at this point I think) * Website's been getting tons of views (something like 15,000 – 17,000 over October) * Put up some sponsorship stuff from Tom on the website footer (ngl I think we could probs get a lot more money from sponsors on this in the future) * Currently copy pasting welfare content over: should be done by the end of the weekend, will include on the COVID Header once done and checked with @Tania * Working up a way to display Clubs and Socs stories on website (tech stuff: API comms with Insta backend, need verification and OAuth which is the hard part, may have a solution but still need time) * Been sending out newsletters as usual: gotten into a pretty fair rhythm with them I think * The newsletter survey I tried out a while ago has pretty much eliminated any ‘middleman’ type dealing with queries, which has noticeably sped things up * Been keeping up with social media posts: things from Covid updates to event shoutouts and stream adverts: very big on keeping that up over lockdown to make up for the fact we’re a tad removed in-person from students * Currently coming up with ideas for social medias over lockdown, main one so far being takeovers in different years of MBBS and BMB to build up a sense of community * Also doing a lot of miscellaneous rep stuff with @Varja * Probably some other stuff I’ve forgotten, will need to start noting down what I get done from here because I’ve noticed I tend to mindlessly work on end without any sense of how much I’ve done or have left lmao |
| SITES AND SERVICES | * Distributed and organised stash collection for freshers, arranged second date on November 12th 2020. * Ensured ICSMSU items are stocked up * ICSMSU store is updated and individual items are up for sale throughout the ICSM community * Organising merchandise delivery for remaining customers and transitioning our ICSMSU store online. * Contacting Phillip to update UH victories board. * FoM H&S meeting * Digital development group biz |
| EXECUTIVE TREASURER | * Finalising freshers sponsorship (invoices), looks to be >£3k, mainly waiting on contracts to be returned from ICU. * Setting up rest of year package for targeted Y5/6 sponsorship. * Successful inspo afternoon went ahead, sent out slides to Faculty to be uploaded – still need to check in with Y1s if they are up. |
| BMB PRESIDENT | * Working on developing a webpage ( * Hosted 2 successful online socials * Starting thinking ahead planning tutorials within the society * Created an alumni – students collaboration group where opportunities can be shared and peers can network * Helping the head of y3 developing a budding system * 121 meeting with Pritesh and our Treasurer |
| ACADEMICS | |
| ACADEMIC CHAIR | * Had first stream meeting <3 * FINALLY met with faculty to discuss NSS results – main issues are feedback/ discrepancies in quality between different firms, will try and get myself into higher level meetings on this * Discussed new ideas on SOLE with faculty * Clinical years SSLG – took part in Y5 pre-SSLG meeting, sorted out a specific firm-based issue with faculty (scrubs availability) * Attended first education + representation board meeting, helped with drafting of SSLG good practise guidelines * Attended first 2 council meetings, including council training * Discussed y5 longitudinal GP course pilot idea with the course team, Conor and y5 reps |
| ACADEMIC OFFICER CLINICAL YEARS | * Met with faculty to discuss NSS response * Met with Amir Sam and the year 5/6 reps to discuss changes to curriculum and electives * Met with Y5 primary care team to discuss the new longitudinal teaching system * Started planning for the mock exams |
| ACADEMIC OFFICER EARLY YEARS | * Rep elections * Rep training * Coordinating with WVCR for Phase1 Academic and Wellbeing Team * Phase1 surveys release and advertising * Faculty Digital Development Team * Faculty Timetabling Team support and feedback meeting with Phase1 W&A Team * How to year 1 talk with MedED * Academic societies communication around mock CPA * Faculty CPA * New curriculum with AC * Notebank postrelease updates * Remote Council Working Group * Loads of meetings, emails and WhatsApp |
| ACADEMIC OFFICER BSc YEAR | * Did intro to Y4 with Muslim Medics * Met with Prof McGregor and Nicole Barnes, discussed ideas to increase BSc rep involvement and positivity * Met with BSc reps * External intercalators buddy scheme * Made training doc and SSLG template for reps, have now completed training and received reports for upcoming SSLG |
| ACADEMIC OFFICER BMB | * Welcomed new year reps to the rep network and briefed everyone on what needs to be done for the first SSLG. * Coordinated handing out of surveys for the SSLG and currently in the process of having reps finalise their reports. * Had many meetings with BMB / uni faculty regarding the NSS response and coming up with action plans. Made some good progress here (website bulletin, talks from alumni, some extra sessions for first years about assessment marking, review of assessment timetabling, etc.). * Working on biomed soc tasks w/ Elena * Worked with Mabel + BMB year reps to organise the academic and welfare surveys into one to maximise responses for both. * Generally pushed for students to run for un-filled positions (no empty positions left after the last election!) * Bought a guitar (all sensation in my fingertips is gone) |
| WELFARE | |
| WELFARE CHAIR | * Meetings with Fran about Welfare cases * Followed up from the action points of the clinical years SSLG including PPE and teaching fellow training * Communicating with Munty and Faculty about COVID-19 and Christmas * Collaborated on the FEO Welfare bulletin for a lockdown edition * Lots of Welfare issues from students, mainly on the topic of COVID-19, self-isolation and the second lockdown * Invited to be part of the BMA charter working group and the Faculty Task Force * Meeting with Shervin about bursary funding for fifth and sixth years * Collaborated with FEO Welfare on a new online etiquette and security document * Successfully completed BHM by the fab Campaigns team! |
| VICE CHAIR  WEllbeing reps | * Had the clinical years SSLG (years 3, 5, 6) * Started taking action with Natania to collaborate with FEO welfare for welfare training for teaching fellows * Initiated conversations with Omid Halse and Trisha Brown about PPE guidelines and compliance on firms * Met individually with all of the new reps that were elected: year 1, 2, medicine and year 1, 2, 3 biomed for general introductions and welcome to the teams * Instructed all the new reps on how to produce a survey and met with each rep to go over their survey before it was sent out * Met with Nicole and Conor to brainstorm what the year 4 survey should be about since we do not have a year 4 wellbeing rep. Then drafted this survey and collected the feedback. * Created a stronger liaison between academics and welfare in biomed and medicine by creating combined group chats for all reps, meeting with all of them combined and then getting them to send out their surveys together * Making steps in supporting the wider goals of reps by connecting them with Sajan for campaigns and other members of staff * Prompting the clinical years reps to brainstorm and think about their goals in preparation for the next SSLG * Started drafting ideas for the training for all of the new reps that have been elected * Extended the welfare template for the SSLG reports and modified so that reps could use these on their own next term * Wrote an SSLG report for every year * Sleep Initial Ideas meeting with Sajan and Chhavi * Attending all of the amazing welfare campaigns events that have been going on!! |
| VICE CHAIR Campaigns | * Ran the Black history Month Campaign * Various Events – Black History Month Panel, BHM Roundup Live * BHM Competition – organising submissions, voting, prizes and announcements. * Started Mental Health Awareness Campaign * Organising Welfare Yoga Session with Torzi * Finance (December) Initial Ideas Meeting * Sleep (Feb/Mar) Initial Ideas Meeting * Exam Stress Initial Ideas brainstorming * ICSM Blooms (January) – working on AR filter |
| MANAGEMENT GROUP | |
| CLUBS AND SOCIETIES CHAIR | * Worked loads on getting Clubs & Socs running again then everything gets cancelled for a month wooooo * But had some really big successes in getting arts societies to be able to rehearse & run (annoying right now, but all the infrastructure is in place to immediately return when lockdown leaves us alone) * VCs finished 121s (they properly smashed it) & shared out APs between MG team * Weights & Fitness wasn’t a club then was a club again lol * Just like with COVID, a second wave of IA queries is coming through. Having individual meetings with clubs & organising IA meetings. * Successful MG team social number 2 (socially-distanced ofc) |
| MANAGEMENT GROUP TREASURER | * Updated and sent out sources of funding document to CCs/Pres and treasurers * Sat in on some 1-2-1s * Am going through assigned action points from 1-2-1s * Still going through eActivities * Answering emails in particular regarding some COVID refunds |
| VICE CHAIR  SPORT AND ARTS | * Welcome ladies and gentlemen * Completed 121s with majority of S&A societies and gathered their concerns and outlook for the years ahead- helped them to properly plan events in line with ICU policy & dealing with queries about imperial athletes * Arts were allowed to use reynolds * Completing and sharing out APs from 121s * Emails; been answering * Social media has been coming along nicely – Pritesh send me your social media stuff you numpty * All sports and arts were running nicely then the slammer of a lockdown numero dos came along |
| VICE CHAIR  VOLUNTEERING AND ACADEMICS | * Completed 121s with majority of V&A societies and gathered their concerns and outlook for the years ahead- helped them to properly plan events in line with ICU policy * Completing and sharing out APs from 121s * Answering emails and general queries from CSPs * Beginning to try and plan some potential V&A social events potentially for a “refreshers” as per my manifesto |
| ENTERTAINMENT | |
| ENTERTAINMENTS CHAIR | * Finished fresher's fortnight!! * Devised Halloween competition – will be voting on winners in meeting * Thinking up ideas for online events for Christmas period and week alternatives! * Looking at retreat venues |
| SOCIAL SECRETARY | * Halloween competition * Starting to brainstorm for Christmas week |
| RAG CHAIR | * Not tooo much going on * Making sure committee are happy * Organising a 1st year tutorial series * Holding off on other events |

# **Action Points and Deadlines**

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| Action POINT | Person | Deadline |
| Speak with DCPS on Zoom / Teams issues (SU zoom being overbooked for C&Ss, some asking for second zoom) | Muntaha | ASAP |
| Sort criteria for non-centralised mock funding pot (issues so far due to lack of faculty information) | Pedro | Whenever we receive information from faculty |