

# **ICSMSU 2nd General Meeting 2022-23**

**04/09/2022: 19:00 – 21:00**

**MS Teams**

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| PRESENT | Christian Oldfield, Pedro Chen, Hafsa Jalisi, Aoife Madden, Monica Jin Yang, Lilia Evans, Rayyan Islam, Hamza Ikhlaq, Matthew Qurku, Haider Nazerali, Sean Li, Nia Davies, Olivia Wing, Maya Alazzawi, Nick Soon, Asra Shah |
| APOLOGIES | Zeynah Alhadad, Raunak Chugani, Angellica Marta, Nicholas Lawson, Eve Butler, Yasmin Baker |

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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. Action points of the last meeting
2. Reynolds Refurbishment
3. SU 1-2-1s
4. Fresher leaflets
5. Widening Participation
6. Sponsorship
7. Officer Reports
8. Any Other Business
9. Next Meeting and Dates for your Diary

# **Discussion Points**

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| ACTION POINTS OF LAST MEETING |
|  | Action Point – **Complete/In Progress/Not Complete** |
| Action Point 1 | Clubs and Socs team to speak to clubs and societies about Society App |
| Action point 2 | **SU account admin- everyone:*** Complete eactivities quizzes
* Change teams photos
* Ensure email account names are correct
* Change email signatures- including ensuring phone numbers are up to date
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| Action point 3 | Nia to speak to MM about challenge night  |
| Action point 4 | Hafsa to ensure SU members who will be coding finances on eactivities know where things should be coded  |
| MATTERS ARISING |
| Agenda Point 1 | Update on Reynolds Refurbishment and questions to the SU to brainstorm – CO * What should we do with the signature wall?
* Games & activities

**Signature Wall Options**Replaced with a system similar to one pin/ one light per person eg. 350 pins/ lights per year group.Box style furniture for Reynolds with signatures printed/ transferred onto the sides. We need to consider how to transfer the signatures from last years’ year group into the new system. Boxes could be brought to doctors day and manually signed, signatures printed on or plastic etc sheeting stuck on. Action point to consider a BMB alternative to the signatures.Consider a projector with alternating signatures. **Games & activities**Separator for the bar and café area with a new entrance to the café area, separate to the bar. The games area will be in the café, we are in the process of deciding which games to include. * Air hockey
	+ Risks getting damaged by drinks
	+ Difficult to move and clear the floor
* Shuffle board
* Table tennis/ ping pong (paddles and balls kept behind the bar)
	+ Preferred to table football
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| Agenda Point 2 | Book your SU 1-2-1s with Pedro. Sign-up link on email/group chat – PC |
| Agenda Point 3 | Brainstorm ideas for sending out e-Freshers' packs, limit for files on Outlook is 20Mb - PC**Options:** AM* Google drive/ onedrive
* Drop box
* WeTransfer
* File invite
* Zip files

Inefficient and bad for the environment to send out Freshers’ Fortnight packs manually- explore how to digitise. Rayyan to compress into single PDF to be emailed to freshers, add to the website an Instagram style page with all the leaflets.  |
| Agenda point 4 | Introduction to widening participation project – current plans and feedback before going forward – CO **Current Plans**To start in 2023 academic year. Currently have 60 ½ price tickets for STFYD and HWD and money for WP training. Largely a faculty-based project with SU support and input. Aim 1) To get faculty committed to funding Aim 2) Mentoring scheme for WP students at university * Doctor mentors
	+ Mentors and students have got to be matched, to ensure the best advice/ empathy/ help can be offered
	+ Matching based on what mentees want from the scheme

Aim 3) Seminars/ workshops/ talks for WP students covering eg:* Imposter syndrome
* Financial advice

**Next Steps**Qualtrics form has been written to be released in newsletter to find out what current challenges for WP students are and follow up with a focus group.*What else the project should consider:** + Widening participation is defined via Imperial faculties criteria
	+ How is support targeted towards widening participation students?
		- To be decided whether the structure is people who feel they need the support sign up, or whether applications are vetted by a panel and criteria etc.
		- Shortage of doctor mentors is anticipated in the first year, therefore it may be useful to target a smaller group of WP students and perfect the scheme itself, then focus on growth
		- To identify the group of students who would benefit most from the scheme
	+ How can we ensure students who do not fit the criteria are also given the same level of support?
	+ How can we ensure the standard of mentors is uniform/ satisfactory?
	+ How will the mentor scheme differ from the personal tutor scheme?
		- Younger student, older student, doctor
			* A mix of larger workshops and one on one mentorship (tutorial-based space) eg. 3, 3 and 3
		- Older student supports younger student, doctor supports older student with networking
	+ To communicate with societies who already have WP support programmes about how they are managing their schemes and how we can scale up/ alter
	+ Consider creating a community/ culture with seminars/ talks etc before starting the mentorship scheme to increase sign up rate
	+ Personal tutors of WP students should be trained to check in on a certain criterion of issues etc. To build on the resources we’ve got

Any further thoughts, please message Chris! |
| Agenda point 5 | Sponsorship - HJ* Make sure jobs all assigned for freshers (look through document) - just make sure everyone on same page; important everyone understands which event is sponsored by which if anyone ever needs to MC
* Wesleyan package: finance talk targeted at older years (to also include BMA), Instagram posts (?welfare finance campaign), write content for the company
* Stonegate Group: C&S to advertise deal to CSPs
* Society App: just check in on how commission going...

**Freshers**Quesmed and MDU, main sponsors for Freshers’ Fortnight. Welcome pack is the clubs and socs leaflet, passport is the list of all the fresher events, handbook contains information about the university experience and SU introductions.Advertisements needed for fresher welcome pack:* Quesmed page
* Geeky Medics page
* MDU page

RAG has three book prizes for the scavenger hunt. Fresher talk day (2nd Tuesday of Freshers’ Fortnight) to be a chance for first years to ask questions etc. Contrasting to the high energy Fresher Welcome 2nd October. **Wesleyan Package**Finance talks about F1 contracts etc, would be helpful to have Welfare onside to advertise on instagram via welfare reps in group chats etc. **Stonegate Group**Commission with stonegate group owning lots of pubs/ restaurants etc. If ICSM uses a venue, 10% cashback excluding VAT. Money will be transferred into the SU account which will be used to reduce ticket prices for all clubs and socs events. * Is there a compromise with CSPs who want to use the cashback for clubs directly- split 50/50 etc?
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| OTHER BUSINESS |
| MISCELLANEOUS Items | Question for discussion from Yazz: Since whatsapp chats have space for 512, would it be useful to get students to transfer to one of the two gc’s for each year and make the chosen group chat the official one for the year – would require students to join via whatsapp invite link but means increased communication efficacy and reduces chances of students in one chat missing out on what’s being said on another? Would be happy to lead/help with this for incoming years 2 & 3 – potentially could trial out for these years?*SU are not in charge of making group chats, so no. You do you.* From Hamza (only if appropriate): Thoughts on the structure of BMB officers within the SU? Should BMB be overseen in its own stream rather than scattered across streams? Although it provides an integration, it is very difficult to oversee as a chair and I often have to refer to BMB President, who is currently exec. The chair role turns into a referral role due to a lack of insight into BMB. I plan to suggest it for constitutional change at the end of the year if not possible. *Yes.* From Hafsa (absolutely appropriate): Will send out little booklet of my eActivities pet peeves – very important for future SU treasurers for processes to be as similar as possible to allow for easy auditing ***How to find eactivities finance expectations****Teams--> general--> files--> finance--> 2022* From Haider: Is it worth keeping the sale price of our stash, or shall we sell things as cheaply as possible to increase accessibility?*Needs to have a margin to account for stock losses etc**Benjamin Fortes Mayer to model the stash* |
| NEXT MEETING |  To be in the format of a less formal meeting during Freshers’ Fortnight |
| DATES FOR DIARIES | **21st-23rd September** – 1-2-1 with Pedro**27th September** – SU Dinner **28th September**- SU welfare training with Fran 1-3pm * Lilia and Haider clashing

**1st October** – Training day **3rd October-** SU talks for freshers**2nd – 16th October** – Freshers' Fortnight **29th October** – UH Conference |

# **Officer Reports**

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| EXECUTIVE |
| President | * Widening Participation & EDI Project underway
* Went round showrooms choosing furniture for the new Reynolds Bar & Café (she’s looking gooood)
* Welcome talk for LKC students
* Working with Hamza & DPW to create a new code of conduct for CSP leaders to sign
* Also joined the ICU club culture review committee
* Various bits of helping Nia with Freshers (but she got this)
* Puppy confirmed for welfare afternoon!!
* Much more officer training from ICU
* Worked with much of the rest of exec committee on their jobs
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| Deputy president | * Ordered SU stewarding stash (colour is a secret!)
* Working with Gazette to finalise Fresher’s Handbook – sending for printing soon!
* Went to SU Handover social – fun fun
* Prepping for SU 1-2-1s
* Finished O&G rotation (big relief!)
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| EXECUTIVE TREASURER | * £2.7k cemented in sponsorship
* Confirmed sponsors: GeekyMedics, MDU, QuesMed, Elsevier, MPS, BMA (once Union signs contracts)
* Confirmed commissions: Society App, Stonegate Group
* Awaiting to write up contract with Wesleyan which should be another £1k
* Awaiting to make deal with BMJ On Examination, PasTest, Osmosis (maybe only freebies)
* BMA will give extra £100-150 for any talks/events we invite them to in the year
* Will be working with Chris to set up Phoenix Fund
* Collating SU finances into easy to access excel spreadsheet for all, want to streamline finances and SU committee understanding around them for transparency and sustainability
* Will go bank soon so would be grateful for someone to come with me because I will be a very vulnerable target
* New refund form, need to finally do those + sent sales invoice so got our £2k from this competition we won last year
* Finished with GPLand so back but also now on ED... in West Mid...
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| SECRETARY AND COMMUNCIATIONS | * Started sending out weekly ICSMSU Newsletters
* Created internal SU newsletter, sent out fortnightly
* Updated the website with Rayyan
* Made some posts for our socials and replied to DMs: welcome post for freshers, meet the SU posts
* Made the fresher WhatsApp chats
* Updated the phoenix logos
* Risk Assessed Freshers’ events
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| SITES AND SERVICES | * Collected feedback and ideas from over 100 ICSM students to help put together some new merch designs
* Ordered 3 totally new designs based off feedback
* Changed up the pricing structure for all merch to better reflect the purpose of the SU store
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| BMB Society PRESIDENT | * Collected manifestos to fill in remaining spots (Treasurer, Webmaster, 2x Social Sec)
* Held an election survey
* Met with ICFemTech regarding Hackathon
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| ACADEMICS |
| ACADEMIC CHAIR | * Not too much so far;
* Meeting with officers to start their roles and discussing future events like mocks so we can have most of the logistics done early
* On that note, working on documents for rep training and describing logistics for mocks that future officers can hopefully use
* Starting work on NSS data
* Discussed alternative feedback systems with Chris and an external company a while back (although this didn’t end up being financially feasible
* Near future: NSS report, meetings with stream and officers
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| ACADEMIC OFFICER For Early YEARS | * Updated & edited structure of Y1 & Y2 Notebank
* Collected feedback re platform which Digital team asked for from Y1/2’s
* Working on Academic Rep Handover document
* Working on Y1 & Y2 Advice document
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| ACADEMIC OFFICER For Clinical YEARS | * Welcomed newly elected Year 5 and 6 academic reps and briefed on role
* Informed reps on collating feedback via Padlet and surveys with sample SSLG paper provided
* Working on getting Year Reps invited to be editors of the Padlet and One Drive for their respective years
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| ACADEMIC OFFICER For BSc YEAR | * Been handed over by previous BSc academic officer
* Corrected SU email
* Liaised with BSc administrators: Plan for Intro BSc talks
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| ACADEMIC OFFICER For BMB | * Updated the Y2 Notebook in the ICSMSU Notebank
* Working on editing the structure and updating the Y1 Notebook
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| WELFARE |
| WELFARE CHAIR | * Met with FEO Welfare team to discuss procedures for students experiencing Sexual assault and harassment.
* Working with FEO Welfare to clarify and simplify the raising concerns pathway.
* Working with Chris and ICU Welfare Dep President to create a code of conduct for clubs and societies.
* To meet with Nick and Chris to discuss clubs and socs training to integrate welfare.
* Working on introductory material for incoming Phase 1a students to cover key welfare topics of stress, sexual health, wellbeing, consent etc.
* Nia has absolutely smashed Mums and Dads sign ups. Will continue to work with Nia to deliver an awesome Mums and Dads Scheme.
* Welfare team to think about welfare afternoon (we have a welfare social coming up so will get some thoughts from that)
* Paeds block done … YAAYY (but also sad because we love Paeds)
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| VICE CHAIR For Campaigns | * Welfare campaigns started in August where the team focused on results and resits, supporting students all the way!
* Moving into September we have kicked off with our freshers campaign - look out on the welfare Instagram to get to know the team, get advice about moving to uni and a chance to ask any burning questions about uni!!
* Working on recruiting some welfare subcommittees
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| VICE CHAIR ForWEllbeing reps | * Assisting with campaigns whilst Eve was unavailable. Led results and resits campaigns. Got some great feedback from students.
* Getting wellbeing reps and coordinating with Hamza and reps to focus in on main issues arising this year (unnecessary stress e.g. Year 5 Pathology mis-communication)
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| Welfare officer for bmb | * Currently working with Nia and Angie on BMB Mums and Dads.
* Awaiting BMB reps as BMB not set to start until October.
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| MANAGEMENT GROUP |
| CLUBS AND SOCIETIES CHAIR | * Met with the Clubs and Societies team twice to set out plans for the year, events, and review union process that have changed this year e.g. sponsorship, room bookings
* Met with Imperial Athletes to discuss structure for this year and kit provision
* Met with ICU Deputy President for Clubs and Societies to discuss changes for the upcoming year
* Met with Sports Sector Chair to form new Sports Chairs group – allowing for easier communication
* Met with Society App developer, then chaired a meeting with ICSMSU Clubs, Societies and Projects (CSPs) leaders about the use of the new Society app – a new way to communicate and advertise events with the student population
* Began planning for Hellfire Club at Harlington (Freshtival) Freshers event
* Supporting Vice-Chair for Volunteering and Academics in planning 1st ever V&A awards night – what we hope will be a great event to celebrate and recognise the fantastic contributions this sector makes.
* General updates on financial and activities updates delivered to CSPs
* General help and support for CSPs with specific issues
* Worked on the Freshers Fortnight Passport
* Found a new house near CX to move into – very excited!
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| MANAGEMENT GROUP TREASURER | * Introduction email to C&S’ + reformatted Pedro+Tom’s Finance booklet
* Investigating the disappearances of SGIs’ (Now fixed)
* Investigated spam and fraudulent emails sent to the SU
* Completed the fresher t-shirt designs
* Completed the fresher fortnight logo
* Planning Sponsorship for the 3 ‘Dinners’ that our stream will be hosting
* Helping some CSP’s with their accounts and making sure no one is in the deficit before term starts
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| VICE CHAIR ForSPORT AND ARTS | * Introduction email to sports and arts clubs – an introduction to the year and to do for August
* Assisting clubs with any pre-term issues they may be facing
* Searching for an Arts dinner venue
* Creating ICSM Society Stories for our instagram promotion
* Planning for freshtival
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| VICE CHAIR ForVOLUNTEERING AND ACADEMICS | * Introduction email sent out
* Helping clubs with any issues they are facing so far (lots of room booking questions)
* Society stories insta promotion
* Freshtival planning
* Organising V&A awards ceremony
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| ENTERTAINMENT |
| ENTERTAINMENTS CHAIR | * Continuing to plan freshers fortnight
* Have released passports on sale
* Releasing a new promo post every day on socials
* Decided fresher buddies
* Organising fresher buddy socials
* Selected Bops
* Coordinating with Bop organisers to try and plan a training day for them
* Booked SU dinner
* Submitted events budget for freshers fortnight – approved
* Meeting with Hamza for Mums and Dads planning
* Released SU stewarding rota for Freshers’
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| SOCIAL SECRETARY | * Planning for Snow Ball – in the process of booking the venue
* Helped decide Fresher buddies
* Working on SU Video script/choreo + organising dates
* Recording SU video
* Designed Passport Exclusive Logo
* Helped design Freshers Passport
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| RAG Chair | * Allocating subcommittees
* Planning for masquerade ball and RAG freshers day underway
* Still looking for venues for circle line, contacted multiple venues (Infernos, Heaven, Printworks, Clapham Grand etc.)
* Booked Embargo’s for gladiator sports night
* Reviewing charity applications
* Shortlisting charities
* In the process of finalising dates for RAG week- waiting for confirmation from FEO
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# **Action Points and Deadlines**

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| Action POINT | Person Responsible | Deadline |
| Change BMB Instagram name to @icsmsubmbsoc  | Angellica, Asra or Monica | 11.09.22 |
| Send BMB logo to Aoife | Angellica, Asra or Monica | 11.09.22 |
| Consider doctors day alternative to signature wall for BMB students | Angellica, Asra or Monica | TBD |
| To read through manifestos and consider goals for the year | Everyone | 21-23.09.22 |
| Compress the clubs and socs flyers into a single PDF smaller than 20Mb, make sure to add sponsor adverts to the packs | Rayyan | 11.09.22 |
| Teams: Exec--> finance--> sponsorship to check for sponsorship jobs | Chris, Aoife, Nick, NIa | 14.09.22 |
| Check over Freshers’ Fortnight packs for correct sponsorship requirements | Hafsa | 11.09.22 |
| Chase up where books are | Hafsa | TBD |
| Chris to speak to security at SAF what their protocol is for missed deliveries | Chris | 05.09.22 |
| To speak to Hafsa about the Weslyan package and including in finance month campaign | Eve | ASAP |
| To speak to Hafsa about organising the BMA finance talk day | Eve and Hamza | ASAP |
| 28.09.22 CSP meeting 3:30pm, Charring Cross  | Hafsa | 28.09.22 |
| Book out Brian Drewe for CSP meeting | Nick | 28.09.22 |
| To make a formal document about re-organising BMB into its own stream | Angellica and Chris | 01.10.22 |