

# **ICSMSU 1st General Meeting 2024-25**

**04/08/24: 17:00 – 16:15**

**IN PERSON X MS TEAMS**



|  |  |
| --- | --- |
| **PRESENT** | Lilia, Yazz, Sean, Sarah, Bhavana, Eric, Aden |
| **ONLINE** | Angie, Kete, Sadhana, Chloe, Alwin, Yousuf, Iolanthe, Senara, Shivani, Anant, Priya, Jemmy, Arjun |
| **APOLOGIES** | Hamzah, Brian, Chae |

|  |  |
| --- | --- |
| **Action points of the last meeting** | **Officer Reports** |
| **Matters Arising** | **Dates for your diary** |
| **Next Meeting** | **Action Points/Deadlines** |

# **Agenda**

1. Introduction to ICSMSU (Lilia)

- Meeting etiquette

1. Freshers Fortnight update (Priya)
2. Clubs and Socs update (Arjun)
3. Important dates for diary (Lilia + Kete)
4. Reynolds Refurbishment Update (Lilia)
5. Merch update (Yazz)

**Discussion Points**

|  |
| --- |
| **ACTION POINTS OF LAST MEETING** |
|  | N/A First SU Meeting |
| **MATTERS ARISING** |
| **Introduction to icsmsu** | Meeting etiquette* Setting an agenda
* Everyone is heard, and can voice their opinion
* Hear opposing viewpoints whilst maintaining respect
* Being realistic with what can be achieved – managing expectations with time
* Being able to hear and see everyone (cameras on pls)
* Making things concise, do not labour the point
* Agenda points and officer reports finalised by **MIDDAY SATURDAY BEFORE MEETING**
* If you would like to submit something to the agenda, consider your objective and time required to discuss
* Agenda point to discuss, agenda point to approve, agenda point to note
 |
| **FRESHErs update** | * Entire fortnight finalised
* 1 or 2 days still available, discuss with Priya if you would like to run something
* RAG event brought back – jewellery making event
	+ Anant: knows BMB students who can help with this event
* Yousuf: good points from last years feedback form, refer to that for ideas and will SU be expected to steward STFYD and HWD?
* Sarah and Priya: No, respective committees will be stewarding
* Please make Priya aware of how comfortable you are with alcohol, and feel free to discuss if you feel uncomfortable with any assigned events (form to be sent out)
* Fresher buddies finalised
* Reynolds Show and I’m a CC: go to Priya with ideas for new challenges
* BMB running Mum’s and Dad’s, and Reynolds show separate
 |
| **CLUBS And socs update** | * Arjun broke his phone
* Finalising CC’s gc and mailing list
* Intro email going out soon
* Meeting held with Chris C, discussed union plans, MG and freshers
* Jemmy working on finance booklet, with finance email to socs
* Imprests getting phased out over the next few years
* Kete: Welfare to inform CC’s on compulsory training in CC meeting
* Financial processes to reopen on Monday
* Yousuf: Clubs having difficulty with EP
* Arjun: Clubs to message Arjun or Lilia to liaise
* Lilia: Spoke to Rob F, 16th August is estimated date for event portal to reopen – otherwise email to Lucy Brown cc Christian Cooper and explain situation
 |
| **Important dates for diary** | * 28th September – SU Training day (+ Freshers Welfare training from Kete) and SU dinner in the evening
* 25th September (afternoon) – inclusivity training from Kete, Hannah (FEO Welfare) to deliver SU session whilst CCs have training – MUST ATTEND, inform Kete if you cannot attend
* Anant: can BMB soc to be included in welfare training
* Kete: Yes
 |
| **Reynolds refurb** | * Everything cleared out of SU office in Reynolds
* Waiting on date for walls and carpet
* Furniture to arrive end of August!!
* Anant: BMB desk in SAF?
* Lilia: Yes once CSP space has been cleared 🥳
 |
| **Merch update** | Please everyone fill out this form to choose your SU T-shirt colour: <https://forms.office.com/e/2MJihPfYZs> * Will be selected based on votes on form – FILL IT OUT!
 |
| **OTHER BUSINESS** |
| **MISCELLANEOUS ITEMS** |  |
| **NEXT MEETING** |  Sunday 1st September |
| **DATES FOR DIARIES** | * 28th September – SU Training day (+ Freshers Welfare training from Kete) and SU dinner in the evening
* 25th September (afternoon) – inclusivity training from Kete, Hannah (FEO Welfare) to deliver SU session whilst CCs have training
 |

# **Officer Reports**

|  |
| --- |
| **EXECUTIVE** |
| **PRESIDENT** | * Commenced ICU Induction on 22nd July!
	+ Meeting with different ICU Teams
	+ Training in preparation for the role
* Fresher’s preparation: Working with Priya, Arjun & Sean to get Fresher’s Risk Assessments (RAs) ready for submission
	+ Fresher Buddy Selection meetings
	+ Arranging Reynold’s bookings with ICU Venues Team
* Weights & Fitness Gym
	+ Met with Move Imperial & members of ICU to develop a strategy for moving St Mary’s Weights & Fitness to basement of Reynolds. Still in progress.
* 1-2-1s with Exec Stream under way, will arrange to meet more of you over the next few weeks.
* Developing ideas for SU Training Day with Deputy President, please feel free to message me any feedback from last year’s session <3
* Prepared Freshers’ groupchats for incoming BMB & MBBS students
* Clubs & Socs Community Chat set up (still awaiting some committees to join)
* Met with Roberto Sorrentino to discuss running student-led activities in Reynolds on a Friday evening – looking for new ideas from RAG/Academic/Volunteering & Academics Streams so please get in touch!
* Discussed new developments for Reynolds Bar (Karaoke Booth, Shuffleboard, Flight Club-esque Darts)
* Collaborating with Chloe to find Sports Night After-party alternatives: Embargo’s have been negotiating a deal with us that will involve fundraising for RAG
* Planned out main events for this Academic Year and are starting to create a calendar with Sec & Comms
* Gradually getting more and more excited to work with this wonderful ICSMSU Team!!
 |
| **DEPUTY PRESIDENT** | * 1:1’s with stream leads and currently undergoing 1:1’s with rest of SU
* Organising SU Merch
* Developing SU Training Day with President, please feel free to message me any feedback from last year’s session
* Meeting with President to discuss ICSM values
* Meeting with ICU Helena Rep Coordinator and President
* Helped clean the SU office
* Started 5th year O&G (and love it, could be my specialty)
 |
| **EXECUTIVE TREASURER** | * Received Handover of all financial tasks and responsibilities from Viraj – we thank him for his work last academic year – good luck with Final Year bud!
* Started Final Year.
* Have had budget meetings with ENTS Stream to discuss Freshers’ Fortnight Budget.
* Finalising numbers and pricing for Freshers’ Fortnight events and Passport tickets.
* In the process of organising sponsors for the Fortnight.
* Have had a meeting with STFYD Treasurer to discuss their plans
* Will have a meeting with HWD Team to further discuss their financial position.
 |
| **SECRETARY AND COMMUNCIATIONS** | * First SU 2024-25 newsletter ready to go!
	+ Have redesigned a few aspects of the newsletter
	+ Created new form for clubs and socs to advertise events
	+ Liaised with Pres to create schedule to ensure newsletter is sent out consistently
* Liaising with stream leads, SSO, Gazette and BMB to update website
	+ Have already updated profiles, presidents welcome, updated SU award winners (just need to do OSA + Colours for 2024) and uploaded 2023-24 minutes
	+ Have scheduled meetings with SU members to redesign various sections of the website and how they can be updated to better suit the needs of this SU
	+ In the process of creating a calendar for SU led events, hoping to set it up so it can be synced to personal devices (watch this space – am gonna be a coding queen)
	+ Creating a BMB page with Anant!
	+ Creating an ‘Archived’ tab for pages that may now be less relevant
* Collab with Sadhana to create media for ‘Meet the SU’ and Gazette Handbook
* Created media for Phase 3 rep elections with Yousuf and Kete
* Have also made media to congratulate BMB graduates, F1’s and incoming Freshers
* Have begun to reach out to stream leads RE Instagram takeovers
* Need to discuss how SU utilises social media – am keen for @icsmsu to act as a centralised account, whilst giving streams independence
 |
| **SITES AND SERVICES** | Done:* Handover with Stuti
* Getting to grips with Merch ordering process
* Liasing with Pres and Dep Pres for SU stash
	+ Contacted Banana Moon for this year’s quote
	+ Considering Yorkshire Print and Stitch as alternative
* Working with Gazette and Secretary to make Medic Campuses guide for Freshers’ Handbook

To do:* Stock count – URGENT once keys handed over from Stuti
* Scrubs order
* Liase with Redbird for Term 1 drop
* Graduation merch second round
* Organise Locker clear-out
* Possibility of new Microwaves in SU common room – need to contact ICU / Alumni
* Will need to have meeting with Yearbook co-ordinator for Grad merch
 |
| **BMB SOCIETY PRESIDENT** | * Handover from Sam
* Met with BMBSoc committee
	+ One on ones with everyone
	+ 2 Full committee meetings (last one on 3rd Aug)
* Started prep for freshers
	+ Working with Gazette and Secretary to make BMB Guide within Freshers Guide
	+ Fresher buddy selection
	+ BMB Events
	+ Making Freshers more BMB
	+ Would like SU help with:
		- Mums & Dads separate for BMB – booking G28
		- Printing banner(?) for BMB stall at freshers welcome
		- **Welfare Day BMBSoc organises puppy therapy(?)**
* Faculty events/tasks:
	+ BMB Virtual Open day
	+ Q&A sessions
	+ Admissions website
	+ Working with Alison McGregor for BMB student identity and how to increase rep survey responses
* **Would like access to Mailchimp**
* **Would like to discuss money with Sean**
 |
| **Gazette editor** | Gazette Handover received from Jaspreet.Fresher’s Handbook-Working with Gazette team and SU.Aiming to get digital fully done by the 31st of August and (possibly) print a bit later on.Sections:1) Your Union - SU- Pres’ Address, SU Intros and BMB Address are done2) The Med School- In the process of writing the section on the history of ICSM- Aden (SSO) has very kindly agreed to write the “Our campuses section”- Gazette team also working on “Halls life” and “Living in London” sections.- Kete’s Welfare advice will also be included here.3) Education- Academic Editor (Onali) to write the “Your course: MBBS” in collaboration with Academic Stream - with a focus on Phase 1a.- Chae (AOBMB) to work on “Your course: BMB” section.4) Social- “Your year ahead” - need to write section and reach out to Ents Stream re. all the events to include.- RAG section written by Chloe (RAG chair)- Need to reach out to Reynolds Bar team for a statement.5) Features - overseen by Gazette Features Editor, Ivin.- Contains tips from second years to freshers and a “view from the 6 years” from new FY1s6) Clubs and Socs - section handled by CSP and News Editors (Meena and Shevitha) in collaboration with Arjun (clubs and socs chair).- Forms sent out to every medic CSP to write a very brief intro on the soc. - Arjun mentioned a WhatsApp group chat for every chair - could send it on there too if it has been created?Academic Handbooks for every year- Gazette are prioritising Phase 1 and 2 right now and are looking to make some for the placement years soon too.- Talked to Yousuf (academic chair) re. a student survey for placement feedback to use in the Clinical years guide. - need to implement soon. |
| **ACADEMICS** |
| **ACADEMIC CHAIR** | * Completed handover with Yasmin & Alwin
* Promoting rep elections for phase 3 with welfare
* Planning with kete to meet with:
	+ ICU to discuss rep conduct
	+ Faculty to discuss SSLG improvements for next year
* Meeting with Sarah on Thursday to discuss academic contributions to the website
* Meeting next week with faculty to discuss potential systematic review initiative
* Placement guide – gazette convo?
* Academic stream working on fresher's passport (shoutout @academic officers)
* Icsmsu Notion!
 |
| **ACADEMIC OFFICER FOR EARLY YEARS** | * Handover arranged with Yousuf
* Starting to collect resources for note bank for 1a & 1b
 |
| **ACADEMIC OFFICER FOR CLINICAL YEARS** | * Had my handover with Anouk
* Got some email templates to introduce myself to Halse, Usmani and Dhankot and Meeran to start building rapport this week
* Created a survey about paper logbook issues with Phase 3a
	+ <https://imperial.eu.qualtrics.com/jfe/form/SV_3C03f3LDqVWMroG>
	+ To send out to P3a chat
* Awaiting representative votes and will set up a chat with respective reps when they are elected
* (Personal claim issue from last year I need to sort)
* To organise and collect resources for notebank
 |
| **ACADEMIC OFFICER FOR BSC YEAR** | * Handover arranged with Ria
* Writing up emails to introduce myself to Bsc leads
* Working on fresher’s passport pages assigned
 |
| **ACADEMIC OFFICER FOR BMB** |  |
| **WELFARE** |
| **WELFARE CHAIR** | Heyyyyyyy!!! I’m Backkkkkkk!!!* Had handover with Lilia and Iolly.
* (Hopefully) Just had Welfare stream meeting <3
* Discussed plans for SSLGs with Iolly.
* Starting to plan meetings with relevant faculty members with Yousuf.
* Promoting Y5 and 6 rep elections in chats – Sarah the legend has slayed with the posts. (Any of you are more than welcome to go for it)
* Meeting tomorrow with ICU rep team and Yousuf about Rep behaviour.
* Had meeting with Senara to discuss campaign plans for the year.
* Creating 4-week rota of welfare events.
* Need to meet with Lilia and Sean to discuss Welfare budget for puppy therapy.
* Created year plan/ Calander thing.
* Discussed having EDI officers as campaigns officers.
* Scheduling introductory meetings with Hannah and Dr Salter for procedural training.
* Planning Welfare training for SU and CSPs.
* Updating Fresher welcome talks
* Freshers: Designed the wristbands and helped select fresher buddies.
* Need to start mums and dads scheme prep with priya
* With Sarah: Updated gazette pages and working on updating website page.
* SLAYING IN GEORGIA ATM <3 SENDING LOTS OF LOVE
 |
| **VICE CHAIR FOR CAMPAIGNS** | * Handover from Bhav and meeting with Kete about plans for next year
* Started making welfare team introduction post and monthly welfare rota post
* Made form for welfare officers sign up
* Started planning campaigns for next year and creating a timeline for a posting schedule
 |
| **VICE CHAIR FOR****WELLBEING REPS** | Have-done:* Very successful handover from Kete
* Updated Rep training document ‘How To SSLG’ outlining all the steps in creating a report directly from Qualtrics results (goodbye Excel)
* Creating an SSLG report template and a list of things to include on the report (report criteria)
* Written an email to FEO to introduce myself and ask about SSLG dates (awaiting my name to change on the Welfare email before I send it as it is currently my face on Kete’s name lol)

To-do:* Arrange a meeting with Academics to make a timeline based on SSLG dates
* Meet with FEO to introduce myself, discuss this year’s aims and get their feedback on what they want to see from us this year to incorporate that into surveys and SSGLs
* Organise 5th and 6th year Rep training (once they are elected)
* Make group chats with Reps
* Discuss and think about the possibility of adding Welfare questions to individual Academic surveys for BSc year instead of having a separate Welfare 4th year survey
 |
| **WELFARE OFFICER FOR BMB** |  |
| **MANAGEMENT GROUP** |
| **CLUBS AND SOCIETIES CHAIR** | * Got a date for Varsity w IA
* Added final points to financial booklet
* Started an EP/RA booklet to aid clubs with writing RAs
* Going to start a sponsorship booklet/add it to the financial booklet
* Had a v productive meeting w CC re incoming year from MG perspective
* Smashed my phone so productivity has been limited over the last couple days lol; next thing to tackle is initiating 1-2-1s. Going to create calendar when I’m back (Sunday evening) to start to get timings in. Will be included in big email
* Other things to include in big email: publicity opportunities, introductions of our team, first C+S Meeting date, potentially the provisional calendar if we’re good to send out
* Need to map out the Club Reynolds (will do when I get a moment sorry Lilia lol)
* More to do and have done but in Wales and horrendous signal sorry
 |
| **MANAGEMENT GROUP TREASURER** | -created a new financial booklet which explains all the different types of income and expenditures. Also explains how to use eactivites so can be sent out to CCs and treasurers as part of their training-made excel spreadsheet templates for treasurers to help manage running costs, event/ trip budgets and annual budgeting so they can be used by clubs throughout the year-made a PDF to be sent out to club members explaining clearly how to submit claims so will hopefully all be submitted correctly -planned some points to raise to Christian Cooper after speaking to current club members to help make the year as affordable as possible. Also looked through big clubs on eactivities to see which are majorly in debt and will need some extra help next year (ICSM Football lol) |
| **VICE CHAIR FOR****SPORT AND ARTS** | * Lovely handover – TY Arj
* Went to the CSP Mixer in SK
* Chased up remaining clubs for contacts and committee roles – filling the gaps in the excel spreadsheet for their contacts.
* Reported lots of issues with this year’s election process. Traditionally some sports have an in-person AGM where committee is decided, so eVoting admin for ICU was tricky.
* Still yet to hear from Golf and Cycling.
* 1-to-1’s to be booked and completed ideally before September. These will also touch on assessing existing alumni networks in clubs. Will have a proper chat about this only if meeting agendas aren’t already long enough – might have to organise a second one with alumni officers/more members?
 |
| **VICE CHAIR FOR****VOLUNTEERING AND ACADEMICS** | * Not much yet, want to enquire V&A socs about interest on a new V&A awards night, need to prep a central academic calendar for lecture series and events to prevent clashes
 |
| **ENTERTAINMENT** |
| **ENTERTAINMENTS CHAIR** | * Started planning Freshers Fortnight!!!!!!!!!!
* Theme: Disney: Once upon a Spleen
* Firstly, huge thank you to all the streams for their creativity! IT ALL LOOKS INSAAANEE!!
* Fresher Buddys have been chosen, they will be receiving their emails on Monday
* Please keep your entire fortnight free, I will be sending form regarding alcohol comfortability etc and if anyone has any questions/ concerns please let me know
* Had my financial meeting with Sean, will get updated numbers to him on certain aspects
* Created Fresher community + GCs -> stream collaboration discussions will occur there
* HWD, STFYD and BMB Soc are planning on doing events during Freshers (will be making gc with them if it hasn’t been done already)
* Anyone have any ideas/ Feedback of how any changes for fresher’s please let me know ASAP.
* Need ideas for decorations for fresher’s welcome
* Need to discuss if we’re getting an SU camera ASAP
* Also, who is making the events calendar for the year that we’re planning on linking to the whole of ICSM’s emails because I would like a separate one just for fresher’s because I don’t think the older years need it in their calendar, just would like to learn how to do it
 |
| **SOCIAL SECRETARY** | * Nothing much !! Trying to help Priya with Freshers as much as I can
	+ Fresher buddy application review
	+ Trying to sort out dodgeball event for Thursday 3rd
		- Found an available external venue for 100 people and happy to book but unsure about payment for now
		- Also have asked for a quote for equipment hire from IC Dodgeball- no response yet but expecting to hear very soon
* SU Intro Vid: HOT TO GO !
	+ Made an excel sheet of everyone’s names, roles, parts, etc
		- Will share with everyone very soon, and will make separate group chats with each stream to arrange filming dates and times
	+ Please try keep the first two weeks of September as free as possible!
	+ If you have any passionate opinions about the song please lmk asap
 |
| **RAG CHAIR** | * Set the RAG calendar, finalised all the event dates
* Started pencilling in venues!
	+ Infernos and Electric Brixton are confirmed for Circle line and FS
		- Negotiated 1k less on venue hire for FS
	+ RAG week is now before FS
	+ Change to Masquerade Ball- now Diamond of the Season ball, pencilled in at new, larger venue- the Exhibit London!
		- 11th November, Bridgerton themed, collab with unis
* New things for RAG
	+ Wonderland workshop with Freshers Fortnight
	+ Arts and Crafts club
	+ Volunteering programmes
	+ Sports day in May
	+ RAG India in June
	+ May bring back Skydive/Jailbreak
* Committee
	+ All lovely! Very happy to work over summer, ran meetings with every team and organisation of autumn events are under way
* Sports night
	+ Negotiated a good deal with Embargoes with regards to being a regular venue for sports night, which helps to fundraise for RAG too as we take 10% commission per sale.
	+ Ticket prices are competitive with Slugs.
 |

# **Action Points and Deadlines**

|  |  |  |
| --- | --- | --- |
| **ACTION POINT** | **PERSON RESPONSIBLE** | **DEADLINE** |
| Decide BMB events and discuss budget | Anant, Sean, Priya, Kete | 9/08 |
| Fill out Priya’s form x2 (SU Dinner and Freshers) | Everyone | Sent by Wed, submission deadline to be stated in form |
| Fill out Yazz’s form | Everyone | End of today |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |