

# **ICSMSU 2nd General Meeting 2024-25**

**01/09/24: 17:00 – 19:00**

**IN PERSON**

Shape

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

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

# **Agenda**

1. Anant to discuss BMB & Reynolds Show with SU
2. Gazette
3. Y6 PACES mentoring engagement

**Discussion Points**

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| **ACTION POINTS OF LAST MEETING** | |
|  | Action Point – **Complete/In Progress/Not Complete** |
| **ACTION POINT 1** | Decide BMB events and discuss budget |
| **ACTION POINT 2** | Fill out Priya’s form x2 (SU Dinner and Freshers) |
| **ACTION POINT 3** | Fill out Yazz’s form |
| **MATTERS ARISING** | |
| Anant to discuss BMB & Reynolds Show with SU | * How to integrate, possibility of an external event * Consider rethinking ways to include BMB in Reynolds Show   + Research focused stations   + To discuss further with Priya and Angie * Not enough time to book event or budget * Potentially book something for post-freshers |
| **Gazette** | * Have previously received backlash/criticism for articles eg. Politics, drinking culture * Only allowed on certain platforms eg. Website, print etc * Need approval from SMHA, and Union * Felix has set bylaws * Lilia: political views need to align with Union and Faculty, as we are a constituent union * Sean: Utilise Felix bylaws for the time being * Shivani: query on whether we can present views that don’t align with the union * Lilia: Can endorse student activity, but as an SU cannot share statements that do not align with Union * Yousuf: Emphasis on supporting student activities by reposting media from CSPs and individuals, we are representing a whole student body – keep in mind * Sean: we are also writing to alumni, so difficult to gauge what their political stance is * Kete: Alumni want to hear more about ICSM students and SU * Sean: focus on feedback to SMHA oh how their support has improved student experiences * Yasmin: can’t make stance, but can raise awareness – find a balance * Kete: consider what you would want to know when you graduate * Hamzah: 1-2-1s have been running and encouraging alumni communications, alumni have expressed wanting to ‘hear more’. Consider ‘highlights of the week’, UH, Varsity, BUCs * Sadhana: have had good engagement with alumni previously * Lilia: more Club engagement with Gazette |
| **Y6 PACES MENTORING Engagement** | * Not enough tutors * Sean: rotate tutees without tutors (Group A, Group B) * Yousuf: final year email for buddy system, has contact to produce algorithms for SU * Lilia: Mums & Dads algorithm * Yazz/Sean: Query – does engagement & tutoring hours have any impact on SFP applications? Awaiting information from Faculty on SFP application. Tutoring hours are part of the criteria for Speciality applications (guaranteed). Consider preference allocation for mock finals of students who have contributed to tutoring. * Yousuf: We should carefully consider whether we use mock final allocations as an incentive to engage with ICSMSU Tutoring Schemes. |
| **OTHER BUSINESS** | |
| **MISCELLANEOUS ITEMS** |  |
| **NEXT MEETING** | Sunday 6th October, 17:00 |
| **DATES FOR DIARIES** | * 25th September (afternoon) – inclusivity training from Kete, Hannah (FEO Welfare) to deliver SU session whilst CCs have training * 28th September – SU Training day (+ Freshers Welfare training from Kete) and SU dinner in the evening * 29th September - Freshers welcome * 30th September - Induction talks day * 1st October - Freshers fair |

# **Officer Reports**

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| **EXECUTIVE** | |
| **PRESIDENT** | Continuing with Preparation for Freshers’ Fortnight  - Email for Freshers drafted, finalising links & graphics.  - BMB & MBBS Freshers Groupchat Officially launched  - Freshers Events Bursary application form approved & ready to send  - Event Budgets being committed, Risk Assessments & Event Proposals sent off - passport being finalised (amazing work from Priya, Angie, Arjun, Kete and Sean to get this sorted)  - Sorting food for SU volunteers  Other:  - Confirming Final Year Photo Day Arrangements  - STFYD & HWD Bursary Forms completed and awaiting approval  - STFYD Colours, OSA & Fellowship nomination form finalised  - HWD SMHA Outstanding Service Awards nomination form finalised  - Hopefully will meet with Alumni Association in September  - Preparing for Open Day 14th September  - Working with ICU Representation team to deliver representative training  - Attended Russell Group Students’ Union (RGSU) Conference in Durham - Equity for Healthcare students settled on as a priority for all Russel Groups! (Whoohooo)  - Organising all the induction talks - will be in contact to confirm dates & sessions! |
| **DEPUTY PRESIDENT** | - Finalised Merch Design, received sample and sent form to get sizes  - Finalised training session schedule and currently working on Training day slides  - Working with Lilia on booking room for rep training  - 1:1’s supporting SU officers and answering any questions |
| **EXECUTIVE TREASURER** | - Contacted many sponsors.  - In the process of finalising contracts and organising invoices to be paid.  - Closed off a few outstanding payments and invoices from the previous leadership team.  - Successfully received grant support money from SMHA for last year and this year’s activities.  - Freshers’ Fortnight Event budgets all done and approved.  - In the process of liaising with ICSM Alumni Association and looking for ways to streamline the process and make it easier to track.  - Have had 1-2-1 with Welfare, HWD and STFYD Committee re finances.  - Looking forward to meeting Academic Stream and Gazette to discuss finances.  - Have communicated with FEO Welfare re the procedures with awarding bursary tickets for Freshers Fortnight, HWD and STFYD. Application forms drafted and ready to be distributed to students.  - Finished 1/6 blocks of Final Year Rotation - another step closer to being a Doc.- |
| **SECRETARY AND COMMUNCIATIONS** | - Sending weekly newsletters!  - Lots of instagram posts - and more to come!!  - Currently doing Meet the SU series (thank you everyone for sending everything in!)  - More updates on SU website  - Homepage now has ‘this weeks events’  - New Events Calendar made for both SU and CSP events  - Able to download links to both calendars and have circulated this in SU newsletters  - Made form for CSPs to submit events, hoping to make this more streamlined and help CSPs promo events  - Created calendars for tutorials for each year group in collaboration with Eric, C&S to share relevant links with CSPs and can add events to prevent clashes  - Have met with Yousuf and Arjun to discuss plans for respective sections on the website  - Meeting with Sadhana next week to plan a new section for Gazette  - Updating sponsor info with Sean  - Currently collating flyers from CSPs to be shared with incoming freshers  - Finished O&G at ChelWest :(( 10/10 placement, can only get worse from here womp womp |
| **SITES AND SERVICES** | Have done:   * Stock count completed – SAF stock room is now organised and labelled! (Please don’t dump items randomly inside!) - have collated an Excel spreadsheet with stock number and box locations (will upload to Teams) * Reynolds Locker room clear-out for renovations   In progress:   * Talking to Redbird to organise 1st term stash drop (shop opening for 1 week on 30th Sep – 7th Oct) * Collaborating with Rob Fenner to try and clear out the C&S room in SU Common Room + potential locker room changes * Working on Grad Merch orders with BananaMoon   To do:   * Re-order scrubs from MIP in time for Freshers’ * Organise SAF Locker room clear-out and sign-ups for the new year * Speak with Arjun about Reynolds’ room key access for C&S * Speak to Lilia / Sean r.e re-ordering merch (mainly clothing in sizes XS, S, M) |
| **BMB SOCIETY PRESIDENT** | Been a relatively quiet month, working on:   * BMB Freshers. Integrate with MBBS everywhere except Mums & Dads. Ideas for Reynolds Show. * Finalising BMB newsletter and will send out a day after SU Welcome Newsletter |
| **gazette editor** | - Content for guide mostly ready to go - just need to format/ last minute edits + add sponsors  Looking to get the guide out by the 8th of September.    - Contacted IC Radio regarding using their space for the Podcast; we need to get membership and rent it. We have enough room in the Gazette budget for this. (Date of the first episode to be decided soon)    - Writer’s workshop planned post-Fresher’s    - Academic editor Onali to contact Yousuf re. Academic guides; survey to be sent out soon.    - Meeting tomorrow with Sarah re. Website. Jonno from SMHA is happy to help transfer archived copies over. |
| **ACADEMICS** | |
| **ACADEMIC CHAIR** | - still working on sslg  - kickoff meetings with teaching fellows re mocks  - preparing advice sessions for freshers  - assisting ICU promoting rep elections ( abit of a stretch but it’s been a quiet month for academics) |
| **ACADEMIC OFFICER FOR EARLY YEARS** | - Collating resources for Phase 1a & 1b students for ICSM notebank. Have acquired a large amount of resources to be uploaded.  - Follow-up with Yousuf on the scope for research opportunities/publications to be introduced in the curriculum |
| **ACADEMIC OFFICER FOR CLINICAL YEARS** | Sent out PACES buddy scheme forms for mentees and mentors. High mentee demand which means we are in the process of recruiting more final years.  Introduced myself and academic reps to P3a and Karim Meeran. In touch with course coordinator to have an introductory meeting and establish rapport. |
| **ACADEMIC OFFICER FOR BSC YEAR** | * Sent emails to course leads * 1-2-1 with course leads and reps * Mentorship programme * Made list of demands for AI use, to liaise with College |
| **ACADEMIC OFFICER FOR BMB** | - Finalised the BMB section of the Fresher’s Guide on our part (got students across years 1-3 to provide their input!) + introduction of myself and BMBsoc, what’s to come this year for BMB + new positions for BMBsoc  - Organised fresher’s fortnight events - specifically any new/alternatives we wanted to propose  - Discussion with Professor Alison McGregor about enhancing engagement, community, communication, accountability in BMB as a course |
| **WELFARE** | |
| **WELFARE CHAIR** | - welfare procedural training done  - prepping welfare training  - reps elected  - preparing freshers advise resources  - slaying |
| **VICE CHAIR FOR CAMPAIGNS** | * Put out posts about rep nominations and rioting and story for gladd essay competition * Made intro to welfare team post * Planning campaigns for the year |
| **VICE CHAIR FOR**  **WELLBEING REPS** | - Organised provisional dates for surveys to be created, sent out, analysed etc.  - Spoken to my year 5 and 6 Wellbeing Reps and had them introduce themselves to their cohort at the start of Path week (year 5)  - Updated rep training document and sent it to Reps before our meeting on Thursday 5th September  - Introduced myself to FEO and organised meeting with them to discuss this year's aims |
| **WELFARE OFFICER FOR BMB** | - Had a meeting with BMBsoc to discuss Fresher’s Fortnight events.  - Possibly: looking at pet rentals for Welfare Sunday.  - Upcoming: BMB Virtual Open Day (14 Sep), New BMB Starts Q&A (18 Sep) |
| **MANAGEMENT GROUP** | |
| **CLUBS AND SOCIETIES CHAIR** | * Got our first newsletters out to all CCs; big thanks to Hamzah and Eric   + Involved creating a full finalised list of all active clubs officially in our MG, including four NAC clubs (which will hopefully be joining us by the end of the year); if people want it lmk lol   + Getting promo sorted, both in society stories and Fresher Flyers (which are being collated by Sarah da goat, ready for first email out to Freshers yippeee)   + Next bit for us is starting to plan out when we wanna start Takeovers on the C+S insta * Started on the 1-2-1 processes   + Lots of big clubs have a lot of queries, but not much we can do at the MG level so we’re collating issues and asking ICU * Major lag in the approval of CSP cRAs so CC looking into getting a realistic ETA so clubs know when they can start approving expenditure   + Some clubs needing stuff expedited due to big wait (RAG, Music, Opera, Yousuf’s silly little Trauma conference), so collated and sent to CC to see what can be done   + Hopefully will be approved as CSPs at risk of losing their venues * Organising 1SN; roughly following same plan as last year; to send a hefty email to Vinesha over next couple days to get some proper financial doc for the drinks tokens (and can be paid for by sugar daddy Sean <3) * Still working on W+F; Awaiting confirmation from ICU to set new plans in motion. Handed over from @Lilia Evans - ICSMSU President – C&S will be taking lead now   + Ig more so will be storage sorting and allocation which I think we can run through applications to CCs?   + Also happy to liase w Gareth re new proposal but ig will have to be done quickly to be finished before beginning of term * Chloe’s been carrying on the Embargo SN deal front lol; had a meeting, and collated a rough list of all names of CCs and social secs; sent over to James (he is so enthusiastic omd)   + There is unfortunately a legal reason we can’t continue running Club Reynolds every week (spent a night going knee deep in LBHF legislation on alcohol/late licenses and it said we are essentially limited to 10/year unless we legally register as a nightclub or something)   + Clubs happy with the overall set up it seems; major props to Chloe for getting a really good deal and negotiating drinks deals front * On a better Reynolds note though, managed to fill all Fridays with activities in Reynolds to help increase footfall (lots of things ranging from pub quizzes to big chills to V+A awards)   + Speaking of, CSPs are pretty keen for a return of the V+A awards; Eric to talk more * Wanna do some sneaky MG switching; probably will have to wait until CSPB icl (idk if KNE MG even have a MG atm lmao); * Ideally we gain FemTech (potentially Pharm too) and maybe lose prosthetics. * Minor things   + Fresher’s Fair looking great, all medics back tgt, had some updates from CC (we’ll hopefully all be outdoors)   + I am very behind on my emails and WA sorry   + SUMS is unreal; launching soon, acting up quite a lot but will talk to CC   + My passport got stolen 6 hours before I was meant to leave for Morocco lol   + I think I have a stress fracture around my L tibial tuberosity * I think I’m living up to Renee’s legacy of long officer reports lmao |
| **MANAGEMENT GROUP TREASURER** | Running some 1-2-1s and trying to chase action points  Keeping track of society stories  Sent out finance email and answering questions |
| **VICE CHAIR FOR**  **SPORT AND ARTS** | Arjun’s basically said it all, running first set of 1-2-1's, compiling all the action points in a shared doc. To be addressed in one go (a big one was issues with elections and synchronising AGM-selected roles with eVoting). Also running the society stories on IG, going very well, please like share follow etc. |
| **VICE CHAIR FOR**  **VOLUNTEERING AND ACADEMICS** | 14 1-2-1s completed, chasing Christian Cooper on a few issues  Will start working on a list of links for committees (room booking link, event proposal, ADF, etc)  MedEd Year Gc + teams channels |
| **ENTERTAINMENT** | |
| **ENTERTAINMENTS CHAIR** | - Submitted all POs waiting for them to be paid out  - Finalising all the details and once everything is paid tickets can be released!  - Wristbands and T-shirts finalised  - Any challenge ideas for ImACC and Reynolds show let me know  - Don’t forget to submit your fresher allocation forms |
| **SOCIAL SECRETARY** | - Submitted all POs waiting for them to be paid out  - Finalising all the details and once everything is paid tickets can be released!  - Wristbands and T-shirts finalised  - Any challenge ideas for ImACC and Reynolds show let me know  - Don’t forget to submit your fresher allocation forms |
| **RAG CHAIR** | Embargoes sponsorship contract submitted!  Embargoes SN: working on promotional graphics and freebies they’ll provide for some nights e.g bucket hats  - Ticket prices: 3£ pre 10:30 entry, 5£ pre 11pm entry    Diamond of the Season ball: UCL and KCL showed interest so hopefully collab will work out :)    Freshers Fortnight: Imperial jewellery duo kindly gave us 100 peoples worth of jewellery stuff for free! (give them a follow please- @mytrovejewels on Instagram)    Volunteering programmes : so far we have 2- Imperial Health Charity need runners for marathons (gateway into potential run club??) and Health Literacy project under way. Also CHARITY SELECTION: many charities have applied and we will be filtering through these with a decision to be made by the 23rd September |

# **Action Points and Deadlines**

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| **ACTION POINT** | **PERSON RESPONSIBLE** | **DEADLINE** |
| Lab coats order and finances | Lilia, Sean, Aden | 08/09 |
| Integrating BMB into Reynolds Show | Anant, Priya | w/c 15/09 |
| Review Felix bylaws | Sadhana, Lilia | w/c 15/09 |
| Create groupchat with Alumni Officers | Sadhana, Hamzah | w/c 15/09 |
| PACES tutor recruitment | Everyone | 01/09 |
| Email to final years for PACES | Lilia, Sarah | 06/09 |
| BMB / Med Rep Training discussion | Yazz, Lilia, Anant, Chae, Yousuf, Kete, Brian | w/c 15/09 |