

# **ICSMSU 3rd General Meeting 2024-25**

**20/10/24: 17:00 – 18:30**

**Reynolds**



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

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

# **Agenda**

1. Phoenix Ball
2. Freshers Fortnight Debrief

**Discussion Points**

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| **ACTION POINTS OF LAST MEETING** |
|  | Action Point – **Complete/In Progress/Not Complete** |
| **ACTION POINT 1** | Lab coats order and finances |
| **ACTION POINT 2** | Integrating BMB into Reynolds Show – Review in briefing |
| **ACTION POINT 3** | Review Felix bylaws |
| **ACTION POINT 4** | Create groupchat with Alumni Officers |
| **ACTION POINT 5** | PACES tutor recruitment  |
| **ACTION POINT 6** | Email to final years for PACES |
| **ACTION POINT 7** | BMB / Med Rep Training discussion |
| **MATTERS ARISING** |
| **Phoenix ball** | Angie: Doesn’t want sit down dinnerHamzah: Ball = black tie, therefore either rename Lilia: Having ‘black tie’ hasn't performed as well in past events as it makes it seem that it isn’t financially accessibleSadhana: ICU Summer Ball not necessarily black tie, market it as good time. Need to be transparent in how we describe the event Angie: Casual event, more accessible, nothing fancy, similar to HWD mingle. Wanted a more summer event, however, too busy, so thinks January best. Can’t do March as RAG, varsity, mocks exams. Not Christmas as too soon. Bhav: January? Sean: rethinking target audienceLilia: what are the aims of this event? Once understood + decided, to consider whether we run it or not – have a clear vision* Anyone interested in being a stakeholder to consider what they would want from this event

Sean: money has been allocated, keen to use it – will affect funding for coming years if we don’t use it. Consider whether we scale the event down to decrease expenditure – less riskAngie, Sean and Lilia to discuss. Angie to discuss further with Priya. |
| **Fresher’s Debrief** | Kete: Overall, events ran smoother and felt more controlled. However, was more exhausting. At times, SU took on more responsibility than necessary.Sean: Successful! Planning done in good time; meant we were very well prepared especially for unforseen issues. Feels smoother in comparison to previous years.Kete: SU good at working together, less clashing of views. Planning was clear, SU better understood their roles and how to support in the running of events. Everyone very hands on + proactive. ‘Burden was shared.’ Yazz: SU very supportive of one another (FPR – notable mention <3)Aden: Trauma bonding xoxo. Reynolds show ran very smoothly, especially considering how it could have descended into chaos very quickly. Ice skating is good to keep! Heaven should have supported us more in queue managing + crowd control – SU to take step back next year.Arjun: To delegate queue managing to Heaven. Extend last entry, but maybe communicate an earlier time to attendees to help reduce crowding. SN2 – continue allocation for future, rethink transition to CR, think about how to manage capacity. Speak to CC RE capacity. Rotate stewards throughout the night. Reduce how many clubs in Reynolds on FPR.Yoli: Consider our expectations for Fresher Buddies, how much responsibility do they have? Can some of the load on SU be delegated to FB? FB to be more proactive – boat party! FB to be on SN? Could help with transition to CRLilia: Will be doing event by event debrief at a later date. Keep any comments general for this SU meeting.Sadhana: Overall, very well run. Briefing before big events was very helpful for SU – to keep this throughout the year.Kete: Did SU find debriefs useful? SU overall feels they were useful + made us feel supported. Whatsapp checks were also useful.Shivani: Seeing an increase in non-drinkers. Explore having more events less focused on drinking.Lilia: Behaviour from students' needs to be addressed. After speaking to previous presidents, this tends to happen every few years. Certain cohorts become rowdier and cause more issues – SU step in and behaviour improves. Does appear to be a repeating pattern.BMB Integration* Ask the cohort what they want from Freshers. Students seem to buy into ICU events more than ICSM.
* BMB>MBBS signups for welfare day
* Brian: difficult to integrate BMB into ICSM. BMB identify more with RCSU than ICSM.
* Sean: Worth exploring why BMB students identify more for life sciences. Run parallel events with MBBS in the future?
* Anant: Discussions to happen sooner for BMB integration into Freshers’, conversation started too late
* Sean: Assess what the underlying issues are. How is budget impacted?
* Lilia: BMBsoc invited to SU training, but did not engage. Unsure as to why they didn’t. Do we have contact with BMB Freshers? Create a focus group for them?
* Kete: Add these critiques to handover documents.
* Query – promo to freshers sooner?
* Lilia: We contact students at the earliest opportunity. ICU can promote to students before us.
* Arjun: MBBS are a bigger course than BMB, can be overwhelming
* Sadhana: Utilise our social media more. Promote that BMB are a part of ICSM. Freshers might not understand the proportion of BMB vs MBBS in ICSM.
* Kete: Offerholder events – use these as an opportunity to talk more about life at ICSM and what to expect during Freshers’
* Arjun: Incorporate FB
* Yousuf: More effort from SU for BMB intro talks. Make slides more applicable. Could have been better planned, make sure we have a clear purpose + intent in these talks.

Aden: More BMB roles on SU?Lilia: Difficult to add new roles, plausible solution is to make sure BMB students feel that SU roles are accessible to them and that we have good representation on ICSMSU |
| **OTHER BUSINESS** |
| **MISCELLANEOUS ITEMS** |  |
| **NEXT MEETING** | Sunday 3rd November, 5pm |
| **DATES FOR DIARIES** | Wednesday 23rd October - SU X Faculty Mingle  |

# **Officer Reports**

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| **EXECUTIVE** |
| **PRESIDENT** | * SU Training Day delivered with help of Yasmin!
* Values & Mission Workshop with ICSMSU – finalising into survey to disseminate to students, will bring to next ICSMSU meeting to discuss
* Panel discussions for SMHA Awards.
* Introductions with all Senior Faculty members of Imperial completed!
* General support with URGENT POs, Contracts etc.
* Attended Alumni Association AGM to observe turnover of newer members
* Met with South Ken Building Manager & ICU to discuss incorporating new and improved storage for clubs in South Kensington
* Working closely with ICU to improve Sport’s Night and Club Reynolds for all our students who wish to attend.
* Reynolds’ ICSMSU X Clubs Calendar officially started with launch of Music’s first gig on Friday!
* Freshers’ Welcome Talks
* Freshers’ Fortnight
* Liaising with Faculty & ICU regarding events of Freshers’ Fortnight
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| **DEPUTY PRESIDENT** | * Revamped SU training session and received great feedback on form (thanks to those who filled it out)
* Organised merch (and finally got them delivered) - managed to get them for real cheap (which means that more money can be spent on streams!)
* Helped with a secret project
* Supporting Lilia with discussions
* Helping support the establishment of ICSM values, mission, vision
* GRADUATEDDDD WOOO
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| **EXECUTIVE TREASURER** | * I would like to say a massive thank you to our sponsors for sponsoring us £3660 this year for Freshers Fortnight, and massive thank you for all their goodies too!
* Financially speaking, this has been one of the most successful Freshers’ Fortnights that ICSMSU has seen, this has allowed more funding towards subsidising costs for events from ICSMSU in the remaining calendar year! We are proud to be upholding our promises to our students.
* Many thanks to the SU officers and specifically the Entertainments Stream for their rigorous planning for the last two weeks and their adherence to the aggressive waste-reduction and cost-saving measures.
* Thank you to all the students for engaging with our events as well.
* Stewarding events and being a Final Year on some of the Freshers’ Fortnight events have been amazing – thank you ICSMSU and everyone else for being part of it, this is certainly and unforgettable experience.
* I am also extremely happy to announce that budget-wise, we are able to bring down the price of the HWD student tickets further by £8. I would like to thank the HWD committee on behalf of their cohort for their hard work and unrelenting dedication to make the event the best for their students in all aspects.
* I am looking forward to finalising the Freshers’ budget and allocate the remaining funds to all our streams to support their endeavours for the rest of the year.
* Gave pointers to BMB on hosting their flagship events – good luck BMB!
* Also attended ICSM Alumni Association AGM, good luck to Dr Anil Chopra (ex-president) and his newly elected team.
* Off to GPland now, see you in a month ICSM. Good luck with Term 1, Freshers.
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| **SECRETARY AND COMMUNCIATIONS** | * Icl i don’t have much to update here
* Slaying the emails + socials - will forever be Lilia’s ghost writer
* Aiming to set up Gazette and BMB page on ICSMSU website by end of the month
* Freshers was a slay – I <3 SU, big love to the ents team
* Mainly been occupied with Grad Party planning this month for STFYD – was a big success (ty to all that helped with wristbands + on the door – soz if i was being mean but I hope you liked the brownies)
* Panel discussion for SMHA awards
* Coordinating fleece collection timings with Aden to relay to graduates
* Supporting Welfare with the BMUK collaboration
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| **SITES AND SERVICES** | * Freshers
	+ Ents actually crushed it – amazing job organising! SU and Fresher Buddies slayed too with helping out!
	+ R.e. Merch – tysm everyone for helping out with collections - honestly so much love and appreciation for y’all <3
	+ Scrubs – will organise a final collection for 1st years who didn’t collect during FF – then sort out storage (considering Reynolds’ basement or SAF)
	+ Labgowns sales were below expectations (sorry Anant! 😅) – will work with BMB, current ideas are maybe selling them to another faculty / labs for use OR repurpose for another event?
	+ Shifted a ton of legacy merch at Freshers’ Welcome (also made £400 from circle merch sales!) Ty to Madame Pres + Money Man for their support, and everyone on SU who came up to help :D
	+ Special thanks from me has gotta go to Sarah (luv u Aden), for being the Comms queen! Couldn’t have got all the collections notices and random last minute messages out without her!
* Other SS-Ho stuff:
	+ Redbird has been delivered (tysm Chloe for shifting those into the office 💪) – will organise and advertise collections in the next 2 weeks – likely in Reynolds!
	+ Graduation – fleeces, wristbands and bottles collections went well! Still leftover fleeces (have spoken to Lilia about postage) and bottles (Chloe, we can work something out for those!)
	+ Also tysm to Sean + Arjun for helping get that PO through for BananaMoon – actual lifesavers!
	+ Lockers – still need to contact LoudBird staff about re-registration and then clear-outs with Michael St Cláir Laing – need to touch base with Rob Fenner, Lilia and Arjun r.e. locker room expansion
* Upcoming:
	+ Need to schedule a meeting in November with Lilia + Sean r.e. PFA / Drs Day
	+ Organise additional grad fleece orders (those who missed out on the last one)
	+ Need to check in with Reynolds refurbishment for locker rooms
	+ Post FF stock count updating
	+ Will probably end up helping out Sarah + Sadhana on the Gazette Website transition (woop woop 🎉)
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| **BMB SOCIETY PRESIDENT** | * Freshers (BMB)
	+ Mums & Dads went well!
	+ BMB Freshers were on the whole happy but dissatisfied of the number of BMB “themed” events
	+ Labcoats didn’t work – will have to reconsider them and try selling leftover stock
	+ BMB Fresher buddies were very very useful – should encourage them more over the years.
* Newsletter up and running well
	+ Need Lilia’s help on OTPs for logging in
	+ Sending updates, opportunities etc
* Rep Elections
	+ No Welfare Rep for Y1 nominated
	+ Other positions have competition
* Rep Training
	+ Organised with FEO for 30th Oct
* Christmas Dinner
	+ Awaiting venue contract
	+ Awaiting Union approval
	+ Awaiting Budget approval to sell tickets
	+ Sending out Save the Date this newsletter
* BMB Merch with SU
	+ Uncollected merch from last year – people are reaching out wanting to collect
		- Some have a very short window to collect as only here for graduation
	+ When can we organise collections/take ownership of it
* BMB Office Update?
	+ Union was meant to meet about it – any progress?
* eWaste from Office Cleanout
	+ Still at mine
	+ It can’t stay there longer
		- Will have to move it to Reynolds/Office soon
	+ Can we put in the eWaste disposal form ASAP
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| **gazette editor** | * Winter 2024.2 print edition prep underway!
	+ Features theme “Identity: What does it mean to be a doctor in 2024?” set by Ivin
	+ Writers have been selected – a lot of interest to write this year 😊
	+ Held a meeting with some of the writers to discuss what the Gazette is and how we produce our stuff
	+ Lilia, Amir Sam, Jonno and Anil Chopra have been contacted regarding their respective addresses.
	+ Clubs and Socs have been contacted for reports – esp if they are getting SMHA funding (!!!!)
	+ Still trying to get in contact with people re. The JPR Williams feature- it would be amazing to celebrate his life and legacy.
	+ Need to get an events review from Ents and a HWD review when it is done 😀- will message you guys!!
	+ My Pinterest is popping off I cannot wait for us to make this 😀
* Met with Kevin Brown last Friday and looked at the archives was vvvv cool – saw the very first Gazette from the 1850s and a list of every editor ever! Theme for tales from the archive discussed.
* Had a meeting with Aditi re. Money for this year – we are good for the podcast and Winter 24.2, but Kevin said to ask SMDT for money first and if not SMHA are happy to fund us
* Committee meeting this Thursday to discuss progress and get started with podcast production.
	+ First podcast ep. Should HOPEFULLY be out in Nov.
* Sarah and I will work on the website too (with the new Website Officer aka GW-Ho)
* I WILL get around to sorting out the academic year guides, Onali has written them they just need to be formatted and approved by myself and sent the academic stream (Promise to do it after ICA lol)
* Other than that I am live laugh loving xoxoxo gossip gorl
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| **ACADEMICS** |
| **ACADEMIC CHAIR** |  |
| **ACADEMIC OFFICER FOR EARLY YEARS** | * Nearly finished the Phase 1a Academic Survey, in liaison with Yoli while she completes the Welfare aspect of the 1b survey. On-track to get them fully complete by the 23rd.
* Over this coming week, reps will be elected, so have to prepare a handover for them using the ICSM AOEY Notion made by Yasmin #girlboss
* To organise pre-SSLG's with reps
* Looking forward to getting into the swing of the role
* P.S. Fresher’s Fortnight was splendid – great work team, huge shoutout to the ents posse.
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| **ACADEMIC OFFICER FOR CLINICAL YEARS** | All PACES tutors and tutees matched up and given to societies to email outMeeting with James Jensen Martin r.e. Final year students at NPH3a and 3b surveys sent out and closed #slayWorking on mPACES and mFinals w Yousuf |
| **ACADEMIC OFFICER FOR BSC YEAR** | Created all comms channels for academic reps, special shoutout to Yoli!!! For making the how to make report video!!!!BSC academic rep training done 😊 Went through role, timelines and SSLG process To send out surveys for each pathway tonight + Mentorship scheme email  |
| **ACADEMIC OFFICER FOR BMB** |  |
| **WELFARE** |
| **WELFARE CHAIR** | * Led SU + 3CSP equality training sessions
* Welfare welcome talks for Bsc, Freshers
* Welfare talk in first CSP meeting
* Welfare talk and QandAto 1st years
* Sexual consent and safety collaboration with faculty year 1+2
* Freshers fortnight SLAYED – severely exhausted, very stressful but fun overall.
* Organised Welfare check in with puppy therapyyyy
* Lots of WhatsApp and individual welfare concerns
* Travel reimbursement report sent off to faculty
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| **VICE CHAIR FOR CAMPAIGNS** | * Collaborated with bmuk for black history month posts
* Started organising campaigns for november (collaboration with ic yoga)
* Planning and making posts for black history month campaign (movie night)
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| **VICE CHAIR FOR****WELLBEING REPS** | * Done with Freshers’ Fortnight- massive congrats to all of you xx
* Phase 3a and 3b surveys done: time to make the report (Pre-SSLG, rehearsal-SSLG, SSLG). Good number of responses woop woop
* Phase 1c survey ready to be sent out
* Meeting with BSc reps: ready to be sent out. Testing the new system with Welfare questions (do we antivipate any issues with the new structure?)
* Phase 1 surveys being made by Wednesday
* Training for Reps video (How to SSLG) is done (and v cringey but we move)
* Nominations out for Welfare Reps: WE HAVE A REP FOR EVERY YEAR GROUP (thank the lord)
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| **WELFARE OFFICER FOR BMB** | * No nominations for BMB Y1 welfare rep :’(
* Thank you Yoli for the help – setting core content on welfare section of surveys:
	+ General welfare (lifestyle, exercise, sleep, diet)
	+ Finances
	+ Loneliness/isolation
	+ Personal tutor (one-to-one's and tutur groups)
* Need to discuss with Chae on content of surveys (Academic + Welfare)
* Freshers:
	+ Just a suggestion, in future years we could have better infrastructure for under-18's :
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| **MANAGEMENT GROUP** |
| **CLUBS AND SOCIETIES CHAIR** | WE DESTROYED WELFARE* Whoever wrote that spoke fax, we're unreal at bowling
* Finished the 1-2-1 processes, lots of stuff cleared up and went reasonably well overall; big thanks to the team asw
* Had that printing thing to sort between Rohan and Sean; got a plan sorted for this term and have checked w Rohan how printing updates are going
* Recharged WHockey for the double SMHA IC from last year
* Jemmy alr on top of SMHA/DT for this year dubs
* 1st C+S Meeting
	+ Went well, good feedback from CSPs
	+ Sent some remedial disciplinary emails (Hamzah’s my ghost writer lmao)
	+ Will be planning another mandatory C+S meeting for annual budgeting
* Sports and Arts Bops have been on hold for a bit, will retackle now that ICAs done lol; gave the idea out at 1CSM and people were keen
* 1SN planned and prepped
	+ Things to consider for next year
		- Have stewards outside during CR; help with bouncers turning people away
		- Have security outside the front door, not just Reynolds
		- Ticket Club Reynolds
		- Work CR logistics and capacity increase alongside Roberto and Christian
		- Allocate the tables as well as the tickets
	+ What went well
		- Allocating tickets was good
		- Prepoured jugs
		- Social secs briefing
		- Club Reynolds was kinda good when it was all there
		- Staffing and taps being checked were useful
* Arts Dinner gonna be cooking now that ICA done
* Welcome Fair
	+ Gave feedback to ICU, overall seemed ok ?
	+ CC didn’t put my unreal Heaven chat into the ICUnion reel :(
* FPR yaddah yaddah
	+ Only thing to say is that next year we let in far fewer clubs to Reynolds at a time; maybe 3 lol
	+ Make last entry far later/let Heaven deal with it entirely
* ICSM Alumni AGM yippee the cogs are turning things are happening
* CSPB slay
	+ Medics taking over the NAC board woohoo
	+ Rip da nandos
* ICU stuff
	+ Lots of tours being handled v slowly
	+ Copresidencies are messy, Rob and Eric are beefing lmao
	+ That Music EB was messy but will hopefully lead to a productive conversation w Rob re the use of CSP SGI (I might submit a paper next CSPB)
* FPR cleanup rip; for anyone wondering we are all ok things acc look good for ICSM
* Jemmy’s favourite letter is X
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| **MANAGEMENT GROUP TREASURER** | Have been keeping on top of eactivitiesSpoken to SMHA and grant is confirmed so will start emailing clubs next monthEmailed to start SMDT grantsPut onto ADF boardHave been helping clubs with sponsorships and other queries |
| **VICE CHAIR FOR****SPORT AND ARTS** | Helping allocate squash their slots in Ethos – dont like Nick Murkett Helping Cricket move to Latymer nets – dont like Nick Murkett Arranging Alumni officers and Social Secs chats with Sadhana Narrowing down Arts dinner venueWe raised a few good points in CSPB re: Freshers Fair issues, also put on Trips funding board Eactivities stuff, helped sort weights and fitness inventory Plotting some great chat with Jonno at HWD Came up with some ruthless nicknames at bowling Also thanks again for the Colin the cat cake!!!!!!!  |
| **VICE CHAIR FOR****VOLUNTEERING AND ACADEMICS** | V&A event catering agreed, EP hopefully sorted soon, doing a drop in session on Monday. Still sorting some of the summer elections mess.  |
| **ENTERTAINMENT** |
| **ENTERTAINMENTS CHAIR** | * A HUGE THANK YOU TO EVERY SINGLE PERSON FOR FRESHERS’ FORTNIGHT!
* It would not be possible with any of you and thank you to everyone for taking initiative and helping create the BEST fresher’s fortnight!!!!!!
* I don’t really have enough words to convey my thanks and appreciation and gratitude to each and every one of you!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
* Upcoming tasks: Helping with Phoenix Ball, planning tour (forms will go out next month (LET ME RECOVER!))
* Also, if anyone has any jobs please let me know, I understand my “main” role is over but that just means I’m an extra hand for anything so let me know!!!!!!! It can be really small/ really big I am here for all of you as you have been for me!!!!!!
* **Next event for the books:** Diamond of the Season Ball by RAG!! 11th November!
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| **SOCIAL SECRETARY** |  |
| **RAG CHAIR** | Did Freshers Fortnight jewellery workshop- went really well! Had 90 attendees and made around 80£ for charity which is a good start!! Really happy with itDiamond of the season ball 11/11- visiting venue, planned what to do with the space, set publicity team on posts and getting music prepared (@Arjun!) Will be releasing tickets start of November for it (please come it’ll be really fun!!) I’m super excited and the committee members who are helping me plan it/seen the venue are also really looking forward to it! Gladiators Sports night 20/11 – started planning this too, starting committee on making challenges for the night, need to talk to Arjun about PA. Got James to extend the 3£ ticket to 11pm entry so the 3£ can be included in the ticket price for the event, but need to negotiate with James more. RAG Secretary went to Union drop in sessions and all our events are approved after a few changes she needs to make J |

# **Action Points and Deadlines**

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| **ACTION POINT** | **PERSON RESPONSIBLE** | **DEADLINE** |
| Brainstorm Phoenix Ball before discussions can continue. | Angie, Lilia, Sean, Yazz | Sunday 3rd November 2024 |
| BMB Freshers focus group | Anant, Lilia | Sunday 5th January 2025 |
| Make amendments to handover documents | All of SU | Sunday 1st December 2025 |
| Set date for offerholders day. Add slides for Freshers’. | Lilia | Monday 28th October 2024 |
| Research history of BMB for welcome talks of offer holders – discuss with course founders? | BMB Officers | SU Meeting May 2025 |
| Set date for FF debrief | Lilia, Arjun, Priya | Monday 28th October 2025 |
| RSVP mingle | Everyone | Sunday 20th October 2024 |