

# **ICSMSU 2nd General Meeting 2025-26**

**07/09/25: 17:00 – 19:00**

**MS Teams**



|  |  |
| --- | --- |
| **PRESENT** | Aden, Sarah, Kete, Harsha, Iolanthe, Kalista, Rama, Alwin, Amelia, Ella, Joelle |
| **APOLOGIES** | Nina, Reika, Angie, Lair, Yongmin, Rachael, Sadhana, Yousuf, Matthew, Oluchi |

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

# **Agenda**

1. WP + EDI Project - Sarah
2. ‘Friday Nights at Reynolds’ - Sarah (including Reynolds usage update)
3. Fran Welfare Training - Sarah
4. ICSM Announcements

**Discussion Points**

|  |
| --- |
| **ACTION POINTS OF LAST MEETING** |
|  | Action Point – **Complete/In Progress/Not Complete** |
| **ACTION POINT 1** | Freshers’ Fortnight SU jobs / designs – all of SU |
| **ACTION POINT 2** | EMSA voting form for SU to vote on whether to join – Aden (SU to vote) |
| **ACTION POINT 3** | Ticket release timings for FPR – Angie and Ents |
| **ACTION POINT 4** | Freshers’ Fortnight meeting for BMB – Nina, Ella, Joelle, Reika |
| **MATTERS ARISING** |
| **AGENDA POINT 1** | WP+EDI Project (Sarah)* ICU – increasing no. Of WP students e.g. Imperial Thrive (residential at Imperial for WP students)
* Helps WP students to get to know uni better
* Would like SU to suggest ideas for WP students that SU can help with

Ioli: FEO emailed r.e. increasing resources financially for international students – could ask for similar thing for WP – increase financial supportSarah: If Welfare team could look into this ^Harsha: Matching skills / current students with incoming WP students (mentorship)Sarah: Less WP students engage with C&S and Rep networks – try to figure out what the barriers are / focus groups? -> create solutions |
| **AGENDA POINT 2** | Friday Nights at Reynolds + Reynolds Usage Update (Sarah)* Reynolds Bar only open on Wed night for Sports Night
* If C&S want to use Reynolds Bar -> submit venue booking form -> events team will approve -> Bar open (no minimum spend charge, no RA needed)
* Events – would like a monthly Reynolds event – ideas from SU?

Kete: are they moving pool table / darts / games to Security – otherwise cannot be used regularlySarah: will raise with events teamAden: Pub Quiz?Kalista: Watch parties – Sports?Kete: Karaoke NightYoli: Co-ordinate with Arts r.e. gigs / Sports – annual dinners / events at Reynolds?Kete: Bops! Consider C&S keeping profits as well (incentive)Yoli: Turning Campaigns into a larger event – utilize Reynolds?Amelia: There is interest in Bops – could be viableHarsha: advertising Pres at Reynolds e.g. HWD, GradAden: Arts bop didn’t happen this yearRama: Bops responsibility falls on Social Secs -> could be a reason why Arts Bop didn’t happenElla: old booth style of Reynolds – used to be better for BopsSarah: think about layout of Reynolds to increase suitability **(ACTION POINT 1)**Rama: create applications for Bops + could add in a need for a themeElla: what did Bops used to be like?Rama: 2 years ago – Drama + Dance / Hockey, Monthly?Sarah: Bingo Night? |
| **AGENDA POINT 3** | Welfare Training (Yoli)* **Keep 24th Sep Afternoon free (12-3pm)**
* Fran – creating Suicide Awareness training course (non-compulsory) - would like to get some SU involved – likely 2 days long (weekend)
 |
| **AGENDA POINT 4** | ICSM Announcements (Kete)* Changed last year – shortened messages, post on ICSMSU Notion, tinyurl link in chats
* On review: weekly reminders of Notion page with adverts (what got added this week)

Alwin: status of newsletter adverts / CSP calendarSarah: last year CSP calendar – look into CSP engagement, whether people adding it **(ACTION POINT 2)**Kete: enforcement of long messages on chats – felt like was the only one deleting – if anyone on SU sees, pm the person to let them knowYoli: adding rules into Description / reminder **(ACTION POINT 3)** |
| **OTHER BUSINESS** |
| **MISCELLANEOUS ITEMS** | * *EMSA voting form* [*https://forms.office.com/e/FXzGfJ49rV*](https://forms.office.com/e/FXzGfJ49rV)
* *SU Birthdays form* [*https://forms.office.com/e/um3YvhhkEj*](https://forms.office.com/e/um3YvhhkEj)

*LKC social?* * Elective Final Years from LKC – 2 weeks for social BUT overlap with Freshers
* Could integrate into FF event?
* Big Chill / Dodgeball? **(ACTION POINT 4)**

*SU emails**Egypt opportunity - Kete* * EMSA – Egypt Expo
* Elective opportunity for Egypt Medical School – safety insured scheme for any students of any year group (Pharm, Neurosurgery, Derm, ENT)
* 2-3 weeks long (not as long as normal elective – can be organised any time of year)
* £200 approx – all inclusive (incl. Day trips to other cities)
* Requires 1 individual to co-ordinate student groups
* Yoli: could integrate with BSc / CRI?
* Kete: more like an ‘experience Egypt’ kind of trip
* Alwin: would be happy to help with organising / gauging interest **(ACTION POINT 5)**
* Sarah: how far in advance do students need to organise a trip?
* Kete: not sure, will check with EXE; will talk to Dorrit r.e. integrating this

*SU training day ICE form -* [*https://forms.office.com/e/ti4EW2jxuZ*](https://forms.office.com/e/ti4EW2jxuZ)* *Fill in form – would like to know what else you would like to know / anything you would not like to know again*
* *Risk assessments, etc already included*
 |
| **NEXT MEETING** |  Nov 2nd 2025 |
| **DATES FOR DIARIES** | Wednesday 24th September 12-3pm – Welfare Training🍽️ Saturday 27th September - SU Training Day & SU Dinner (+ Alumni Afterparty)🎈 Sunday 28th September - Sunday 10th October - Freshers FortnightMonday 29th September – Induction Talks!!Tuesday 30th September – Welcome Fair |

# **Officer Reports**

|  |
| --- |
| **EXECUTIVE** |
| **PRESIDENT** | Lots of freshers and general induction prep, yippeee* Finalising FF with Ents team, we have such a sick line up all thanks to @Nina Khadra - ICSMSU Entertainment Chair and @Ella Soriano - ICSMSU Social Secretary
* Updating slides for induction weeks
* Set up fresher gc for BMB and MBBS
* Freshers Bursary application finalised
* Finalising Freshers email to be sent out mid sept!!

Went to the ICSMSU Presidents dinner – main takeaway is that ICSM has and always will stay winningDiscussed our Rep structure with ICU Rep team, spoke about how/if we want to restructure to better align with how other CUs function – came to the agreement that ICSM is happy with their structure and mapped out how our processes best align with other CUs insteadWorking with FEO Welfare to include estranged students in our bursary schemes, have included a welfare section in the Gazette guideCollaborating with NHLI for their ’Schools in Medicine’ competition, will hopefully see the competition being more student drivenUpdated keys list + waiting for updates on replacing key 12 :,)FINALLY got all the SU role names changed, yippeeeSpeaking to tankards team to see if we can get them to take on the responsibility of updating the Reynolds tankardsSpoke to Head of Financial Support about Y3 reimbursement scheme and increasing bursary for Y5+6Finalising Mandatory Attendance Policy with Dr Pinder, Yoli, Alwin and KeteOrganising Phoenix Association AGM – please come along if you’re free! **Thursday 18th Sept in Reynolds**HWD SMHA OSA form finalised w/ canva graphics (ft some special guests)HWD contract, PO and EB all approved, major slay from @Nina Khadra - ICSMSU Entertainment Chair Prepping for Open Day on 13th SeptPrepping for Welfare + SU Training Day Met with Weights + Fitness and Move Imperial to discuss Reynolds gym Delivered a session at ‘Imperial Thrive’ new residential targeted for WP students, focus was on creating and owning opportunitiesDid the induction talk for LKC elective studentsPrepping for graduation day Met with Council Chair to discuss democracy review changesInvolved in consultations for Beit building refurb |
| **DEPUTY PRESIDENT** | * Outlining Plans for the new SU yearrrrrr
* Freshers planning
* Ordering SU merchhhhh
 |
| **EXECUTIVE TREASURER** | * Helping with Freshers’ Fortnight finances + Sponsorship
 |
| **SECRETARY AND COMMUNCIATIONS** | * Working on the Meet the SU posts (So exciting!!)
	+ @Nina Khadra - ICSMSU Entertainments Chair @Sarah Azam - ICSMSU President please send in your phoenixes! Ty!!
* Spamming out the newsletters (hope y’all are enjoying the jokes at the bottom – if you don’t know what I’m talking about, pls read the newsletter -\_-)
	+ Will eventually ask for submissions to the SU playlist
	+ Have updated the newsletter submissions form, so pls submit anything for the newsletter there OR via the Sec email!
* Beginning to compile everything for the Freshers’ email:
	+ Working with Sadhana on the Freshers’ Gazette Handbook
	+ Working with Angie on Freshers’ Flyers
* Looking into alternative hosting servers for SU website – will likely migrate to Hostinger

To do:* Message @Amelia Farrow-Foster - ICSMSU Welfare Vice Chair (Campaigns) r.e. Rep Flowcharts + Campaigns we’d like to run this year!
* Brainstorming how to run SU x Gazette Student Street Interviews Series – potential names being considered?
 |
| **SITES AND SERVICES** | Ordered scrubs for FFListed furniture to be reused otherwise thrown awayTo do: * Create lockers sign up - soon
* Work with @Angie Qiao - ICSMSU Clubs & Societies Chair to sort out spaces in SAF for C&S
* Recount stock (when I’m back)
 |
| **BMB SOCIETY PRESIDENT** | Freshers stuffs * Sending out mums and dads forms to y2 soonnnn
* Designing posters for freshers fair, instagram, commitee intro etc
* ICSMSU BMB Freshers event: BMB night and Lab bar
	+ Waiting for event proposal approval so we can put in some POs (it might be too late already, so we might just buy stuffs and claim in afterwards)
	+ Need to finalize location of both events
	+ Advert for events
* To do:
	+ Figure out final cost of event and ticketing matter (BMB pres)
	+ Finalize the posters for freshers passport (BMB publicity)
	+ Finalize agenda and location of event (BMB social sec)
	+ Publicise event on BMB instagram + newsletter + whatsapp
	+ Send out mums and dads form ASAP

BMB stuffs* Looking for general sponsors for BMB
* Planning career workshop in Nov for UROP and spring internship application (BMB host)
* Spoke with biochemistry for potential social and academic events (hosted by biochem)
* Finalized planning with biology for halloween event on oct 27th (hosted by bio soc)
* Working on a Biohack Conference with Bioeng for 2026 Jan (co-host)
 |
| **gazette editor** | * Working on Summer Edition with Shevitha + Aden – hopefully will get out soon! NB: Some people have been very naughty and have not submitted their addresses/ articles (🙁)
* Thank you for filling out your sections for the guide – it is baking and should be out of the oven by the end of the week.
* Working with Kevin, Jonno and the gang to sort out digitisation of the archives!! Should happen soon 😊
 |
| **ACADEMICS** |
| **ACADEMIC CHAIR** | * Sent out mPACES Buddy scheme sign up forms
* Meeting w Prof Sam to set-up mCPSA for final years
 |
| **ACADEMIC OFFICER FOR EARLY YEARS** | * Sent out request for Notebank notes from years 1 and 2
	+ Almost finished uploading, also waiting on a few people to grant me access to their notes and send names. Aim to be done latest 14th September
* Received an email from the Cambridge academic officer about a collaboration to create a database of med student opportunities (offer accepted)
	+ Talked over with Alwin and now waiting for confirmation from the officer
* Brainstorming ideas for a “How to revise” session held early on for first years
	+ Reached out to MedEd Early Years Officers and meeting arranged on 12th September to discuss logistics
 |
| **ACADEMIC OFFICER FOR CLINICAL YEARS** |  |
| **ACADEMIC OFFICER FOR BSC YEAR** | * Done this month
	+ BSc Cohort Connect - contacted management and bioeng, scheduled emails, spoke to HWD comm about collaborating with advertising
* Plans for next month
	+ Mentorship Scheme Emails to be sent out to 5th years - 20th Sept
	+ Mentorship Emails to be sent out to 4th years - 29th Sept
 |
| **ACADEMIC OFFICER FOR BMB** | Academics: * Met with previous BMB president to fully understand AO role and discuss possibilities about reshaping and improving the feedback structure surrounding BMB
* Reviewed an “assessment explanation” leaflet to prepare incoming students about BMB and its respective exams/ICAs/projects.
* Arranged a summarized version of SSLG minutes to be circulated faster and convey information more efficiently to participants.

BMB Events:* Helped plan the UROP talk idea, an event for freshers to get a better idea about resources and career opportunities through BMB.
* Discussed a Halloween event collaboration between Bio, Biomed, and several other related societies

To do: * Meet with head of program to discuss action points for BMB academics this year
* Discuss with FEO about potential changes to course structure, publicity, and advertisement
* Help further develop UROP talk event
 |
| **WELFARE** |
| **WELFARE CHAIR** | * Puppy therapy done (3 to 4 on 12th October for SU catch-up session)
* Mandatory welfare training (24th Sep) followed by CC’s and social secs
* Passport things done
* Mums and Dads done (closes 20th Sep, allocations by 23rd for event on 29th)
* Liaising about campaigns with people that have reached out
 |
| **VICE CHAIR FOR CAMPAIGNS** | I have had my handover and am currently planning my September campaign which is centred around Freshers - introducing them to ICSM and awareness for starting uni. I will also be introducing the welfare stream on instagram! |
| **VICE CHAIR FOR****WELLBEING REPS** | * Passport
* Mums & dads
* Thinking about training for Reps – Video
* Helping with induction talks for Y1
 |
| **WELFARE OFFICER FOR BMB** | * Passport
* Will discuss Campaigns for year with Yoli
 |
| **MANAGEMENT GROUP** |
| **CLUBS AND SOCIETIES CHAIR** | * Made lots of new friends this summer yay !! They are settling so well in their new roles for the new year #gettinglit
* Really enjoying the role so far. 1:1s have been interesting and fun, it’s been lovely seeing some people leave the meeting feeling more confident. hugely rewarding
* Some fresher/induction prep with exec and ents team
* Went to Scotland and saw some cows
 |
| **MANAGEMENT GROUP TREASURER** | * Continuing to meet with presidents and treasurers of ICSM societies in 1-2-1s
* Posting ‘society stories’ on the clubs & socs Instagram page
 |
| **VICE CHAIR FOR****SPORT AND ARTS** | * 1-2-1 meetings with presidents and treasurers of ICSM Arts and Sports Societies
* Posting society stories on instagram
* Starting to look for arts dinner venues
 |
| **VICE CHAIR FOR****VOLUNTEERING AND ACADEMICS** |  |
| **ENTERTAINMENT** |
| **ENTERTAINMENTS CHAIR** |  |
| **SOCIAL SECRETARY** | Dodgeball:* Liasing with Dodgeball Soc (ball hire + supervision) and Ethos (court renting)
* Submitted

Treasure Hunt:* Designed it LOL (start to finish)
* Written RA for it
* Currently sorting out room bookings for beginning of its briefing
* Submitted

SU Welcome Video:* Best Song Ever has the most votes at 8 (including mine)
* Planning shooting days with each stream
 |
| **RAG CHAIR** | * Sorted out Embargos
* RAG Jewellery Making done
* Planning RAG Ball
* Met Sustainability officer
 |

# **Action Points and Deadlines**

|  |  |  |
| --- | --- | --- |
| **ACTION POINT** | **PERSON RESPONSIBLE** | **DEADLINE** |
| Bops – investigate why Arts Bop didn’t end up happening last year; look at interest in CSPs / generally; application system for Bops | Angie, Ella | Discuss at next meeting |
| Instagram post r.e. rules for Notion page – announcements; weekly updates of events | Aden | Ideally before Freshers’ |
| Add in rules about Notion into Year GCs; weekly message updates about events; rule reminder message? | Kete | Ideally before Freshers’ |
| LKC Social – extend a slot for Dodgeball, look into extra hour? | Ella | Before Freshers’ |
| Message Dorrit r.e. Egypt trip, cc Alwin | Kete, Alwin | By next meeting |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |