



# ICSMSU

Imperial College School of Medicine  
Students' Union

## ICSMSU 2<sup>nd</sup> General Meeting 2023-24

03/09/23: 11:00 – 14:00

Reynolds R2 (137)

<b>PRESENT</b>	Haider N, Rayyan I, Tino S, Defne A, Matthew Q, Renee SR, Arjun N, Anant PS, Lilia E, Priya G, Viraj S, Ria V, Yousuf Y, Jaspreet S, Stuti P, Josh H
<b>APOLOGIES</b>	Yasmin B, Lee F, Anouk W, Sara G, Bhavana, Kete, Sam H

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[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_NTUxMzhINWMtZjFIMy00YmM5LTkyODQtZjE3MzM0ZGEzMzI1%40thread.v2/0?context=%7b%22Tid%22%3a%222b897507-ee8c-4575-830b-4f8267c3d307%22%2c%22Oid%22%3a%221e0fcea5-9c92-41a9-a61b-a762634d2d7d%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NTUxMzhINWMtZjFIMy00YmM5LTkyODQtZjE3MzM0ZGEzMzI1%40thread.v2/0?context=%7b%22Tid%22%3a%222b897507-ee8c-4575-830b-4f8267c3d307%22%2c%22Oid%22%3a%221e0fcea5-9c92-41a9-a61b-a762634d2d7d%22%7d)

## Agenda

1. X
2. X
3. X
4. X

## Discussion Points

ACTION POINTS OF LAST MEETING	
	Action Point – <b>Complete</b> / <b>In Progress</b> / <b>Not Complete</b>

<b>ACTION POINT 1</b>	Discuss potential new dates for a new ball event (Likely January) (Haider/Rayyan/Matthew)
<b>ACTION POINT 2</b>	Follow up on status of Sports Dinner (Clubs and Socs)
<b>ACTION POINT 3</b>	Add BMB Society Committee to the BMB x Stream Leads group chat (Sam)
<b>ACTION POINT 4</b>	Speak to BMB Social Secs about running an MM-like event at the same time as Reynolds Show for BMB students (BMB + Stream Leads)
<b>MATTERS ARISING</b>	
<b>WELFARE TRAINING - LE</b>	SU Welfare Training on the 27 <sup>th</sup> September <ul style="list-style-type: none"> <li>- Beyond Equality (10am-12:30pm)</li> <li>- Fran Bertolini's training 1pm-3pm</li> </ul>
<b>FRESHERS FORTNIGHT UPDATE - MQ</b>	Freshers Fortnight Updates / Mini-brief <ul style="list-style-type: none"> <li>• Current event timetable/steward timings/official timings</li> <li>• Stewarding system and rota</li> </ul>
<b>MERCH UPDATE - SP</b>	New merch designs <ul style="list-style-type: none"> <li>- Would like some opinions on new designs + BMB logo options</li> </ul>
<b>COMMITTEE UPDATE - HN</b>	Gazette Editor Welcome! + outline of changes
<b>NOTES ON SU – HN &amp; RI</b>	Email signatures, photos Chain of communication Newsletter Meeting apologies
<b>OTHER BUSINESS</b>	
<b>MISCELLANEOUS ITEMS</b>	<i>SU Merch</i>
<b>NEXT MEETING</b>	30 <sup>th</sup> September – ICSMSU Training (no meeting on Sunday 17 <sup>th</sup> because of Freshers' Welcome)
<b>DATES FOR DIARIES</b>	16 <sup>th</sup> Sept – Open Day, Handover Social 27 <sup>th</sup> Sept – Welfare Training 30 <sup>th</sup> Sept – SU Training + SU Dinner 2 <sup>nd</sup> October – Welcome Talks (MBBS x2 and BMB Y1) 5 <sup>th</sup> October – BMB Y3 Talk 11 <sup>th</sup> October – Life at ICSM Talk Y1 MBBS

# Officer Reports

EXECUTIVE	
PRESIDENT	<ul style="list-style-type: none"> <li>- Random problem solving</li> <li>- ICSMSU Structure Change</li> <li>- Planning BMB Talks</li> <li>- Cleared out the SU Common Room in SAF</li> <li>- First board meetings!!</li> <li>- Welcomed the LKC students</li> <li>- Worked at the Global Summer School</li> </ul>
DEPUTY PRESIDENT	Rayyan to edit standing orders for AC
EXECUTIVE TREASURER	<ul style="list-style-type: none"> <li>- Sorted HWD contract and first PO has subsequently gone through</li> <li>- Provided support to STFVD Committee</li> <li>- Sponsorships are coming through -&gt; 6 annual sponsorships confirmed so far, in the process of finalising last few (particularly Elsevier who only want a Fresher's Stall this year)</li> <li>- Have quite a few calls to secure final sponsorships in last few weeks</li> <li>- Secured MDU to sponsor mock exams and also deliver a medico-legal lecture at some point</li> <li>- MDU want to support Finals Photo</li> <li>- Completing Quesmed collaboration</li> <li>- Supporting Ents Team for finalising Fresher's budget matters</li> <li>- Winter Ball planning</li> <li>- Sponsorship prospectus is essentially ready</li> </ul>
SECRETARY AND COMMUNICATIONS	<ul style="list-style-type: none"> <li>• Started sending out weekly newsletters</li> <li>• Regularly updating posts on the icsm website</li> <li>• Made posts on our Instagram page and stories – welcome posts for freshers</li> </ul>
SITES AND SERVICES	<ul style="list-style-type: none"> <li>- New SU stash is here!! (if you haven't paid yet – please pay!!)</li> <li>- Re-organising SAF locker room, in process of getting everyone (incl staff at the Loud Bird) to re-register their lockers. Will be removing everything else – ready for people to register for the first time               <ul style="list-style-type: none"> <li>○ Need to order bolt cutters to remove unclaimed lockers</li> <li>○ Considering moving common room big lockers to locker room, freeing up some space by removing broken lockers – discussing with Haider + building managers</li> </ul> </li> <li>- Discussed new BMB logo with BMB reps – decided to open a design competition to current BMB students (awaiting submissions.....)               <ul style="list-style-type: none"> <li>○ Made a few designs myself in case we don't get any submissions</li> </ul> </li> <li>- Organising second round of alumni + leavers fleeces for the graduating class</li> </ul>

	<ul style="list-style-type: none"> <li>- Creating some new merch designs to potentially sell before freshers fair and set up collection there</li> <li>- Totally taking credit for someone else cleaning SU common room ☹️ <ul style="list-style-type: none"> <li>o Tv also works now!! SU movie events??</li> </ul> </li> </ul>
<b>BMB SOCIETY PRESIDENT</b>	<ul style="list-style-type: none"> <li>- Spoke with Haider and Stuti about BMB merch</li> <li>- Arranged a competition to design a new BMB logo with 2 free pieces of merch as incentive to years 2 and 3</li> </ul>
<b>GAZETTE EDITOR</b>	<ul style="list-style-type: none"> <li>- Will finalise logo designs by September 9<sup>th</sup> and hopefully be able to arrange new merch in time for fresher's week</li> <li>- Advertised on social media the BMB fresher's chat</li> <li>- Starting to plan BMB mums and dads and the BMB Christmas dinner</li> </ul>
<b>ACADEMICS</b>	
<b>ACADEMIC CHAIR</b>	<ul style="list-style-type: none"> <li>- She's abroad, but wanted people to know that she's going to write it up after she's back and that she's doing a really good job 'doing the job of beach better than Ken'</li> </ul> <p>Update: now back from holiday, here is the officer report:</p> <ul style="list-style-type: none"> <li>- Lots of back-and-forth meetings with faculty regarding Mock Finals</li> <li>- Met with SU Mock Societies to confirm details re Mock Finals</li> <li>- Awaiting OPD confirmation for Mock Finals</li> <li>- Emailed to book 7<sup>th</sup> floor for other mocks (used for CPA, backup for OSCE, Y5 PACES)</li> <li>- Created <b>@icsmsuacademics</b> instagram – <b>go follow!!!</b></li> <li>- Created canva templates and ideas for the instagram</li> <li>- Organised meeting with stream and VCWR to discuss SSLG feedback and set dates in prep for reps</li> <li>- Created templates for officers to use to get SU notebank contributions. Asked Secretary to add to newsletter &amp; SU Instagram</li> <li>- Set dates for SU Mocks</li> </ul> <p>18th 19th 26th Nov – FINALS</p> <p>17th 18th 24th 25th Feb - CPA</p> <p>2nd 3rd 23rd 24th March - OSCE</p> <p>20th 21st 27th 28th April - PACES</p>
<b>ACADEMIC OFFICER FOR EARLY YEARS</b>	<ul style="list-style-type: none"> <li>- Notebank has been updated.</li> <li>- Organising advice talks for 1a 1b, pls message me if you would be interested in helping</li> </ul>
<b>ACADEMIC OFFICER FOR CLINICAL YEARS</b>	<ul style="list-style-type: none"> <li>- Y5 and Y6 reps have been elected</li> <li>- Pre-SSLG organised with Dr Dhankot for October</li> </ul>

	<ul style="list-style-type: none"> <li>- Introductory email sent to other faculty members for Y3/Y6</li> <li>- Had meeting with Y5 reps to outline the year and prep for first pre-SSLG</li> <li>- In process of updating notebank for Y3, have received plenty of resources 😊</li> <li>- Organising meeting with 'Mind the Bleep' for potential access to their final year resources e.g. finals lectures, PSA prep, UKFPO application resources</li> </ul>
<b>ACADEMIC OFFICER FOR BSC YEAR</b>	<ul style="list-style-type: none"> <li>- Awaiting response from BSc Team confirming new staff – will endeavour to organise BSc connect after freshers week as I am in NYC from 26<sup>th</sup> to 30<sup>th</sup> Sept – will liaise with new staff to determine date</li> <li>- Request received from MedED Year 4 Coordinator to centralise BSc Mentorship Scheme – I plan to discuss this with Academic Chair. Many societies do their own scheme, but it would possibly be more organised to have an SU scheme</li> </ul>
<b>ACADEMIC OFFICER FOR BMB</b>	<ul style="list-style-type: none"> <li>- Met with head of course to discuss year ahead</li> <li>- Have started planning committee that organises external academic talks and alumni connections (Meet Vania Braga)</li> <li>- Discussed extending time for Y2 students to go through project options for Y2 with Vania Braga, sent out polls for the same</li> <li>- Working on BMB SSLG Year rep handover documents</li> <li>- Noted the change of FEO staff for the coming year and will relay to the year groups when allowed to do so</li> </ul>
<b>WELFARE</b>	
<b>WELFARE CHAIR</b>	<ul style="list-style-type: none"> <li>- Went through Fresher Buddy Applications with rest of team</li> <li>- Working with Haider to set up the SU Welfare training sessions with Beyond Equality and Fran</li> <li>- Starting to prepare materials for Fresher's week – slides and Welfare training</li> <li>- Organising meetings with Fran and Hannah to go through Welfare procedures</li> <li>- Dealing with personal concerns raised by students and going through the relevant signposting for support.</li> </ul>
<b>VICE CHAIR FOR CAMPAIGNS</b>	<p>Apologies for not attending - out of country and won't have consistent internet in evening time (my time zone)</p> <p>Updates:</p> <ul style="list-style-type: none"> <li>• Posted a 'meet the team' Instagram post that I used Canva to make, for me, Lilia and Kete</li> <li>• Really good engagement so far - over 70 likes already and more follows on the welfare page!</li> </ul>

	<ul style="list-style-type: none"> <li>• Have begun making Canva templates for the following months' campaigns — for now, freshers campaign and have begun research on mental health awareness</li> <li>• Next steps: will contact IAPT when back in London for workshops, will keep working on campaign templates, will start designing a post and form for welfare campaign officers!</li> <li>• On the side, have been getting more used to Canva for freshers promo stuff which has been helpful</li> </ul>
<p><b>VICE CHAIR FOR WELLBEING REPS</b></p>	<ul style="list-style-type: none"> <li>- Year 5 rep been elected, not sure about year 6</li> <li>- Organised meeting with academics stream to see how we can work together this year</li> <li>- Organised meeting with Fran and Hannah to talk through welfare aims this year and any reoccurring issues</li> <li>- Working on wellbeing on placement signposting poster to be put up around placement sites</li> </ul>
<p><b>WELFARE OFFICER FOR BMB</b></p>	
<p><b>MANAGEMENT GROUP</b></p>	
<p><b>CLUBS AND SOCIETIES CHAIR</b></p>	<p>Meetings:</p> <ul style="list-style-type: none"> <li>- 1-2-1s ongoing (week 4) <ul style="list-style-type: none"> <li>o Common issues: membership prices, ADF grants, committee things</li> </ul> </li> <li>- Lots of action points...</li> <li>- 1<sup>st</sup> Club &amp; Socs meeting: date TBD (21<sup>st</sup>/28<sup>th</sup> September), Haider has emailed to book both and I've messaged Christian. Welfare to do their bit after</li> </ul> <p>IA:</p> <ul style="list-style-type: none"> <li>- Casual/leisure wear kit: met with James Perry with Arjun</li> <li>- Personisable aspect available on all casual wear (individual phoenix)</li> <li>- Following up on costs-&gt; quote sent to see if there's anything to be done to become cheaper</li> <li>- Nick Murkett-&gt; CC chat (+ CHUG chat)</li> <li>- Joint awards instead of sports dinner? Query not sure</li> <li>- Varsity dates looking fine</li> </ul> <p>ICU Venues</p> <ul style="list-style-type: none"> <li>- Weekly meeting with Roberto +/- any other staff with Rayyan and Matthew</li> <li>- Licensing agreement</li> <li>- New events at Reynolds (quiz, drag disco, vintage fair, wine night)-&gt; Requested quiz to Monday to not interfere with LO and music</li> <li>- To enquire: noise (with library), security costs, new capacity</li> <li>- In-person 20<sup>th</sup> September to discuss new Reynolds-&gt; Chris Oldfield invited</li> <li>- ICU want to organise meeting with CCs</li> </ul>

- 1<sup>st</sup> and 2<sup>nd</sup> Sports night: Organisation TBD (rotas/split into venues/external)

#### Reynolds lockers

- Clear-out: locker 2 not sure, nutritank no locker space, will share with lacrosse
- Women's football unsure which ones are theirs
- Safety officer-> to come and remove any unclaimed items
- Plastics/Obs&Gynae: locker not opening + sharing
- Sites and Services-> how can I replace the lock

#### Sports dinner

- Mixed responses
- Most in favour of shortlisting awards (e.g. awards for everyone that people are shortlisted for and then announced on the night)
- Most would like later in year (similar to this year)

#### Clubs to follow up on:

- MedEd: have explained co-opting and are keen to move forward with this asap. Have told them to contact Rayyan about their website. Update if they've contacted about newsletter?
- Cricket: Have just done their AGM-> can't do that next year
- Gastro: NAC club-> seem to be closing down
- Plastics: missing email login
- Boat: Have now received ADF grant but issue of how to spend it as alumni bought the items
- Jiu Jitsu: Spoken with Christian-> fill positions in autumn elections (co-opting not an option)

#### Freshers fair:

- Concerns about locations (Arts corner of SAF upstairs)
- Medic sports together
- GIAG: UCH open for medic arts to sign up
- GIAG: encourage everyone to sign up

#### Extra:

- Meet with KCL about sports day thing with Matthew and Viraj
- Have proposed idea to MG team, seems like it could be a good replacement for freshtival
- Lee: committee structure change
- Circle line t-shirt wall
- Fresher leaflets

<p><b>MANAGEMENT GROUP TREASURER</b></p>	<ul style="list-style-type: none"> <li>• Did some 1-2-1s</li> <li>• All p much unremarkable other than gastro soc -&gt; having trouble contacting predecessors and finding out what outstanding documentation they need to prevent getting closed down</li> <li>• Personalised med also same situ but outstanding documentation alr sent off</li> <li>• People can't finance for **** mate</li> <li>• PDQ!!!!</li> </ul>
<p><b>VICE CHAIR FOR SPORT AND ARTS</b></p>	<ul style="list-style-type: none"> <li>• All covered by Renée lol</li> <li>• 1-2-1s going well but still discussions to be had around Sports dinner</li> <li>• Concerns from CCs about the EP form and when it's released; also how to effectively run an event in September (alumni dinners, committee retreats etc) <ul style="list-style-type: none"> <li>○ Going to drop in session on Monday (need to go for Music anyway) and will raise concerns of CCs</li> <li>○ Cutting it very close for POs for venues</li> </ul> </li> <li>• I'm a CC signups were filled up in 28 seconds lmao <ul style="list-style-type: none"> <li>○ Can we make room for Lacrosse (making it 8 CCs total) since they took 40 seconds and are a small club, could use the publicity? Not sure if stage is gonna fit, saw Chris Oldfield he said it will probably be staying same size (small chance it gets a bit deeper) but even then it's pretty cramped</li> </ul> </li> <li>• Society stories are going well, think we have a good mix of big/small clubs and S+A/V+A clubs lined up</li> </ul>
<p><b>VICE CHAIR FOR VOLUNTEERING AND ACADEMICS</b></p>	<ul style="list-style-type: none"> <li>- MedEd: have explained co-opting and are keen to move forward with this asap. Have told them to contact Rayyan about their website</li> <li>- Gastro: NAC club-&gt; seem to be closing down</li> <li>- Plastics, Immunology: missing email login</li> <li>- Ophthalmology – no access to social media logins</li> <li>- Paeds – what is happening with Mary's? They have storage space there</li> <li>- Nutritank – few people don't have access to eActivities – emailing DPCS</li> <li>- V&amp;A Awards Evening: Defne and Renee to meet and discuss</li> </ul>
<p><b>ENTERTAINMENT</b></p>	
<p><b>ENTERTAINMENT S CHAIR</b></p>	<p>External venues</p> <ul style="list-style-type: none"> <li>• Finalised Boat Party / Heaven Bookings <ul style="list-style-type: none"> <li>○ Boat Party: changes to DJ/equipment hire sorted and deposit to be paid by EOD</li> <li>○ Heaven: PO sent and confirmed – meeting late September to discuss logistics</li> </ul> </li> <li>• Organising Handover Social at Tenpin – trying to make it more affordable</li> </ul>



- Pulling quotes for dinner places for SU dinner – working with Viraj to see what subsidies we can get
- Filed event proposal w Royal Parks for KCLxICSM Sports Day

#### ICU

- Weekly meetings with Haider/Rayyan/Renee/Arjun + ICU Events
- Sending event proposals to event manager to get quotes for Reynolds usage
- Confirmed end of SU-run bops – ICSM Clubs to file bop applications individually and negotiated for priority/availability to be given to ICSM clubs when booking Reynolds
- Invited HWD to ICU meetings to give opportunity for fundraising through
- TBD – SN logistics: Reynolds+ ICU venues – Reynolds final capacity
- Event Proposal forms to be released by ICU next week
- Organised QR Code Tickets for Heaven with Christian (DPCS) – we'll be using Ticket Tailor for the Afterparty tickets and will look into this for future events as we now have an ICSMSU account with the company

#### Freshers

- Freshers Promo rolled out – 3 posts a week + stories + heavy promo on WhatsApp GCs (freshers told me to ease off 😊 - never gonna happen) - make sure to promote Passport to any Freshers you talk to!
- Met with KCL Union twice – spoke to KCL Pres/Tres - will address changes to event with Exec / C/S teams – ideally will meet KCL again with Viraj + Renée
- Allocated Fresher Buddies – sent out acceptances/rejections and collecting form responses for promo/tees
- Organized Mums and Dads sign ups and Bursary applications – sent out on GCs and Faculty bulletins with help from FEO Welfare
- Sent Wristband draft for mock-up for quote
- Passport progress slow – hoping to be done by 15 Sept to send out by 20<sup>th</sup>
- Finalising rota for Freshers stewarding with Rayyan – to be sent out next week

#### Snow Ball

- Met with SU/Bands to discuss dates – landed on late Nov/Jan – following meeting with venue it will most likely be late/mid January
- Met with venue manager for Neverland - promising venue with good options and prices
- Handing over to Priya to finalise and begin promo once all confirmed

**SOCIAL  
SECRETARY**

- Finalising Monday 9<sup>th</sup> October Fresher event -> need confirmation from Viraj if ice skating is affordable or not



