



ICSMSU

Imperial College School of Medicine
Students' Union

ICSMSU 4th General Meeting 2023-24

29/10/23: 11:00

Reynolds R2 (137)

PRESENT	Haider N, Rayyan I, Stuti P, Yasmin B, Lilia E, Viraj S, Tino S, Anouk W, Anant PS, Arjun N, Josh H, Matthew Q, Lee F, Bhavana D, Sam H, Renée S, Kete AK,
APOLOGIES	Yousuf F, Ria V, Defne A, Priya G, Jaspreet, Sara G,

[Action points of the last meeting](#)

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Agenda

1. Freshers debrief
2. Action points
3. Officer Reports
4. Next meeting and dates for diaries

Discussion Points

ACTION POINTS OF LAST MEETING	
	Action Point – Complete/In Progress/Not Complete
GAZETTE UNDER ICU (HN)	Thoughts on Martin Lupton's ideas regarding Gazette/editorial freedom
ST MARY'S SIGNS	Moving them to Hammersmith/SAF/back to Reynolds
RAG CHARITY SELECTION	Volunteering project needs more research with regards to safeguarding

MATTERS ARISING

What went well

To be improved (*→suggestions)

General

- Showing up on time for the events
- Getting queue managers (barriers) for all big events at Reynolds
- Allocating a food limit to each SU member
- **Get an Uber subscription**
- Getting more freshers buddies → downside is the cost of accommodating a large number of them; the quality of fresher buddies also decreases at a certain point during the fortnight
- Lack of leadership and support during the events
- Having people in SU making certain decisions during events, rather than having every decision run past the event organiser. If anything needs to be escalated, it can be raised with the event organiser.
- →Briefing Pres and Dep Pres on a deeper level than the rest of SU for events to allow for more leadership in decision making for upcoming events.
- →Having more in-depth briefing, to have a better understanding on how to approach certain situations during the event.
- Everyone could familiarise themselves with the event plans they were involved in
- SU felt overwhelmed during events
- →Having **welfare checks** on SU during events
- →Specifically designating welfare chair their respective duties during events

Freshers Welcome

- The food kept the freshers coming
- Having large groups come at once, made the event look popular and encouraged the freshers to socialise
- The BMB students appreciated having a designated BMB stand
- The hotdog machines were not sanitary.
- Buying the food and bringing it was a heavy task on the people assigned to the task – needed more support
- **Crowd management** around the venue needed to be controlled
- →using the upstairs area and the café
- Wrist band collection
- Spread out freshers buddies at different stations
- Having higher signs for each station that is visible upon entry
- People not sticking to their designated stations, and staying in the SU common room

FRESHERS
FORTNIGHT
DEBRIEF

- →Plan break schedules
- Get BMB soc involved in planning from the get-go
- → Potentially making a committee structure change – creating another position in SU for BMB

Boat Party

- Requests to shorten the duration of the boat party – unfortunately cannot change the time due to docking schedules

Mums & Dads

- →Put BMB in G28 SAF and keep medics in Reynolds
- → Have BMB plan their mums and dads

First Sports Night

- The event ran very well
- Club Reynolds did not take off because Clubs did not know about it
- →making it clear that club Reynolds is open to everyone, even those who did not get a ticket for sports night
- →having an incentive for staying for club Reynolds e.g. x amount of free drink
- Complications with the DJ

Second Sports Night

- The event ran well
- Keep the event on the same day

Big Chill

- Bar closing early and security

Halfway Dinner Quiz

- The event ran well
- →having Family Feud event with the new families

Games night

- →Getting a projector for the intro videos
- →Getting an HDMI cable

ICL x KCL Mini Golf

- Reducing capacity for the event to 100

Ice Skating

	<ul style="list-style-type: none"> ● Event ran well ● Queue management could have been improved <p>Fulham Palace Run</p> <ul style="list-style-type: none"> ● At platforms, there was better flow of crowds ● Needed more people to help set up at Reynolds ● ● HEAVEN ● The ticket queue needed to be managed better – checking QR codes from the back of the queue, making it more efficient for the people at the front of the queue ● Liaising with security: SU checks QR code – then sending them to security check <p>Reynolds Show</p> <ul style="list-style-type: none"> ● The games were messy ● Fresher buddies made the event really interactive for the freshers ● Kidney beans station: <ul style="list-style-type: none"> - safety hazard; - clean-up; - redesign the entire game; - Replace the sick bowls e.g. pee holders ● Changing the forfeits ● Assessing the risk of each station
WELFARE AFTERNOON	→having faculty involved to increase interaction between them and freshers- making them more approachable in other settings
OTHER BUSINESS	
NEXT MEETING	03/12/2023 11:00
DATES FOR DIARIES	

Officer Reports

EXECUTIVE	
PRESIDENT	<ul style="list-style-type: none"> - Held a wand at graduation 1 and 4 - Gave a speech at HWD, picked the SMHA award winners - Once again attempted to fix the spam issue - Loads of welcome talks and the inspirational speeches! - Reynolds Opening Reception

	<ul style="list-style-type: none"> - Usual exec stuff, board meetings, forums - Getting to know our lovely SU
DEPUTY PRESIDENT	
EXECUTIVE TREASURER	<ul style="list-style-type: none"> - Fresher's Welcome sponsorship organisation – 3 of the sponsors came in end - Secured 3 additional sponsorships, and in talks to finalise agreements with Quesmed, OSCEStop and MedSet - Supported HWD Committee in finalising financial admin, POs etc. as well as final event support - Supported STFYD Committee with invoices/Grad Afterparty finance - Dealt with many Freshers refund requests - Speaking to MDU and Wesleyan about additional sponsorship opportunities for final year
SECRETARY AND COMMUNICATIONS	<ul style="list-style-type: none"> - Formatted and sent out the weekly newsletters - Regularly updating posts on the icsm website - Made posts on our Instagram stories – posts during freshers - Followed up on action points from the previous SU meeting
SITES AND SERVICES	<ul style="list-style-type: none"> • Organised merch collections during freshers and for alumni on graduation • Liaised with Lee + RAG to deal with excess old merch and figure out donations • Worked with bio faculty to share locker room space • Sorted through excess furniture in SAF common room and re-organised room with Haider (looks good so far – may bring up further discussions on things to add) • Set up merch shop again for later this term • Organised new BMB merch (lots of demand which is great!) • Discussed CSP lockers with Renée and Maggie • In process of dealing with locker room (... big ordeal)
BMB SOCIETY PRESIDENT	
GAZETTE EDITOR	<ul style="list-style-type: none"> - Currently collating articles for the Winter 2023 edition of The Gazette and submissions for a Gazette blog - New website is almost ready to be launched - Planning to run a Gazette podcast - The Gazette committee will meet with Haider to discuss Martin Lupton's ideas soon
ACADEMICS	
ACADEMIC CHAIR	<ul style="list-style-type: none"> • Had many meetings with Faculty for Mock finals – all going well! • Sent allocations to Y6 Candidates for Mock finals

	<ul style="list-style-type: none"> • Sent allocations to Y5 Volunteers for MSK Station for Mock Finals • Sent messages re SU CPA/OSCE Tutoring schemes – AOEY & AOCY currently sorting through allocations • Met with Eve from ICU to discuss Rep Training and helped tailor it to Medicine Reps (specifically Academic Reps) • Due to MM PACES Buddy Scheme not recruiting enough tutors for Y5 tutees, sent form to Y6's to sign up to SU Buddy Scheme for those tutees who haven't been allocated – these tutees have now been allocated • Had insightful meeting with Prof Sam & Academics team re student body negative attitudes towards medicine and becoming doctors (people thinking of leaving medicine, strikes not helping at the moment etc) • Helped Academic Officers with any queries they've had • Got room bookings (7th Floor/OPD) confirmed for all Academic Mock exams • Worked with ICU LGBTQ+ Officer to get faculty to review curriculum taught on Healthcare for Trans+ People. Contacted LMAP team and they have mentioned Primary Care team have been thinking about this and will be looking into this further. • Updating ICSMSU Academics Instagram account – promoted Academic Rep role which had led to more people nominate themselves for the role which is great! Reps have now been elected. • Currently working on Starter Pack for Mocks to give to societies
<p>ACADEMIC OFFICER FOR EARLY YEARS</p>	
<p>ACADEMIC OFFICER FOR CLINICAL YEARS</p>	<ul style="list-style-type: none"> - Y5 Survey sent out, pre-SSLG with Dr Dhankot was successful in creating numerous action points, reps are in the process of creating report for SSLG on 15/10 - Y3 survey has been made though awaiting on election of Y3 reps to get their input before distributing - Y6 survey is currently collecting responses - OSCE tutoring scheme allocations are in progress - Decision made to swap mPACES and mOSCE dates due to PFA/Elective date changes affecting PACES examiner availability
<p>ACADEMIC OFFICER FOR BSC YEAR</p>	
<p>ACADEMIC OFFICER FOR BMB</p>	<ul style="list-style-type: none"> - Liaised with Year Heads to set up pre-SSLG meetings with Year Reps <ul style="list-style-type: none"> o Year 1 answered. Need to follow up on Years 2 and 3. - Reached out to newly elected Reps – will start handover process next week <ul style="list-style-type: none"> o Made WhatsApp groups for them o Encouraged + signposted them to the mandatory training on Monday (30th Oct)

	<ul style="list-style-type: none"> - Got direct feedback about e-modules from Y1 – will send to Y1 Reps to add to SSLG paper
WELFARE	
WELFARE CHAIR	<ul style="list-style-type: none"> - Keeping an eye on rep elections - Attended the Union Welfare Forum - Dealing with individual welfare concerns and keeping tabs on ongoing ones. - Discussing with Fran potential dates for IAPT De-brief workshop. - STFYD Graduation After-party ran smoothly and was very fun! - HWD SLAYYED - Generally, not much to report – mostly personal welfare and sorting dates for future meetings (Welfare training for RAG, Fashion Show etc.)
VICE CHAIR FOR CAMPAIGNS	
VICE CHAIR FOR WELLBEING REPS	<ul style="list-style-type: none"> - Year 1, 2, 3 and 5 reps have been elected 😊 - Group chats made and meetings scheduled with reps for training - Early years and clinical years surveys all sent out - Working on Welfare on placement poster <ul style="list-style-type: none"> - Faculty have changed when they ask for papers to be due so need to rearrange the dates/ scheduling for when surveys go out
WELFARE OFFICER FOR BMB	
MANAGEMENT GROUP	
CLUBS AND SOCIETIES CHAIR	<p>CSPB</p> <ul style="list-style-type: none"> - NAC, ADF, trips sub-committees elected - I accidentally made myself NAC Vice-Chair - GIAG discussed: need to collate opinions to submit to ICU - Conflicts of interest policy <p>Problem solving</p> <ul style="list-style-type: none"> - Purchase orders - Event proposals and trip proposals - UCH: partly not usable at the moment, unclear timelines from the union (affecting ICSMSU Drama and Light Opera) - UCH storage: need to organise meeting with Rob Fenner and Art CCs <p>Harlington refurbishment</p> <ul style="list-style-type: none"> - Meeting with IA, Imperial College president and ACC (1st November)

	<p>Reynolds lockers</p> <ul style="list-style-type: none"> - Met with Maggie and Stuti about replacement of lock and addition of lock <p>IA</p> <ul style="list-style-type: none"> - Problem with coaches, clubs overfilling spaces - Communication with Nick Murkett to update numbers from the clubs - QR code system in place with ACC - ICSMSU Squash unable to book their social session court at same time (this is a change from previous years), IA offered a different day and squash will get back to them <p>Fresher trials</p> <ul style="list-style-type: none"> - Underbooking of coaches: worked with ACC to arrange mini-buses and sort out situation at Hammersmith bus station <p>NAC</p> <ul style="list-style-type: none"> - MSK: to discuss - ENT x3: seconding - Orthopaedics x2: changed to MSK? <p>Incubators</p> <ul style="list-style-type: none"> - Gastro: constitution submitted - Cycle club: to update (did not have access to email)
<p>MANAGEMENT GROUP TREASURER</p>	<ul style="list-style-type: none"> - CSPB meeting – I am on ADF committee - Dealing with individual club finance issues - Problems with ICU processing times, they are at least being more responsive now - Problems with loads of clubs claiming more than they should (at least they're asking me first tho)
<p>VICE CHAIR FOR SPORT AND ARTS</p>	<p>Once again, Renee has covered literally everything lmao I legit have nothing to add</p> <p>Some issues RE ICU again and processing times, but I think they've started to get over the post-Freshers build up now rip</p>
<p>VICE CHAIR FOR VOLUNTEERING AND ACADEMICS</p>	
ENTERTAINMENT	
<p>ENTERTAINMENT S CHAIR</p>	
<p>SOCIAL SECRETARY</p>	

Action Points and Deadlines

ACTION POINT	PERSON RESPONSIBLE	DEADLINE
Organise meeting with Gazette Comm regarding Martin Lupton's ideas on IC Alumni	Haider	November 4th
Follow up SEF with Viraj	Haider	
Meeting to discuss SU participation during freshers fortnight	Matthew, Haider, Ryyan	
Brainstorm meeting on Reynolds show games	Matthew, Haider	
Update on Phoenix trust		
ST MARY'S SIGNS: Moving them to Hammersmith/SAF/back to Reynolds		TBD
RAG CHARITY SELECTION: Volunteering project needs more research with regards to safeguarding	Lee	TBD