

# **ICSMSU 3rd General Meeting 2022-23**

**19/09/2021: 17:00 – 19:00**

**MS Teams**

|  |  |
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| PRESENT |  |
| APOLOGIES |  |

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

# **Agenda**

1. Action points of the last meeting
2. Agenda Point 1
3. Agenda Point 2
4. Agenda Point 3
5. Officer Reports
6. Any Other Business
7. Next Meeting and Dates for your Diary

# **Discussion Points**

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| ACTION POINTS OF LAST MEETING | |
| Action Point 1 | Action Point – **Complete/In Progress/Not Complete**   |  | | --- | | Change BMB Instagram name to @icsmsubmbsoc | | Send BMB logo to Aoife | |
| Action Point 2 | Consider doctors day alternative to signature wall for BMB students |
| Action point 3 | Compress the clubs and socs flyers into a single PDF smaller than 20Mb, make sure to add sponsor adverts to the packs |
| Action point 4 | Teams: Exec--> finance--> sponsorship to check for sponsorship jobs |
| Action point 5 | Check over Freshers’ Fortnight packs for correct sponsorship requirements |
| Action point 6 | Chris to speak to security at SAF what their protocol is for missed deliveries |
| Action point 7 | Hafsa and Eve to speak about Weslyan sponsorship package and finance month campaign |
| Action point 8 | Hafsa, Eve and Hamza to speak about BMA event |
| Action point 9 | Book out Brian Drewe for CSP meeting |
| Action point 10 | To make a formal document about re-organising BMB into its own stream |
| MATTERS ARISING | |
| Agenda Point 1 |  |
| Agenda Point 2 |  |
| Agenda Point 3 |  |
| OTHER BUSINESS | |
| MISCELLANEOUS Items | From Matthew: Wanted to gauge interest/ideas on having individual events for each year. / Also want opinions on a non-drinking event soon after freshers – possibly collab with MM / RAG? |
| NEXT MEETING |  |
| DATES FOR DIARIES |  |

# **Officer Reports**

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| EXECUTIVE | |
| President |  |
| Deputy president | * Prepared and delivered training day * Organised SU stewarding stash * Printed Gazette Handbook that was distributed to Freshers * SU dinner was great, thanks Nia for organising! |
| EXECUTIVE TREASURER | * Slowly getting sales invoices for freshers through * Meeting with Pastest about sponsorship, awaiting email on what they would like to go ahead w * Liaising w Wesleyan re finance talk, will chat w welfare team soon * Found another £660 that had never been invoiced for 2020 freshers so adding to my sponsorship... * Counted all the money in the safe, checked with ICU and IC Finance how to deal w foreign currency and they knew as much as me: ‘your guess is as good as mine’ * Dealt w parcels for freshers * Ensuring sponsorship completed * Dealing w HWD finances... * Has lots of fun at SU dinner, love the SU vid and lots of reflection on our training days! Go SU |
| SECRETARY AND COMMUNCIATIONS | * Weekly newsletter * Biweekly internal SU newsletter * Working with the welfare team to create a welfare segment in the newsletter * Redesigned the newsletter * Risk assessments (which are not my job, you will need to do your own risk assessment for your event I will not do it for you *apart from Nia this one time...)* * Updated the website with freshers information and our lovely new SU photos- please all take a look and hype it up as much as possible, it’s so great and easy to use (thank you Rayyan) * Scheduled a meeting with BMB soc secretary to give a mini handover * **Teams organisation**   + Uploaded all risk assessments to teams (please send to me once your risk assessment has been approved) and I will upload to teams so people can see what a successful risk assessment looks like if they’re running a similar event   + Started creating a centralised ICSMSU photobank and form for students to submit and consent to their photos being used by us |
| SITES AND SERVICES |  |
| BMB Society PRESIDENT | * Finally got access to my email sorry if I’ve been ghosting anyone :( * 121s with Pedro (v helpful again tysm hehe) * Welfare and Beyond Equality training (very fun ngl) * Lead a BMB Freshers Q&A session * Lead committee meeting on general plans for the year (eg. PhD and Masters / Internship talks, BMB Christmas dinner, etc.) * Spoke to several candidates for the talks * 121s with Sean and my treasurer (also super helpful) * Discussed possibility of signature wall with Monica * Discussed the possibility of restructuring SU for a BMB-specific stream with Chris and execs team (further discussion later) * Planned upcoming BMB newsletter & merch hopefully * Revamping BMB logo as for prettier ↑ * Oversee the planning of a BMB-specific fresher event (pub crawl) * Started planning for BMB Christmas dinner (planned for 9th Dec which now I realize we are very tight on time) * Briefed committee to set up 121s with respective ICSMSU roles * Organised and prepared for BMB Welcome Fair stall (quick Q I got snacks that should be ok right) |
| ACADEMICS | |
| ACADEMIC CHAIR |  |
| ACADEMIC OFFICER For Early YEARS | * Completed welfare training (thanks FEO Welfare & Chris!) * Organised Early Years Retake scheme (Whatsapp chat for quick comms; did panel on 5th October where those who have retaken a year answered questions – really successful and high attendance; teams channel created to hold panel meeting and monthly or termly catch-ups with retaking students & have opportunity to have study group session) * Updated the Notebank (now has 24 student’s notes for Y1 & 24 student’s notes for Y2 yayyyy) * Created Y2 Advice document which is uploaded onto Notebank * Working with VCVA to create QuestionBank where societies can add all the questions they’ve created so it’s accessible for all * Set up Year 1 & 2 Teams Group to centralise society tutorials alongside VCVA – academic societies have joined and already set up their tutorials on there which is fabulous! This allows us to have a centralised timetable. Also, have a channel for study groups to encourage collaboration * Working on writing the NSS report for the results obtained in 2022 * Working on Padlet for Years 1 & 2 * Organised meeting with Dr Thakerar to discuss PCH in Y1 & 2 * Had meeting with MICA team alongside Academic Chair & AOCY to discuss introducing more prescribing teaching within teaching (from Y2 onwards) * Planning to organise meeting with faculty to discuss updates to Y2 curriculum (e.g. updates to Anatomy teaching, CRI etc) * Helped with Open Day |
| ACADEMIC OFFICER For Clinical YEARS | * Completed welfare training * 1-2-1 with Deputy President * Delivered induction talks to third year cohort – pushed Padlet and Wellbeing/Academic rep roles * Organised meeting for Year 5 reps discussing plan to integrate the feedback board (Padlet) * Sent Year 5 rep intro email to cohort * Organised pre-SSLG meeting for Years 5 and 6 * Meeting with MICA team to discuss student’s view on prescribing * In the process of collating third year notes for the ICSM note bank |
| ACADEMIC OFFICER For BSc YEAR | * Completed welfare training (which was fantastic!) * Had 1-2-1 with Pedro * Completed Introduction talks with Chris for Intercalators and Internal BSc students * Helped host Cohort Connect pub quiz * Started to receive academic representatives for BSc Pathways * Working on creating Padlet for BSc students * Liaising with faculty to elect social secretaries * Discussing how to arrange social events for all BSc Pathways with Rayyan and Nick L |
| ACADEMIC OFFICER For BMB | * Completed welfare training (Beyond Equality – Thanks Chris!, FEO Welfare) * Scheduled meetings with the Head of Programme and the Programme Manager for introductions with Faculty * Scheduled meeting with the Head of Programme and the Head of Assessment to discuss the continuity of online exams for BSc Medical Biosciences * Discussed the possibility of a signature wall for Medical Biosciences students with Asra and Angellica * Working on writing the NSS report for the results obtained in 2022 * Working on updating notes for BMB Y1 in the notebank * Discussing the viability of a notebank for BMB Y3 |
| WELFARE | |
| WELFARE CHAIR | * Delivered Consent training to Clubs and Socs. * All welfare training ready to be delivered to incoming students during the SU session. * Have had interest for the Year 5 wellbeing rep role. * Have met with FEO Welfare team to discuss key themes including safety on campus – to be pushed via campaigns. * FEO team very happy with consent training and would be interested to see if this is received well – could become a college led session. * Focus on SSLG points for Term 1: Unnecessary stress and out of hours working to be explored. |
| VICE CHAIR For Campaigns |  |
| VICE CHAIR For  WEllbeing reps | * Attended welfare training – super insightful! Thank you to everyone who organised 😊 * 1-2-1 with Pedro * Recorded 5-minute Podcast with Fran on “Positive & Negative Stress” * Working on acquiring wellbeing reps – lots of interest for freshers * Meeting with FEO Welfare to discuss improvements to signposting & advertising the MedLearn Wellbeing Guides – pls take a look at these guys they’re super helpful * Had a wonderful time and SU dinner and loving freshers so far!!! (ty Nia) |
| MANAGEMENT GROUP | |
| CLUBS AND SOCIETIES CHAIR |  |
| MANAGEMENT GROUP TREASURER | * 121s completed with V&A stream * Returned from Hong Kong * Helped with Open Day * Started Pharm BSc * Already ill before Fershers event started 🙃 * Completed welfare training and CSP Meeting with CCs/Pres’ and Treasures * Had a great time at SU Dinner – special shoutout goes to our Ents Chair Nia Davies <3 |
| VICE CHAIR For  SPORT AND ARTS |  |
| VICE CHAIR For  VOLUNTEERING AND ACADEMICS | * Did soooo many 121s * Helped out the V&As with some problems that came up * Chose venue for new V&A event * Started work with Yaz to centralise academic tutorials on teams & create question bank for 1st and 2nd years * Did all the training and had fun at SU dinner!! |
| ENTERTAINMENT | |
| ENTERTAINMENTS CHAIR |  |
| SOCIAL SECRETARY | * Filmed 100 iterations of Nick coming out of an elevator * Filmed the rest of SU for promo video * Did BE and Welfare training and had so much fun at SU dinner * Started making budget for Snow Ball |
| RAG Chair | * Finalised venue for circle line * Organised RAG fresher day * Organised masquerade ball * Organised Gladiator sports night * Finalised charities for RAG * Organised skydiving challenge with Hope for Children * Met with fundraising team for Mind UK and Refuge * Made stash for RAG Committee * Planned a collaboration with Pakistan Society to raise money for the floods in Pakistan * Organised future fundraising opportunities with Mind UK |

# **Action Points and Deadlines**

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| Action POINT | Person Responsible | Deadline |
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