

# **ICSMSU 4th General Meeting 2022-23**

**06/11/2022: 19:00 – 21:00**

**Reynolds Building**

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| PRESENT | Christian Oldfield, Pedro Chen, Hafsa Jalisi, Aoife Madden, Haider Nazerali, Angellica Marta, NIck Lawson, Sean Li, Zeynah Alhadad, Rayyan Islam, Monica Jin Yang, Hamza Ikhlaq, Eve Butler, Lilia Evans, Nia Davies, Yasmin Baker, Matthew Qurku, Olivia Wing |
| APOLOGIES | Maya Alazzawi, Nick Soon, Asra Shah |

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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. Sports, Arts and V&A Event Awards Policies
2. SEF Criteria and what it means
3. Phoenix Plushies
4. **Freshers’ Fortnight debrief**
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** |
| Action Point 2 | N/a |
| MATTERS ARISING | |
| Sports, Arts and V&A awards policies | Clarified awards policies, to be ratified by SU once criteria is fully written  Clarified V&A award nomenclature  Criteria to encourage more thorough nominations with guidelines of what successful nominations may include eg. *We encourage nominations that highlight etc*  Discussed the different V&A awards |
| SEF | Chris, Pedro and Hafsa to approve SEF applications  Investments must demonstrate core importance in the context of the stream and must be continued beyond your year as an SU officer  BMB to be a separate stream in applications |
| FRESHERS’ Fortnight debrief | *What went well*  *To be improved*  **General**   * *Overall* ***excellent*** *fortnight* * *Was made very clear early on that stewarding was required of SU officers* * *Important to be aware of what stewards are and are not comfortable with/ available for* * *Some events were over stewarded, a more restrictive stewarding schedule in the future may mitigate this and reduce steward burn out eg. First sports night* * *Role of stewards vs bar staff in terms of clearing up the bar should be clarified before events* * *Snacks, pharmacy items to be provided for stewards* * *Try and find an SU training day that is earlier than the day before fresher welcome to avoid steward burn out* * *SU to consider investing in a queue manager (barriers) that can be rented out to CSPs* * *Advertise more clearly that our events are only accessible via purchase of the passport and tickets are the wristbands* * *Consider whether Reynolds Show should be passport exclusive* * *Make more clear that buying the passport saves a lot of money- summary page at the beginning of the passport showing the savings*   **Fresher Buddies**   * *Being strict with buddies who misbehave about attending future fun events eg. Reynolds Show* * *Role to include supporting the SU at events eg. Made clear of responsibility to arrive on time, responsibilities may include helping the SU set up and clear up and increase the pastoral aspect* * *To consider whether deputy president should be in charge of fresher buddies, briefings etc*   **SU Subcommittees Planning Freshers’**   * *Assign jobs to people in committee who have those skills, eg. Passport design, rather than to a group* * *Jobs do not need to be assigned to everyone in SU, think about how to make this fair eg. Those who do have jobs are given shorter stewarding rotas etc*   **Fresher Welcome**   * *Two queues for passport collections eg. One queue for identifying whether people have purchased + PDQ for people to buy, separate queue for collecting the physical passport* * *Placement of the sponsors at the front of SAF (right outside the door) so people walk past* * *Four sponsors with stalls added value to the event* * *Food options for hot dogs were fantastic, important to have accessible options* * *Large speakers from Music Soc were borrowed which worked really well and created a great atmosphere* * *Consider whether passports and t-shirts should be moved upstairs and food, stash and music downstairs to create a social space, using a one way queuing system* * *Wristbands to be put on freshers at fresher welcome as they WILL lose them, made clear that no wristband no entry* * *To be made more clear that freshers can arrive any time from 1, to avoid having a huddle at 12.45* * *More people to be on the stash stall, at least three- the limiting factor is the one PDQ* * *Signs above each station/ stall to make it more clear where things are* * *Toppings for popcorn eg. Salt etc*   ***Boat Party***   * *To look at budget and identify whether fresher buddies need to pay £10* * *Speak to faculty about shortening the day boat party is on to reduce freshers rushing to boat party* * *Freshers budget should include water for SU and freshers- needs to be confirmed with the boat staff beforehand* * *Fresher buddies need to tell freshers to come to Reynolds Show*   ***Mums and Dads***   * *Very well organised timings* * *Works much better having parents and children organising their own meet ups* * *Consider having fewer stewards on the night* * *Contact the freshers and second years early on about signing up to the scheme, which is reinforced during the welcome talks (signs up remaining open)* * *Consider students who are re-sitting and are unable to sign up because they haven't got their results* * *Email the first years and second years via FEO about the sign ups* * *Get rid of the adoption scheme altogether and make it completely up to parents and children to organise* * *More communication between the BMB and MBBS teams organising eg. Who is pairing etc* * *Separate form for BMB and MBBS sign ups (being very clear what BMB and MBBS mean...)*   ***Sports Night***   * *First come first serve system works well* * *Security and venues team to coordinate queuing- will need a meeting with the venues team to discuss, SU stewards should not be managing the queue or controlling who enters and exits* * *Remove the restrictions of only arriving from 7, open arrival time to be from 6 to allow people to filter in and reduce queuing*   ***RAG Fresher Day***   * *To consider whether this event is worth running: Does it benefit RAG? Does it get good engagement?*   **Fulham Palace Run**   * *Two timeslots is very successful* * *Pushing clubs to come to Heaven early to avoid congestion right before last entry* * *Final years should not be in the second session, they* ***must*** *go in the earlier slot and their space should be set up at the back of the bar as they´re a large number* * *Security should be manning the queue in Reynolds to free up stewards- potentially two per pub/ getting rid of the floaters/ re-organising the structure of the stewards. Speak to the venues team to organise more security for this event.* * *Ticket collections need more people (at least 5) and placement of where tables where wristbands should be collected should be considered* * *Heaven should be prepared for a large number of people to turn up at once, this should be communicated* * *Email sent out directly to individuals with all the event details* * *Need to consider the welfare of stewards, there needs to be a delegated welfare officer to deal with the welfare issues* * *Mental health first aid training (?)* * *Stewards to have the WIFI password to Heaven as there is no service inside*   **Reynolds Show**   * *Two SU per stalls* * *CCs need to promote Reynolds Show heavily to their freshers to increase attendance* * *Sticker allergens given to freshers when they enter the venue, allergy to* ***anything*** *gets given a sticker/ wristband* * *Fresher buddies responsible for identifying allergens of freshers* * *Communicating that it’s important to turn up on time* * *Lots of them thought it was a talent show...* * *Microphone was not loud enough- need* ***bells and whistles*** *that can be sounded when the timer is up* * *One activity per station (Nick L and Olivia suck)* * *Map of the stations and directions so people know where they’re going and stewards and buddies knowing where they’re going* * *Starting station number on fresher name tags* |
| OTHER BUSINESS | |
| Event Budget | Made event budget template, on teams use that – keep asking me qs if confused (Hafsa)  Event budget in teams  Single ticketed and multiple ticketed sheets |
| NEXT MEETING | 04.12.22 |
| DATES FOR DIARIES | Volunteering and Academics Awards Evening 8th December |

# **Officer Reports**

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| EXECUTIVE | |
| President | * As always, the most weird and wonderful collection of jobs to ever fall under one job title * Working with the committee of Transform MedEd Conference & the LKC SU president who is coming over for it. We are going to run a Bright Ideas workshop together at the conference so working out plans for that * First hospital’s data collection (Northwick park, ew) * Firsts for a lot of meetings in the last week: ICSM Board, union council, Quality Assurance Group, Phase one forum, phase 2 forum,BMB year 3 education forum (and all the side-meetings that come with these) * Attended two days of graduation to walk down the Royal Albert Hall holding a wand * Working with faculty to improve the ‘Assessment & Feedback’ in NSS * Many intro talks, including talk to all new ICSM students in the great hall which went down well * Been really ill twice so missed SMHA AGM & UH Conference 🙁 * Lots of online and on-site Reynolds refurb meetings – coming along nicely * Working in conjunction with the faculty on Widening Participation support * Literally all of freshers fortnight how did I forget that that was this month |
| Deputy president | * Was involved in SMHA Outstanding Service Awards panel with J.Hoare, Dorrit and A.McGregor * Attended 25-year ICSM celebration with Hafsa – networking with alumni and faculty! * Attended SMHA AGM with Sean and Nick L (first in-person one in three years!) * Attended UH conference and participated in academic and welfare focus groups * I graduated! |
| EXECUTIVE TREASURER | * Chasing up sales invoices for Freshers’ sponsorship * Looking over Freshers’ Fortnight final expenditure to see what is leftover * Looking over HWD budget to see all okay, notified HWD Treasurer to keep Exec Treasurer in the loop next year (put in handover) * Got another £666.67 annual budget from PasTest, thank you Aoife for getting it all in the newsletters * Attended 25-year Faculty of Medicine celebration - I networked with alumni and faculty, Pedro was also there * Attended UH Conference, spoke with Rob and Becky about their parallel SU finances * Working with Haider to get Common Room spaces in SAF and CX updated * Working with Eve to get Welfare Finance talk for 5th and 6th years in November * Finally did refunds... |
| SECRETARY AND COMMUNCIATIONS | * Formatted and sent the weekly newsletter   + This month was the first month we trialled changing the banners for important themes eg. Black History Month * Formatted and sent the ‘fortnightly’ internal SU newsletter * Attended the UH conference, feeding back to the activities and welfare focus groups * Ran our first successful Instagram takeover- thank you ents team! * Created teams photobank, please all add to it! * Created approved risk assessments teams folder so we have some templates for events in future years--> please add approved risk assessments here! |
| SITES AND SERVICES | * Put out survey to all years asking for input on merch, got more than 100 responses * Designed 4 totally new merch items * Have sold more than £6,000 worth since the start of Freshers (with on-sale prices!) * Created new Stashalogue * In discussion with toy companies designing a custom ICSMSU Phoenix Plushie toy * In discussions with Hafsa, Moss and Sie regarding improving SU common spaces in SAF and Reynolds * Involved alongside Chris in discussions around improving med school spaces in Hammersmith Hospital |
| BMB Society PRESIDENT | * Arranged BMB Mums and Dads pairings * Held BMBSoc’s first fresher event – pub crawl * Held BMBSoc’s first internship talk (thank you Monica <3) * Created event budget for BMBSoc Christmas Dinner * Met with Ms. Madame Executive Treasurer) to go through event budget * Liaised with venue for BMBSoc Christmas Dinner * Discussing sponsorship and merch possibilities w Treasurer * Put up tickets for sale alongside qualtrics for menu preferences * Collaborating with other Bio societies for QuadBio * General task delegation within society |
| ACADEMICS | |
| ACADEMIC CHAIR |  |
| ACADEMIC OFFICER For Early YEARS | * Given Full Handover to Year 1 & 2 Academic Reps (completed on Friday when they were elected) * Sent out Rep survey for Year 1 & 2 * Organised all Pre-SSLG Module meetings for Year 1 & 2 Academic Reps * Attended FEO Governance Committee talk with other academic SU * Attended Phase1 Forum * Had discussion with faculty regarding language and communication used when discussing exams, resits and achievement. * Set up Padlet for Year 1 & 2 Students * Set up Year 3 Teams group to centralise tutorials * Working on Questionbank * Had meeting with MICA discussing increasing Prescribing within the curriculum * Attended the UH conference – really interesting hearing discussions around academics and activities at other universities |
| ACADEMIC OFFICER For Clinical YEARS | * Initial handover delivered to newly elected Year 3 Academic Reps * Sent out Rep survey for Year 3 * Analysing collated data from said Year 3 Rep survey * Organised all Pre-SSLG meetings for Years 3, 5 and 6 * Attended FEO Governance Committee talk with SU academic stream * Held meeting with Dr Halse, Dr Fung and Year 6 reps to discuss integrating out of hours shifts into the medical curriculum * Working on further updating Phase 1c question bank * Year 5 Pathology course was delivered in a hybrid format |
| ACADEMIC OFFICER For BSc YEAR | * Attended FEO Governance Committee talk with other academic SU * Attended BSc Forum meeting with Pathway Heads and Prof McGregor and Prof Sam * Organised and attended BSc Rep Training session with Faculty * Set up Padlet for BSc students * Informed BSc reps how to make SSLG reports and when they are due (21/11) * Continuing to work on making BSc pathway socials inclusive and available to all students * Organising next Cohort Connect event (Christmas edition) |
| ACADEMIC OFFICER For BMB | * Met with Prof McGregor and Alyeisha Joseph to discuss expectations and goals for the collaboration between BMBSoc and Faculty * Met with Prof McGregor and Dr Leitinger to collect student body feedback on in-person computer-based open book exams * Made pairings for Mums and Dads’ - thanks Angie for running the event! * Organised and held an internship talks/panel for BMB students – 120 sign ups wtf * Welcomed Academic and Wellbeing reps for all three years by creating WhatsApp group chats and arranging introductions with teaching staff * Attended FEO Governance Committee talks (Education Forum, Quality Assurance Group) with other academic SU * Added more notes in the notebank for Year 2 * Working on organising a Masters/PhDs talk on mid-november |
| WELFARE | |
| WELFARE CHAIR | * MASSIVE ICSMSU WIN! Pathology now has an online option for all weeks. * Running weekly Wednesday welfare meetings with students and ICSM Clubs and Societies. * Meeting with FEO Welfare team next week to discuss student accessibility to gender neutral toilets, student funding and signposting pathways. * Met with Trish Brown to discuss the Raising Concerns pathway and outcomes. * To meet with Dorrit to discuss how Raising Concerns information is delivered to students. * Potentially look into a regular monthly welfare drop-in? * Any feedback from UH? (Sorry – on A&E Weekends 🙁) |
| VICE CHAIR For Campaigns | * Began delegating campaigns team members into groups for future campaigns * Liaised with RAG re advertising centralised Movember on welfare Instagram * Completed BHM campaign * Keeping up to date with welfare survey on mailing list – few things re welfare but nothing specifically campaigns * Finance afternoon final details – date tbc? |
| VICE CHAIR For  WEllbeing reps | * Worked with Yasmin to prepare the Phase 1a & Phase 1b feedback surveys * Attended UH conference and participated in Welfare & Activities sessions, thoroughly enjoyed the discussions and networked with other SU’s welfare officers. * I finally have reps! (whoooop) but still need for Year 5 & 6 so would appreciate if people could help advertise reps in Welfare chat. |
| Welfare officer for bmb | * Helped run the Mums and Dads’ event * Liased with students about making a BMB-friendly space in Hammersmith Campus * Welcomed Academic and Wellbeing reps for all three years by creating WhatsApp group chats and arranging introductions with teaching staff * Helped organise the BMB Internships hosted by Monica |
| MANAGEMENT GROUP | |
| CLUBS AND SOCIETIES CHAIR | * Met with SMHA, worked with Sean to open applications for SMHA Grant to Sports and Arts Societies and SMDT Grant to Volunteering and Academics Societies * Attended CSPB Meeting * Attended CHUG Meeting * Attended UH Conference * Held Clubs and Socs team meeting to go over our event plans * Worked with Olivia to finalise timetable for V&A event, and awards policy * Working hard to get personalisable leisure wear (STASH) with Dreamsport and Imperial Athletes * Meetings to discuss specific society concerns |
| MANAGEMENT GROUP TREASURER | * Met with SMHA, SMHA and SMDT grant applications are online now – applications close on the 20th Nov * Trying to coordinate with Exec Treasurer with regards to sponsorships/funding for our stream’s 3 dinner/award ceremonies * EActivities side of things seem to be calming down a lot now * Attended UH conference and participated in the Welfare and Activities focus groups – realised that ICSMSU is actually extremely well run compared to other SU’s in London |
| VICE CHAIR For  SPORT AND ARTS |  |
| VICE CHAIR For  VOLUNTEERING AND ACADEMICS | * Attended UH conference * CSPB meeting * Continuing to organise V&A awards evening * Recovering from freshers |
| ENTERTAINMENT | |
| ENTERTAINMENTS CHAIR | * Attended UH conference * Met with faculty to discuss PFA event * Potentially look into affirmation type event * Emailed Rob from UH regarding sponsorshio/funding/donations for above and how to acquire * Sent out the first Ents rep/ social sec review form to gather feedback on the running of socials in the different ICSM societies * ICSMSU Takeover woo! Thanku aoife * Made an apple and plum crumble + more banana bread |
| SOCIAL SECRETARY | * Created event budget for Snow Ball (Hafsa I love you) * Snow Ball promo video underway * Attended UH conference – Activities and Welfare workshops were amazing * Looking into Mascotry policy – top secret things underway * SU SOCIAL INCOMING |
| RAG Chair | * Successfully organised Masquerade Ball, sold 300 tickets and made £1000 for charity! * Met with the chair for Imperial RAG to discuss further collaborations * Organising gladiator sports night * Attended UH conference * Secured a venue for circle line |

# **Action Points and Deadlines**

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| Action POINT | Person Responsible | Deadline |
| Make Freshers’ Fortnight debrief notes into a document that can be added to the Ents handover | Aoife | 15.12.22 |
| To edit the V&A awards criteria and send to SU to review | Nick | 07.11.22 |
| Feedback form to be sent out to fresher buddies about the fortnight as a whole | Nia | 30.11.22 |
| Feedback from club captains about sports night capacity and how this should be managed/ communicated with their clubs and whether the timing should be changed to open from 6 allowing rolling entry and reducing queuing | Nia | 30.11.22 |
| Chris to speak to UH presidents about how they manage event/ queuing situations eg. Circle line, Heaven | Chris | 30.11.22 |
| SU social upcoming | Everyone- mandatory | TBD |