

FULL TIME OFFICER GROUP MINUTES

Present

Ellie Keiller, President (Chair) **(President)**
Adam Goldstone, Education Officer **(EO)**
Shannon Farmer, Activities & Development Officer **(ADO)**
Helena Bailey, Sports Officer **(SO)**
Rose Bennett, Postgraduate Officer **(PGO)**
Henny Green, Welfare Officer **(WO)**
Kris Ali, Housing & Community Officer **(HCO)**
Jess Levy, Representation & Resources Officer **(RRO)**

In Attendance

Jo Thomas, CEO **(JT)**
Elliott Packham, Executive Assistant (minute taker) **(EP)**

The Chair opened the meeting at 12:05.

No	ITEM FOR DISCUSSION	Notes	ACTION
1	Minutes from 19th March 2018	The minutes from the meeting held on 19 th March 2018 were approved as an accurate record of the meeting.	Approved
2	Matters arising	There were no matters arising from the minutes.	
3	Diaries	<p>President – Staff forum, Guild/Dubai meeting, UEB pre meeting, Registrar's meeting, OLRC Catering Viability, Green Heart Task Group, Voter Registration Meeting and Elections debrief.</p> <p>HCO – Staff forum, Bournbrook Patrol, Director of Support and Development 1-2-1, Community Wardens Team meeting, UBSafe meeting, Street Watch meeting, Accommodation meeting and Elections debrief.</p> <p>ADO – Staff forum, JSV Team meeting, Guild Awards evaluation meeting, Space Group Committee, Housing Video filming and Elections debrief.</p> <p>WO – Staff forum, HEFCE Presentation, College Education Committee, CEO 1-2-1 and Elections Debrief.</p> <p>PGO – Staff forum, Reps catch up, SRSAB, PG Survey promotion, CEO 1-2-1, Beliefs and Commitments work and Education team meeting.</p> <p>SO – Staff forum, UBSport Management Team meeting, Focus Group catch up, Destressfest, BUCS Active Project Group, Representation meeting, CEO and Director of Sport meeting and Elections debrief.</p> <p>EO – Staff forum, Student Digital Engagement, Lecture Capture Project Board, SRSAB, Officer Training meeting and Academic Registrar meeting.</p> <p>RRO – Staff forum, College Education Committee, CEO 1-2-1, Budget Review Group catch up, Beliefs and Commitments Sustainability section and President Elect meeting.</p>	Noted
4	Mandate Update	- The RRO noted that paper straws are now available in Joe's Bar.	

		- The President noted that microwaves are being planned in 5 locations around campus.	Noted
5	Manifesto Updates	<ul style="list-style-type: none"> - The President noted the more microwaves are being planned and a blog post has been released on the Living Wage. - The WO noted that STI testing is being planned in Guild Advice and toilet door signs are being worked on. - The SO noted that UBSport have been awarded funding from BUCS to improve mental health support for sports teams. - The HCO noted that an open air cinema event is being planned and that the RA Scheme restructure is ongoing. 	Noted
6	Mental Health and Suicide in University	<p>Officers discussed the '3 minutes to save a life' initiative.</p> <p>The WO is to look at UEA as an example, speak to the Campaigns Coordinator and update at the next APDG.</p>	WO
7	UEB	<p>Officers discussed the UEB meeting agenda.</p> <p>The HCO is to write a Facebook post about the increase to meal plan.</p>	HCO
8	Guild Engagement/ Social Media	<p>The following items are to be promoted on social media this week:</p> <ul style="list-style-type: none"> - PTES - Volunteer Awards - Voter Registration Deadline - Gradball Video Script <p>The ADO is to speak to Venues regarding on the door ticket sales for the Gradball after party.</p>	All ADO
9	School/College Update	There were no Schools or Colleges updates.	
10	Part Time Officer Buddies	There were no Part Time Officer updates.	
11	Officer Training and Development	There were no training and development updates.	
12	AOB	<p>The WO is to ask for the remaining balloons to be used in Destressival.</p> <p>The EO is to send the RRO, PGO and President the updated Beliefs and Commitments on HE.</p> <p>Officers discussed Gradball and all are to confirm whether they are able to attend.</p>	WO EO All

The meeting closed at 13:10.

Signed

Date