

## 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)**  
 Jess Levy, Representation & Resources Officer **(RRO)**

### In Attendance

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

### Apologies

Henny Green, Welfare Officer **(WO)**  
 Kris Ali, Housing & Community Officer **(HCO)**  
 Rose Bennett, Postgraduate Officer **(PGO)**

The Chair opened the meeting at 12:05.

No	ITEM FOR DISCUSSION	Notes	ACTION
1	<b>Minutes from 25<sup>th</sup> April 2018</b>	The minutes from the meeting held on 25 <sup>th</sup> April 2018 were approved as an accurate record of the meeting.	<b>Approved</b>
2	<b>Matters arising</b>	<p>The WO is to look at UEA as an example of the '3 minutes to save a life' campaign, speak to the Campaigns Coordinator and update at the next APDG.</p> <p>The HCO is to write a Facebook post about the increase to meal plan.</p>	<p><b>WO</b></p> <p><b>HCO</b></p>
3	<b>Diaries</b>	<p><b>President</b> – UEB, University Council, Director of Estates meeting, Medsoc meeting, Appointments Panel, Birmingham Commonwealth Association Meeting, CTL Branding meeting, Guild LGBTQ/Dubai meeting and Library Services meeting.</p> <p><b>HCO</b> – UEB, University Council, Director of Estates meeting, RA Catch Up, video filming, Gates Audit, CEO 1-2-1, Officer Training Feedback sessions and Bike Proposal meeting.</p> <p><b>ADO</b> – UEB, University Council, Director of Estates meeting, Campus to Career Planning, SGX, Officer Training feedback and Gradball catch up.</p> <p><b>WO</b> – UEB, University Council, Director of Estates meeting, International Working Group, Sexual Harassment Steering Group, Careers Course, Advice Team meeting, Officer Training Feedback and Director of Student Services meeting.</p> <p><b>PGO</b> – UEB, University Council, Director of Estates meeting, PGR Operations Management Group, Careers Course, OTA Shortlisting Panel, Library Services termly meeting and Officer Training Feedback.</p> <p><b>SO</b> – UEB, University Council, Director of Estates meeting, Sexual Harassment Steering Group, SGX, Finance Committee and Officer Training feedback.</p>	

		<p><b>EO</b> – UEB, University Council, Director of Estates meeting, OTA Shortlisting Panel, VC Review of Engineering, video filming and Officer Training feedback.</p> <p><b>RRO</b> – UEB, University Council, Director of Estates meeting, Sexual Harassment Steering Group, Appointments Panel, OTA Shortlisting Panel, SGX, Finance Committee, Officer Training Feedback and Gradball meeting.</p>	<b>Noted</b>
<b>4</b>	<b>Mandate Update</b>	<ul style="list-style-type: none"> <li>- The RRO noted that paper straws are now available in Joe's Bar.</li> <li>- The RRO is to invite the President to a Your Ideas meeting next week.</li> </ul>	<b>Noted</b> <b>RRO</b>
<b>5</b>	<b>Manifesto Updates</b>	<p>The President noted the £5 card limit has been removed from Joe's Bar. The RRO noted that special officers are available in Joe's including £2 prosecco on Wednesdays.</p> <p>The SO noted that Sports Day is happening on 26<sup>th</sup> May and is to add this to all Officers' calendars.</p>	<b>Noted</b> <b>Noted</b>  <b>SO</b>
<b>6</b>	<b>Anti – Slavery Group</b>	The RRO is to attend the next Anti – Slavery Group meeting	<b>RRO</b>
<b>7</b>	<b>Academic Teaching Year</b>	<p>The EO opened a discussion about the Academic Teaching Year.</p> <p>Officers noted that they supported the changes.</p>	<b>Discussed</b> <b>Noted</b>
<b>8</b>	<b>Brexit Referendum Campaign</b>	<p>The RRO noted that they would be sending a campaign idea for a vote on the terms of Brexit to GPDG.</p> <p>Officers noted that the Guild would hold a neutral position on the outcome of the vote, but would support a campaign encouraging the vote to take place. The RRO is to submit the campaign to GPDG.</p>	<b>Noted</b>  <b>Noted</b> <b>RRO</b>
<b>9</b>	<b>Society Dublin Flights</b>	<p>The ADO opened a discussion about a student group wishing to fly to Dublin.</p> <p>Officers permitted the student group to fly.</p>	<b>Noted</b>  <b>Noted</b>
<b>10</b>	<b>Guild Engagement/ Social Media</b>	<p>The following items are to be promoted on social media this week:</p> <ul style="list-style-type: none"> <li>- Joe's Bar Special Offers</li> <li>- Destresstival</li> <li>- Free Fitness Classes</li> </ul> <p>JT is to email Sam Noble regarding study spaces.</p>	<b>Noted</b>  <b>JT</b>
<b>11</b>	<b>School/College Update</b>	There were no Schools or Colleges updates.	
<b>12</b>	<b>Part Time Officer Buddies</b>	There were no Part Time Officer updates.	
<b>13</b>	<b>Officer Training and Development</b>	There were no training and development updates.	
<b>14</b>	<b>AOB</b>	<p>The President noted that due to the sugar tax, regular Coke is more expensive than Diet or Zero. Officers agreed for draft Coke to be diet and zero, with regular coke being bottled.</p> <p>The RRO noted that the Beliefs and Commitments state that helium balloons are not permitted in the Guild.</p>	<b>Noted</b>  <b>Noted</b>

The meeting closed at 13:10.

Signed .....

Date .....