

Present

Acacia Matthews, Guild President (**President**) (**Chair**)
 Florence Craddock, Sports Officer (**SO**)
 Isobel Lawson, Activities & Employability Officer (**AEO**)
 Tinajie (Alice) Liu, International Officer (**IO**)

Also in Attendance

Jo Thomas, Chief Executive (**JT**)
 Sam Jones, Executive Assistant (**SJ**)

Apologies

Benjamin Lockley, Postgraduate Officer (**PGO**)
 Reeve Isaacs-Smith, Welfare & Community Officer (**WCO**)
 Vanessa Chigariro, Education Officer (**EO**)

No	Item for Discussion	Notes	Action
1	Minutes from 30.08.2022	<p>The Chair presented the previous minutes, dated the 30th August 2022, for the Officer Team's approval</p> <p>The Officer Team approved the minutes as an accurate record of the meeting.</p>	<p>Noted</p> <p>Approved</p>
2	VCIR Meetings	The President updated the Officer Team on the rota for the University's planned Vice-Chancellor's Integrated Review. The President agreed to re-circulate the timetable. SJ to support.	President/ SJ
3	Open Day Presentation (10.09.22)	The AEO agreed that they would attend the University's Open Day event on the 10th September.	Noted
4	Weekend Rota	<p>The President updated the Officer team on upcoming dates in the coming weeks which Guild events would be taking place at the Guild. The Officer Team discussed their availability for the University's Open Day on the 10th September, and the Welcome Week arrivals weekend on the 17th and 18th of September.</p> <p>The President noted the 17th, 18th and Selly Oak Sports day on the 24th and 25th September as possible dates. SJ to circulate a rota document.</p>	<p>Noted</p> <p>SJ</p>
5	Staff Forum Presentation	SJ updated the Officer Team on plans for the Officer Team to present their plans for the year ahead at Staff Forum on the 9 th September. SJ to develop Officer slide deck for Staff Forum.	SJ
6	Officer Student Cards	The SO asked about the timeline for arranging their continuing student accounts from the University. SJ noted that they had	

		chased the University's Registry team and would update the Officer Team as progressed.	Noted
7	One City Meeting	The President updated the Officer Team on a recent One City meeting. The President agreed to share more information by email.	President
8	SafeZone Update	The President noted that the SafeZone conference in Salford had been positive, with the App planned to be rolled out to further institutions over the coming months.	Noted
9	Duck and Scholar Pub	The Officer Team discussed the re-opening of the Duck & Scholar pub run by the University. The President noted the value of the pub as a venue for society events on the Vale once semester one began. The President agreed to raise the issue at Commercial Operations Group.	Noted
10	Officer Key Meetings	<p>President – Trustee Board, Parent's & Carers Welcome Address recording, Commercial Strategy group, WW CG meeting, Reclaim the Night meeting, EDI team meeting, Academic Registrar 1:1, DPVC Welfare 1:1. Don't Rush to Rent campaign planning, Officer Team 1:1's, Campus & Community Safety Group, Staff Forum, City Council meeting.</p> <p>IO – Trustee Board, Guild 1:1's.</p> <p>SO – Trustee Board, UB Sport pricing meetings, UB Sport Ticket Sales planning, Sports Welfare training, E&E Committee, UB Sport Team meeting, Staff Forum.</p> <p>AEO – Trustee Board, Commercial Strategy Group, WW Coordination Group, Ticket Sales meetings, Filming videos for WW, Activities Committee, Clothing Swap meeting, Chair's Briefing, MedSoc Fairs meeting, Campus & Community Safety Group.</p> <p>WCO – n/a.</p> <p>EO – n/a.</p> <p>PGO – n/a.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
11	Remits / Projects	<p>The AEO noted that their Clothing Swap project was progressing well.</p> <p>The SO updated the Officer Team on plans for a new Alumni Sports Day event, hosted by the UB Sport team, for current students and alumni to compete. The Officer Team discussed different options for an alumni club-night event.</p>	<p>Noted</p> <p>Noted</p>
12	Schools/Colleges/ Dubai Update	No items noted.	Noted
13	Guild Communications & Social Media	<p>The Office Team discussed the following options to share via the Guild's social media and comms channels:</p> <ul style="list-style-type: none"> • Welcome Week Tickets. • Don't Rush to Rent. 	<p>Noted</p> <p>Noted</p>

		<ul style="list-style-type: none"> Weekly Officer social media posts. <p>The Officer Team discussed having a regular catch-ups with the C&M team.</p>	<p>Noted</p> <p>Noted</p>
14	Part Time Officers	The Officer Team discussed which the allocation of which Part Time Officers they would bet best placed to support as a buddy for the coming year.	Noted
15	AOB (Any Other Business)	<p>The President asked about process for External Memberships. SJ and President to discuss outside the meeting.</p> <p>SJ to check with Tracy Aldridge – who is going to Campus and Community Safety Group? Previously just the WCO and DoSD.</p> <p>The IO noted queries from an international student having issues with a private accommodation provider where they were continuing in halls for another year but possessions from rooms had been removed. JT suggested referring the issue with the Guild Advice team.</p>	<p>SJ/ President</p> <p>Noted</p> <p>Noted</p>