

## FULL TIME OFFICER GROUP MINUTES

### Present

Ellie Keiller, President (Chair) **(President)**  
Adam Goldstone, Education Officer **(EO)**  
Jess Levy, Representation & Resources Officer **(RRO)**  
Kris Ali, Housing & Community Officer **(HCO)**  
Shannon Farmer, Activities & Development Officer **(ADO)** (For agenda item 11 onwards)

### In Attendance

Jo Thomas, CEO **(JT)**  
Reece Roberts, President Elect **(RR)**  
Robyn Macpherson, Activities and Employability Officer Elect **(RM)**  
Izzy Bygrave, Welfare and Community Officer Elect **(IB)**  
Jo Park, International Officer Elect **(JP)**  
Jess Small, Postgraduate Officer Elect **(JS)**  
Elliott Packham, Executive Assistant (minute taker) **(EP)**

### Apologies

Rose Bennett, Postgraduate Officer **(PGO)**  
Helena Bailey, Sports Officer **(SO)**  
Henny Green, Welfare Officer **(WO)**  
Simon Price, Sports Officer Elect **(SP)**

The Chair opened the meeting at 11:30.

No	ITEM FOR DISCUSSION	Notes	ACTION
1	<b>Minutes from 4<sup>th</sup> June 2018</b>	The minutes from the meeting held on 4 <sup>th</sup> June 2018 were approved as an accurate record of the meeting.	<b>Approved</b>
2	<b>Minutes from 25<sup>th</sup> June 2018</b>	The minutes from the meeting held on 25 <sup>th</sup> June 2018 were approved as an accurate record of the meeting.	<b>Approved</b>
3	<b>Matters arising</b>	The HCO noted that Junkbusters collected 950 bags this year. RR noted that an article had been published which labelled Birmingham as 'Trash City.' The HCO noted that Junkbusters needs to be expanded and more communication about the scheme is required.	<b>Noted</b>
4	<b>Diaries</b>	<p><b>President</b> – Degree Congregations, Staff Forum, VC 1-2-1, Medsoc President meeting, University Misconduct Committee and University Relationships.</p> <p><b>HCO</b> – Degree Congregations, Staff Forum, UB Safe meeting, Redbrick meeting and Accommodation App meeting.</p> <p><b>ADO</b> – Degree Congregations, Staff Forum, University Misconduct Committee and Redbrick meeting.</p> <p><b>WO</b> – Degree Congregations, Staff Forum and annual leave.</p> <p><b>PGO</b> – Degree Congregations, Staff Forum,</p> <p><b>SO</b> – BUCS Conference, Staff Forum</p> <p><b>EO</b> – Degree Congregations, Staff Forum, Library Services meeting, Officer training, SAEC, University Relationships and Study Space meeting.</p>	<b>Noted</b>

5	<b>Mandate Update</b>	Officers agreed that 'Free Academic Transcripts' was completed.  The PGO noted that the library published a report indicating that the PGR space was not appropriate for PGTs as well.	<b>Noted</b>
6	<b>Campaigns Pot – Free Tampons</b>	The PGO presented a campaigns pot proposal for £294.64 to purchase additional tampons for the free tampons campaign.  Officers approved the proposal.	<b>Noted</b> <b>Approved</b>
7	<b>Campaigns Pot – PG / International Student Engagement</b>	The PGO presented a campaigns pot proposal for £450 to spend on free ice cream in order to engage PG and International Students.  Officers approved the proposal.	<b>Noted</b> <b>Approved</b>
8	<b>UEB Project Sponsors</b>	Officers discussed the UEB Project Sponsor list and agreed which Officer should attend each Project Board.	<b>Noted</b>
9	<b>Offices</b>	Officers and Officers Elect discussed their offices and agreed which Officers should go in each office next year.	<b>Noted</b>
10	<b>Tablets / Keys</b>	The President reminded Officers to hand in their keys and tablets to EP before Friday.	<b>Noted</b>
11	<b>Guild Engagement/ Social Media</b>	The following items are to be promoted on social media this week: - Free Ice Creams	<b>All</b>
12	<b>School/College Update</b>	The EO is to speak to Student Voice regarding the dates of College meetings.	<b>EO</b>
13	<b>Part Time Officer Buddies</b>	RR is to spend a spreadsheet of PTO buddies to the Officer Team 2018/19 for discussion.	<b>RR</b>
14	<b>Officer Training and Development</b>	There were no Training or Development updates.	<b>Noted</b>
15	<b>AOB</b>	EP is to source printing cards for the new Officers.	<b>EP</b>

The meeting closed at 11:50.

Signed .....

Date .....