

## FULL TIME OFFICER GROUP MINUTES

### Present

Ellie Keiller, President  
Rose Bennett, Postgraduate Officer  
Shannon Farmer, Activities and Development Officer (Chair)  
Adam Goldstone, Education Officer Elect  
Helena Bailey, Sports Officer  
Henny Green, Welfare Officer  
Kris Ali, Housing and Community Officer

### In Attendance

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

### Apologies

Jess Levy, Representation and Resources Officer

The Chair opened the meeting at **11:05**

No	ITEM FOR DISCUSSION	NOTES	ACTION
1	<b>Minutes from 05.09.2017</b>	The minutes from the meeting held on 5 <sup>th</sup> September 2017 were approved as an accurate record of the meeting.	<b>Noted</b>
2	<b>Matters arising</b>	The SO is to ask UBSport why they are no longer funding the PowerSoc coach.	<b>Noted</b>
3	<b>Diaries</b>	<p><b>President</b> – Trustee Board, Staff Forum, Redbrick meeting, Term 1 Elections working group, NUS Services Board, Welcome Week Committee and Santander Bike Scheme Day.</p> <p><b>EO</b> – Trustee Board, Staff Forum, SSC Reports meeting, UEC Briefing, UEC, Panopto video, UQAC and Representation Coordinator interviews.</p> <p><b>RRO</b> – Trustee Board, Staff Forum, OQT Agenda prep, Global Buddies Interviews, CEO 1-2-1, Finance Assistant Shortlisting</p> <p><b>ADO</b> – Trustee Board, Staff Forum, Student Staff inductions, PSA meeting, Welcome Week Committee and writing the Societies wall.</p> <p><b>HCO</b> – Trustee Board, Staff Forum, Fresher's Fest meeting, Insight Assistant interview, Welcome Week Committee and Santander Bike Scheme day.</p> <p><b>WO</b> – Trustee Board, Staff Forum, E&amp;D Committee, Hardship Fund meeting, Advice team meeting and HEFCE Steering Group</p> <p><b>PGO</b> – Trustee Board, Staff Forum, PGT Task and Finish Group, UEC, Insight Assistant interviews and PG Working Group.</p> <p><b>SO</b> – Trustee Board, Staff Forum, This Brum Girl Can Night In meeting, UBS meeting and Take That photo meeting.</p>	
4	<b>Mandate Update</b>	The ECO noted that a University Study Space Working Group has been setup.	

5	<b>Campaigns Pot – Sabbs on the Sofa</b>	The President presented a Campaigns Pot Proposal for £300 to put on a 'Sabbs on the Sofa,' campaign.  Officers discussed and approved this application.	<b>Approved</b>
6	<b>Part Time Officer Review</b>	Officers discussed the Part Time Officer Review.  JT is to write a list of options for Part Time Officers The PGO is to request a change of name from 'Home Students Officer' to 'Commuter Students Officer.'	<b>JT</b> <b>PGO</b>
7	<b>Freshers Not In Halls</b>	The President noted that there are 60 first year students currently not in halls of residence.  Officers discussed what events to organise for these students and any ideas are to be submitted to the HCO.	<b>Noted</b> <b>All</b>
8	<b>Bin Strikes</b>	The HCO raised a question about whether the Guild should support the University's action of arranging for private bin collections.  The HCO is to write to the Council, asking for an update on the bin strikes and is to write a blog explaining the situation.  The HCO is to note to HAS that the Guild cannot support the University arranging for private bin collections.	<b>Noted</b> <b>HCO</b> <b>HCO</b>
9	<b>Guild Awards</b>	Officers discussed the Guild Awards.	
10	<b>Society Membership Costs</b>	The ADO noted that the following groups wished to change their membership prices: <ul style="list-style-type: none"> <li>- Redbrick increase from £5 to £8</li> <li>- Civil Engineering from £10 to £5</li> <li>- Brumski increase from £20 to £25</li> </ul> The Officers approved all the groups membership price changes.	<b>Noted</b> <b>Approved</b>
11	<b>OQT Video Logs</b>	Officers agreed not to continue producing update videos for OQT.	<b>Noted</b>
12	<b>Guild Engagement/ Social Media</b>	The following items are to be promoted on Social Media: <ul style="list-style-type: none"> <li>- EO blog</li> </ul>	<b>All</b>
13	<b>Schools/ Colleges Update</b>	There were no Schools or Colleges updates.	
14	<b>PTOs - Buddies</b>	The President is to invite Part Time Officers to the Welcome Week Briefings.	<b>President</b>
15	<b>Officer Training and Development</b>		
16	<b>AOB</b>	Officers discussed using the Street Kitchen as an evening venue. JT is to send the Tech Services pricing paper to the Officers.  Officers discussed a proposal from Umbrella Health to film undercover during the Fresher's Fair. Officers agreed not to allow this.	<b>JT</b> <b>Noted</b>

The meeting closed at **12:05**

Signed .....

Date .....