

FULL TIME OFFICER GROUP MINUTES

12:00pm, Mandela

Present

Josh Dooler, Sports Officer Elect (**SO**)
Joanne Park, International Officer (**IO**) (Deputy Chair)
Tobiloba Adeyemi, Postgraduate Officer Elect (**PGO**)
Ryan Ginger, Activities and Employability Officer (**AEO**)

Also in Attendance

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

Apologies

Joshua Williams, President
Amanda Sefton, Education Officer (**EO**)
Millie Gibbins, Welfare & Community Officer (**WCO**)

The Chair opened the meeting at 12:00.

No	ITEM FOR DISCUSSION	Notes	ACTION
1	Minutes from 19.08.19	The minutes from the last meeting held on 19 th August were approved as an accurate record of the meeting.	Approved
2	Diaries	<p>President –</p> <p>EO – A/L, Catch Up w/ Advice Manager, Introduction to UQAC, Intro to Student Rep Coordinator, E&D Meetings, Student Reps planning, Intro to HEFI, Intro to DARO.</p> <p>SO – Club Development Catch up, Buried Infrastructure project intro, Priority Campaigns, CEO 1-2-1, A/L</p> <p>IO – Dubai Student Leaders meeting, Priority Campaigns, CEO 1-2-1, PGTea and Cake, Preparing for Jinan Trip, International Reception Speech.</p> <p>PGO – Priority Campaigns, Westmere Meeting, Priority Campaigns, PGTea and Cake, Hall Reps PostGrad WW planning meeting, Introduction to UQAC, Catch Up with C&M.</p> <p>AEO – A/L, JSV catch up, roombooking/elections, Ryan incidents, reports, data project workshop, PG/International employability, not on groups training, BIA.</p> <p>WCO – E&D Meetings, catch up with Advice Manager, SUMS review meeting, TOIL.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>

3	Manifesto Updates	<p>The SO noted good progress on the student club run events through the Hall Reps scheme.</p> <p>The AEO noted that preparations for Fab n' Fresh were underway, with prosecco offers on Friday's returning in Term 1.</p> <p>The PGO noted a trial for PG only study space, and plans for additional permanent study space for PG's coming soon.</p> <p>The IO noted plans for a Global get Together for international students in the Great Hall on Thursday 26th September.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
4	Guild Engagement/ Social Media	<p>The Officer team noted the following items for Guild promotion:</p> <ul style="list-style-type: none"> • PGTea and Cake • Freshers Tickets 	Noted
5	School/College/ Dubai Update	<p>The AEO noted that the University had now sent over a updated list of their welcome week events and times. AEO to forward to Student Voice.</p>	AEO
6	Part Time Officer Buddies	<p>The SO noted that they we're working with the DSO on producing videos in time for Welcome Week.</p>	Noted
7	Officer Training & Development	<p>JT gave an updated to the group on the Guild financial review, with a consultant visiting the Guild this week to speak to the officer team and other colleagues. The aim was to achieve a longer term funding settlement between the Guild and the University.</p>	<p>Noted</p> <p>Noted</p>
8	AOB	<p>The President asked that any information on Worklink be circulated to themselves and the AEO for continuity.</p> <p>The AEO noted work was ongoing to review and improve associations in preparation for relaunches in welcome week.</p>	<p>Noted</p> <p>Noted</p>

The meeting closed at 13:00.

Signed

Date