

FULL TIME OFFICER GROUP MINUTES

Present

Ellie Keiller, President (Chair)
Brandon Hattiloney, Representation and Resources Officer
Chris Wilkinson, Education Officer
Isabel Nicholds, Housing and Community Officer
Georgie Freeman, Sports Officer
Rose Bennett, Postgraduate Officer
Natalie Cox, Activities and Development Officer
Ross Strong, Welfare Officer

In Attendance

Jo Thomas, CEO
Elliott Packham, Executive Assistant

The Chair opened the meeting at **13.10**.

No	ITEM FOR DISCUSSION	NOTES	ACTION
1	Minutes from 17.01.17	The FTOG minutes from 17 th January 2017 were approved.	Approved
2	Matters arising	The RRO is to contact B-Eat Society regarding their campaigns pot proposal.	RRO
3	Diaries	<p>President – Mayor Election Events, VC 1-2-1, Audit and Risk Committee, SMT, International Relations meeting, Provost and Vice Principle meeting, Registrar's meeting, Global Campaign meeting, Holocaust Memorial Day and Final Year Fairy</p> <p>ADO – NASTA meeting, Give It A Go Fair, Chinese New Year planning meeting, COSS CEC, Elections Outreach, SGX, Room bookings catch up, Student Groups workshop and Holocaust Memorial Day</p> <p>EO – Big Conversation Social Media meeting, UEC, CEO 1-2-1, Elections Outreach, UQAC, Holocaust Memorial Day and Representation Coordinator Interviews</p> <p>HCO – Lecture Shout Outs, Holocaust Memorial Day, Sexual Harassment Steering Group, Chinese New Year Planning, RA Training and Selly Oak Incidents meeting.</p> <p>PGO – CMC, PG Students induction meeting, URC, Parents and Careers meeting, UEC, UQAC, Student Equality and Diversity meeting and Holocaust Memorial Day</p> <p>RRO – Street Kitchen Chef interviews, Manifesto Training, Give It A Go Fair Elections Outreach, Engagement meeting, CEO 1-2-1, Health and Safety Committee, SGX and Holocaust Memorial Day</p> <p>SO – CEO 1-2-1, National Badminton League, UBSport Management Team Meeting Give It A Go Fair, Club Development lecture, This Girl Can Fight, Chinese New Year</p>	Noted

		<p>planning, SGX, Disability Survey meeting and Holocaust Memorial Day</p> <p>WO – Welfare and Wellbeing Task and Finish Group meetings, CTL Project Board, DSO meeting, VC Review, LGBTQ Interfaith Event, Mind Your Head planning meeting, Student Equality and Diversity Committee, Global Campaign meeting and Holocaust Memorial Day</p>	
4	Mandate Update	The ADO noted that the live music event in the Guild was very successful and more events will be organised.	Noted
5	Campaigns Pot Proposal: RRO	<p>The RRO presented a campaigns pot for £480 to spend on a Go Green Week Campaign. The RRO noted that £400 would be spent on energy efficient light bulbs, £50 on fruit and £30 on vegan pizza. This would then be given away to students.</p> <p>Officers approved this Campaigns Pot Proposal.</p>	<p>Noted</p> <p>Approved</p>
6	Guild Engagement/ Social Media	<p>The following items are to be promoted on social media this week:</p> <ul style="list-style-type: none"> - Give It A Go Fair - Big Conversation, 8th February at 2pm - Mayor Candidate Talks - Elections - By-elections - Self-Defence Class - This Girl Can Fight - National Badminton League - Guild App - Birmingham Bulls LGBTQ Event - Holocaust Memorial Day - Campus Safety Event 	All
7	Schools/Colleges Update	There were no schools or colleges updates.	Noted
8	Part Time Officer Buddies	<p>The SO noted that they met with the DSO last week.</p> <p>The WO noted that they had a manifesto planning meeting with the LGBTQO.</p> <p>Officers discussed the PTO's section of the website and noted that improvements must be made to this next year. The President is to ask the Website Coordinator to increase the font size on the PTO link on the Officer page.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>President</p>
9	Officer Training and Development	There were no Training and Development updates	
10	AOB	There were no items of AOB	

The meeting closed at **14:30**.

Signed

Date