

# FULL TIME OFFICER GROUP MINUTES

12:00pm, Online Meeting

## Present

Amanda Sefton, Education Officer (**EO**), Items 3 - 12  
 Joshua Williams, President (**President**)  
 Josh Dooler, Sports Officer (**SO**)  
 Ryan Ginger, Activities and Employability Officer (**AEO**) (Chair)  
 Joanne Park, International Officer (**IO**)  
 Millie Gibbins, Welfare & Community Officer (**WCO**)

## Also in Attendance

Adam Sheridan, Director of Engagement (**AS**)  
 Elliott Packham, HR Coordinator (**EP**) (note taker)  
 Emma Gracie, Communications Coordinator (**EG**), Item 1 only

## Apologies

Tobiloba Adeyemi, Postgraduate Officer (**PGO**)

The Chair opened the meeting at 12:00

| No | ITEM FOR DISCUSSION          | Notes   | ACTION   |
|----|------------------------------|---|--|
| 1  | <b>Communications Update</b> | <p>EG provided a communications update. EG discussed Summer Elections, a blog from the EO and another blog from the WCO. EG further noted that there will be communications about Guild Awards and extenuating circumstances.</p> <p>The IO noted that the Global Café has been cancelled.</p> <p>The President noted that there were some technical issues during the quiz and will use Zoom next week instead. The President noted that they wanted 4 different rounds.</p> <p>The AEO noted that they are happy to move the date of the online Guild Awards in order to not clash with the quiz. Officers provisionally agreed a new date of Friday 12<sup>th</sup> June.</p> <p>The WCO raised a question about Destresstival. EG noted that they will take this back to the C&amp;M team.</p> <p>EG left the meeting at 12:25.</p> | <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>EG</b></p> |
| 2  | <b>Minutes from 18.05.20</b> | The minutes from the last meeting held on 18 <sup>th</sup> May 2020 were approved as an accurate record of the meeting.   | <b>Noted</b>   |
| 3  | <b>AOB</b>                   | <p>Officers discussed the following items of AOB. The EO entered the meeting at 12:30.</p> <p><b>Fresher's Fest – President</b><br/>                     The President noted that there were a lot of unofficial Fresher's tickets on sale for events which are unlikely to be able to take</p>   |  |

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|    |   | <p>place. The President noted that some communications should go out advising against these events.</p> <p>AS provided an update on the Fresher's events being planned by the Guild. AS noted that Officers should ask the University to support the Guild with unofficial events.</p> <p>The President noted that the NUS should be releasing a statement shortly.</p> <p><b>Virtual Graduations – President</b><br/>The President noted that a group has been setup to organise Virtual Graduations and summarised the plans for these.</p> <p>The Officer team discussed ideas for what the Guild can do for graduations.</p> <p><b>Redbrick – AEO</b><br/>The AEO noted that Redbrick have got some articles about the University for proofing and raised these with the Officers. The Officers discussed the articles and the AEO will meet with AS about this after the meeting.</p> <p><b>CAL Student Feedback Group - EO</b><br/>The EO noted that this went very well and should be used as best practice. The EO summarised the feedback received at this group.</p> | <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> |
| 4  | <b>Officer Training Update</b>                  | The President noted that Officer training is going ahead and reminded the Officer team to continue working on their handover document.   | <b>All</b>  |
| 5  | <b>Hong Kong Students</b>                       | The EO raised a question about whether anyone had heard from students regarding recent developments in China and Hong Kong. The President noted that the IO should include this in their handover document.  | <b>Noted</b>  |
| 6  | <b>Virtual Neighbourhood</b>                    | There were no updates from the Virtual Neighbourhood discussed.  | <b>Noted</b>  |
| 7  | <b>Diaries</b>                                  | <p>The Officers discussed their diaries.</p> <p>The President noted that they have an EPS CQAAC, the IO noted that they have a COS CQAAC and the AEO noted that they had Good Campus Relations.</p>  | <b>Noted</b>  |
| 8  | <b>Manifesto and Priority Campaigns Updates</b> | The AEO noted about how Officers should share their achievements and that Redbrick are interested in speaking to all off them.   | <b>Noted</b>  |
| 9  | <b>Guild Communications/ Social Media</b>       | There were no Guild Communications and Social Media updated discussed.   | <b>Noted</b>  |
| 10 | <b>Schools/Colleges /Dubai Update</b>           | <p>The IO noted that they are having a Dubai phase one meeting this week</p> <p>- The EO noted that recruitment is out for a new Provost</p>   | <p><b>Noted</b></p> <p><b>Noted</b></p>   |

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| 11 | <b>Part Time Officers</b>               | <ul style="list-style-type: none"> <li>- The WCO noted that the new WO has been in contact</li> <li>- The President noted that PTOs should be starting a handover for their role and also to celebrate their achievements</li> </ul> | <b>Noted</b>               |
| 12 | <b>Officer Training and Development</b> | <ul style="list-style-type: none"> <li>- The IO noted that the Guild's E-Learning courses are available this week</li> <li>- All Officers are to complete their LinkedIn actions by the next FTOG</li> </ul>                         | <b>Noted</b><br><b>All</b> |

The meeting closed at 13:15.

Signed .....

Date .....

DRAFT