

FULL TIME OFFICER GROUP MINUTES

Present

Jack Mably, President (Chair)
Ben Chapman, Activities & Development Officer
Daisy Lindlar, Representation & Resources Officer
Remy Claustres, Sports Office
Roberto Sorrentino, Housing & Community Officer

In Attendance

Jo Thomas, CEO
Tahmina Khatun, HR Administrator (minute taker)

The Chair opened the meeting at 12.05 p.m.

No	ITEM FOR DISCUSSION	NOTES	ACTION
1	Minutes from 29.02.2016		Approved
2	Matters arising	There were no matters arising.	Noted
3	Diaries	<p>Roberto Sorrentino</p> <ul style="list-style-type: none"> - Colour Run - Fresh communications attending and JM will be accompanying RS - Leeds Uni visiting - Meetings with Counsellors <p>Ben Chapman</p> <ul style="list-style-type: none"> - Guild TV - Student Groups - Vote Fest - Equality and Diversity committee meetings - SMT coffee morning - 121'S - Redbrick - Catch up with JM <p>Jack Mably</p> <ul style="list-style-type: none"> - Guild TV - Vote Fest - SMT coffee morning - Green Hub - Cleaning up after Elections – Friday <p>Remy Claustres</p> <ul style="list-style-type: none"> - Branding new Sports Centre - Prices for students in discussion - Vote Fest 	Noted

		<ul style="list-style-type: none"> - Semi Final on campus – draw up more footfall - Sports Awards meeting (Thurs) <p>Daisy Lindlar</p> <ul style="list-style-type: none"> - Mainly occupied with Elections this week - Election catch-up meetings with Antonia Rossiter– Eaglesfield - Vote Fest 	
4	Campaigns Pot Proposal	A discussion is had about the Pot Proposal and the expenses requested for. RS suggested that a better breakdown of costs should be given to clarify expenses.	Noted
5	Guild Engagement/ Social Media	<ul style="list-style-type: none"> - Volunteering events - Blankets for Premature babies <p>A point was raised that, Officers were not informed about the Volunteering events until the last minute so RS asked BC if they can be notified prior to the events so they can make time in their diaries to attend. BC said this was possible.</p>	
6	Schools/Colleges Update	A concern was raised about Student Reps not being able to attend meetings due to clashes with Uni lectures.	Noted
7	PTOs - Buddies	None to note	All
8	Officer Training and Development	There were no Officer Training and Development requirements	Noted
9	AOB	The Officers had a discussion about the events that take place in their last week.	All

The meeting closed at 12:35 p.m.

Signed

Date