

Item No.	Item Title	Meeting Notes	Actions
Start			
1	Welcome & Introductions	<ul style="list-style-type: none"> • FC: let's do some introductions from all committee members to welcome in our new committee members • JW: I am the president of CSS- I have been on the committee for a while • XB: I'm a student member and I study economics • LJ: I am a student member and I am a first-year student • MW: I am on the committee for CSS, a student REP, and I am involved in lots of activity across the University • YS: I am studying business management and I am happy to be back on committee again this year • NC: I am the education officer at the Guild 	

2	New Group Proposal	<p><u>Thai Society</u></p> <ul style="list-style-type: none"> • FC: Thai society proposal- issues here around interest and the group hasn't got back to us with a further demonstration of this. Let's have a look at their constitution and see what we think. They want to do social events and inclusive events. Have still been operating as a society but not with us • MW: with the proof of membership/interest they do have over 200 people on that social media account • FC: It is quite an old group though so probably need more up to date evidence than this to make sure its relevant/people are still students • MW: They haven't posted since 2021 on there so that makes sense • JW: their constitution looks good • NC: the group talks about doing pre-departure events- is this feasible? 	
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		<ul style="list-style-type: none"> • JW: I don't think anything about that is in their constitution- just in their proposal. A risk assessment could address issues around this though • FC: it is a nice concept to support students on this though. Membership looks good and so do objectives • MW: publicity officer- the phrasing around accountability sounds strange • NC: I think it reads as taking responsibility as the main thing here • GD: you could ask them for more information on an understanding of saying Vice President is accountable as one of your outcomes here • JW: I think it is fine for a group to say they are working with the Guild • FC: the group needs to give proof of interest from students and clarify understanding of responsibilities of vice president role 	
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		<ul style="list-style-type: none"> • GD: can we share Chair's Action meaning here please as part of training/understanding for new committee members? • FC: Chair's Action means that a decision can be made by the Co-Chairs of the committee separately on email without the action needing to come back to an Activities Committee meeting to discuss. Within committee we can look to approve, reject or request more information <p>Committee unanimously agree to request further information on this new group proposal. Further information requested to be as follows:</p> <ul style="list-style-type: none"> • For group to provide clear and up to date interest from 15 or more students in the creation of this society. To discuss options for this in support via dedicated Co-ordinator • For an understanding of 'accountability' within description of Vice President role to be 	
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		<p>provided/re-phrased if necessary pending feedback from the group</p> <p>For evidence provided to be verified and approved on Chair's Action.</p> <p>FC: Yes NC: Yes XB: Yes YS: Yes MW: Yes JW: Yes LJ: Yes</p>	
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3	Emergency Grant Request	<p><u>Mountaineering society emergency grant request</u></p> <ul style="list-style-type: none"> • FC: group has around £8,000 in their account and are doing lots of trips. After all the trips have taken place they will have under £2,000 left. They will need to use this on subsidising and lots of other things too. The group wants to keep costs down due to the cost of living crisis. Cost is at least £100 extra per person already than last year • MW: they have just specified £100 less • FC: cost of trip does seem very high- I think we should give them something • JW: do we know why they haven't got funding from UB Sport • MW: I think all clubs are getting less money from UB Sport this year • FC: there is a chance they are getting less money from UB Sport due to increased demand. If we 	
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		<p>award there would be a reduction in ticket costs of around £65</p> <ul style="list-style-type: none">• JW: is this really an unexpected/unforeseen cost?• FC: should they have known that the costs were going to be as they are- emergency grant is 5% of the total grant pot, so isn't lots of money available. We have approximately £2,382 in that pot so their request would be about half of that pot. I think we should allocate them some• NC: did we give them grant for this at the beginning of the year?• JW: we did award the group a lot of money but it may not have been for this• FC: can we check how much we gave them?• MW: they would have been told how much money they were getting from UB Sport back in September time• NC: they were given £2,400 from us at the start of the year which is a lot of money	
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		<ul style="list-style-type: none">• FC: there may be a lack of forward planning involved here but I also think it would be harsh to give them nothing at all• GD: there is a question from Xinmin here in the chat too• FC: Thanks Xinmin. Money is available to be allocated up until June 2023. We need to decide if we think this is an emergency or not to be able to award. What other options do we have- can they apply as part of the next round instead?• SM: They can apply up until Friday and be included as part of the next round• JW: I am sympathetic but this is only for 17 people• FC: the group does have a lot of money in the bank• XB: what is the definition of emergency and could they do this as a different kind of trip to help decrease costs?• FC: it is up to the group how they budget- we could potentially	
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		<p>recommend ways they could look to make the trip cheaper?</p> <ul style="list-style-type: none"> • JW: are essentially asking for more money for an expensive trip • GD: group asked for money towards a winter skills course for this trip but nothing else for Scotland • FC: recommend that they apply as part of the round that is currently live <p>Committee unanimously agree to reject the emergency grant proposal, and request that the expense be considered as part of the upcoming round of grant decisions being made by the committee in week commencing 5th December.</p> <p>FC: Yes NC: Yes XB: Yes YS: Yes MW: Yes JW: Yes LJ: Yes</p>	
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4	<p>Activities Committee sub-group discussion</p>	<ul style="list-style-type: none"> • FC: purpose of looking at sub-groups is to see how we can make decision making more efficient and responsive to group requests within Activities Committee. How many people do we think would need to look at operational matters such as group proposals/constitutional changes? I think we would need a full committee for audit, disciplinary matters and any policy changes. What do people think about needing 1 officer and 2 student roles present? • NC:I think this is a good idea and report backs to the committee would be useful to support with this- doing it in this way happens as part of other committees • MW: would the entire committee have an opportunity to object if there was an issue? • FC: we could agree to look at things on email afterwards. This could take a while to get everyone to come back on email though so may not be the most 	
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		<p>efficient way of approaching things</p> <ul style="list-style-type: none"> • MW: I am wary of moving to a place where less people are involved meaning less input and opportunity for others • SM: the approach is about needing a minimum number of people to attend and we have some struggles with quoracy around this at the moment • MW: giving people an opportunity to give feedback in advance could be a good work around with this • FC: issue with sending email with comments is what do we do if there is a conflict of interest within that- think we would need to make sure that we have trust and faith in people who do attend the committee rather than getting feedback from all members as part of this <p>How many people do we think we need. I think 1 officer and 2 student committee roles</p>	
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		<ul style="list-style-type: none"> • JW: would say three people with 1 being an officer and 1 being a student • MW: would want more students than officers to be part of discussions if possible • NC: we could look to change this again next year and re-evaluate- could revisit in preparation for the summer <p>Committee unanimously agree the following in relation to creating sub-groups within Activities Committee:</p> <ol style="list-style-type: none"> 1) That sub-groups can exist to handle operational matters within Activities Committee with a minimum requirement of 1 Officer being present and 2 student committee members 2) That matters such as audit, disciplinary matters and policy changes cannot be covered within sub-groups, but will need to be brought to a full meeting 	
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		<p>3) That all committee members will continue to be invited to all meetings regardless</p> <p>FC: Yes NC: Yes XB: Yes YS: Yes MW: Yes JW: Yes LJ: Yes</p>	
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5	<p style="text-align: center;">Student Groups Grant training</p>	<ul style="list-style-type: none"> • GD: student groups grant takes place at three points throughout the academic year and Medsoc grant is allocated separately to this. There is a pot of money available to allocate grants every year and we have to work to this. Important we have fairness and consistency within the process <p>It would be useful to know how the committee feels about the following questions:</p> <ol style="list-style-type: none"> 1) How you would like to address 'for further information' queries as part of this round 2) If you are happy to allocate grants as part of sub-groups within the meeting itself <ul style="list-style-type: none"> • FC: I think 5 days to come back with further information would be good • MW: I agree a short timeframe for this would be good and agree with 5 days. We do need to make 	
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		<p>sure we are providing details though as part of this</p> <ul style="list-style-type: none"> • GD: If you are not happy with answers given what would you like to do then • FC: I think we would say no at that point as it would likely drag on/create some processing issues. If not clear enough at that point then it would be a no • FC: with sub-groups this worked well last time and we had enough people at each meeting to make this happen • GD: we can operate this as having 1 officer and 1 student at a minimum in each sub-group <p>Committee unanimously agree the following in relation to grant requests:</p> <ol style="list-style-type: none"> 1) That decisions can be made as part of sub-groups within committee meetings relating to grant 2) That common principals must be agreed across all sub-groups to ensure fairness and consistency 	
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		<p>3) That any further information requests need to be given clear details and questions to go back to the group on, and the group will have a maximum of 5 days to respond to those queries. If the information provided is not sufficient, the request will be rejected</p> <p>FC: Yes NC: Yes XB: Yes YS: Yes MW: Yes JW: Yes LJ: Yes</p>	
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	<p style="text-align: center;">Student groups elections timeline</p>	<ul style="list-style-type: none"> • SM: for activities committee to agree a timeline for elections in the year ahead. We have had some feedback from Medsoc that the election period be later if possible • JW: can we not just allow groups to do their elections whenever they want within term? • FC: I think this is admin related for the groups team • SM: it primarily relates to training and admin access. It is also linked to audit which happens in June • FC: we want to avoid them leaving things to the last minute as part of this. Could we possibly give one rule for Medsoc and one for another? • MW: with exams that could be down to the group • FC: think May should be an overflow period for this • SM: we could do some online elections in late March/April time 	
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		<ul style="list-style-type: none"> • JW: if doing it in February they still won't get recognised until June • MW: needs to be some clarity around training and when we will recognise incoming committee as part of this. Did many people do an election in February time? • SM: there were quite a few but we believe they participated because that is when we were able to run online elections alongside the February election period • MW: I think it might be better to say March as that is slightly later for them and may help- so March-May 2023 <p>Committee unanimously agree to make the student groups election timeline March-May 2023.</p> <p>FC: Yes NC: Yes XB: Yes YS: Yes MW: Yes</p>	
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	<p>AOB</p>	<ul style="list-style-type: none"> • JW: I have a query about external speakers and process around this • MW: we aren't accepting any new applications for external members at the moment (the Guild) • JW: there are lots of groups who would like to have external members as they help to bring in additional income • FC: we are doing a democracy review at the moment • JW: is there an option to do a your ideas on this matter to feed into process? • NC: the issue isn't going to the all student meeting- there are lots of factors involved and this is being looked at internally • FC: work being done relates to byelaws- a final decision will need to go the trustee board on this 	
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Date & Time of next meeting