

# FULL TIME OFFICER GROUP MINUTES

12:00 – 13:00  
 Online Meeting (via Zoom)

## Present

Charlotte Minter, Welfare & Community Officer (**WCO**) (**Chair**)  
 Wei-Lun Chen, International Officer (**IO**)  
 Jules Singh, Education Officer (**EO**)  
 Rob Hegarty, Sports Officer (**SO**) (Left at 12:20)  
 Tobiloba Adeyemi, President (**President**) (Left at 12:40)  
 Amie Raphael, Activities and Employability Officer (**AEO**)  
 Rebecca Cutler, Postgraduate Officer (**PGO**)

## Also in Attendance

Sam Jones, Executive Assistant (**SJ**) (notetaker)  
 Jo Thomas, CEO (**JT**)

## Apologies

None.

The Chair opened the meeting at 12:00

No	ITEM FOR DISCUSSION	Notes	ACTION
1	<b>Previous Minutes (26.04.21)</b>	The minutes from Monday 26 <sup>th</sup> April 2021 were approved as an accurate record of the meeting.	<b>Approved</b>
2	<b>VCIR Officers</b>	SJ noted a request from University IT Services for an Officer to participate in a Vice-Chancellor's Integrated review (VCIR). The PGO volunteered to participate.	<b>Noted</b>
3	<b>Room Naming</b>	<p>The Officer Team discussed the naming of two new meeting room spaces which had become available in the Guild building. JT noted that these rooms would be used internally by Officers &amp; Staff, not for Student Groups usage.</p> <p>The IO suggested naming the room "One World". The WCO suggested "Greta Thunberg" and "David Attenborough" as possible names. The President suggested "George Floyd". The EO suggested "Mermaid Room".</p> <p>The Officer Team agreed to "Mermaid Room" and "Pride Room" as names for the new rooms.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>
8	<b>Diaries</b>	<p><b>President</b> – TB Chair meeting, Officer Wins, Welcome Week planning group meeting, Welcome 2021 planning, TOIL, GEMT, Commonwealth Games Meeting, Black Voices catch-up, Pritchett's Park liaison group, Officer/C&amp;M/Voice Catch-up, EA 1:1.</p> <p><b>WCO</b> – Project board meeting, Activities &amp; Events meeting, student conduct meeting, catch-up w/ reclaim campus UOB, Community Wardens &amp; police catch-up, GEMT, Safety</p>	<p><b>Noted</b></p> <p><b>Noted</b></p>

		<p>Campaign catch-up, Student Staff interviews, Officer/C&amp;M/Voice Catch-up.</p> <p><b>EO</b> – CAL Student Reference Group, LES Q&amp;A, Assessments and Support week delivery Group, CEO 1:1, DSO meeting, MDS Q&amp;A, University Relationships, EPS Q&amp;A, Officer/C&amp;M/Voice Catch-up.</p> <p><b>AEO</b> – BEMA meeting, MDS CQAC, Student Trustees meetings, Guild &amp; Careers network meeting, CEO 1:1, Association's meeting, Venues Interviews, Room-bookings policy meeting, Officer/C&amp;M/Voice Catch-up.</p> <p><b>PGO</b> – Research committee, Officer Wins meeting, CAL college Q&amp;A, University Strategic framework feedback meeting, University relationships, Catch-Up Director of Support, Officer/C&amp;M/Voice Catch-up.</p> <p><b>IO</b> – Activities &amp; Events meeting, Officer Wins meeting, Dubai Progress meeting, SAET meeting, Officer/C&amp;M/Voice Catch-Up.</p> <p><b>SO</b> – Club Development Catch-Up, Sustainability Taskforce meeting, Guild UB Sport Catch-up, CQAAC, 'Test to Play' planning, Officer/C&amp;M/Voice Catch-Up.</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>
9	<b>Officer Wins/ Priority Campaigns</b>	<p>The President noted a Black Voices update circulated to the Officer Team. The President noted an upcoming meeting to review outstanding actions from the Black Voices campaign.</p> <p><b>AEO</b> – n/a.</p> <p><b>EO</b> – Extenuating Circumstances and Guild meeting.</p> <p><b>WCO</b> – Community Wardens fair.</p> <p><b>SO</b> – Sports night Fab tickets allocation.</p> <p><b>PGO</b> – Graduation Plans and Communications review.</p> <p><b>IO</b> – Induction session for UoB Singapore.</p> <p><b>President</b> – Manifesto review, COVID-19 testing.</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> <p><b>Noted</b></p>
10	<b>Guild Communications, Social Media</b>	<p>The Officer Team noted the flowing items for promotion via social media.</p> <ul style="list-style-type: none"> <li>Star Wars Tiktok Video.</li> </ul>	<p><b>Noted</b></p> <p><b>Noted</b></p>
11	<b>Schools/Colleges/ Dubai Update</b>	<p>The WCO noted positive discussions on the Guild's Decolonisation proposals at a recent CEC meeting.</p> <p>The EO noted constructive student feedback on the timetabling process and UoB App. The EO and WCO to discuss in relation to student wellbeing.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p>

12	<b>Part Time Officers</b>	<p>The SO updated the Officer team on the Green Impact programme, which had been submitted this week together with the EEO. The SO noted that the Guild expected to receive and 'Excellent' award again this year, subject to audit.</p> <p>The AEO noted a recent meeting with the EEO on sustainability training for student group committees moving forwards.</p> <p>The President noted ongoing work with the EEO on the fossil free divestment campaign, and the outcomes of the University's Investments Committee meeting.</p> <p>The IO noted a recent meeting with the EMO on international students' progression.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>
13	<b>Any Other Business (AOB)</b>	<p>The EO updated the Officer team on preparations for 'De-stressival' activity in May and June. The EO noted plans for fruit giveaways and in-person activity in the building as COVID1-9 restrictions eased. The PGO noted the importance of avoiding plastic items in giveaways.</p> <p>The Officer team discussed the wellbeing advice in student facing comms for de-stressival, noting that the current content was very general and common sense. The WCO suggested looking including content that is more specific. The WCO suggested a 'drinking challenge' on Instagram, encouraging students to drink enough water. The PGO suggested an incentive for a competition. The EO asked Officers to circulate suggestions for content.</p> <p>The WCO noted a request from the University on a research project on student wellbeing during COVID. SJ to diarise.</p> <p>The SO noted a recent meeting with Urban Angels Birmingham on a possible workshop for staff and volunteers on safety late at night in Selly Oak. The PGO suggested including sports teams and society committee members. The Officer team discussed next steps for a programme of pairing up walkers. The President noted possible issues to resolve with GDPR.</p>	<p><b>Noted</b></p> <p><b>All</b></p> <p><b>SJ</b></p> <p><b>Noted</b></p>

The meeting closed at 13:00.

Signed .....

Date .....