

Present

Josephine Conway, Activities and Employability Officer (**AEO**) (**Chair**)
 Danielle Murinas, Postgraduate Officer (**PGO**)
 Aaliyah Simms, Welfare & Community Officer (**WCO**)
 Jules Singh, Education Officer (**EO**)
 Mikey Brown, President (**President**)

Also in Attendance

Jo Thomas, CEO, (**JT**)
 Sam Jones, Executive Assistant (**SJ**) (note taker)
 Matt Nunn, Venues Manager (**MN**)
 Adam Sheridan, Director of Engagement (**AS**)

Apologies

Wei-Lun Chen, International Officer (**IO**)
 George Christian, Sports Officer (**SO**)

The Chair opened the meeting at 10:00

No	Item for Discussion	Notes	Actions
1	Previous Minutes (09.08.21)	The minutes from Monday 9th August 2021 were approved as an accurate record of the meeting.	Approved
2	Queue Jump Card – Venue 2021/22	<p>The Officer team discussed the proposal for Queue Jump cards for Guild Venues and Fab Nights.</p> <p>The President noted that they were happy with the proposal in principle. The AEO noted that they were unsure about the motivation for students to purchase a card in advance, in contrast to the current student behaviour of purchasing tickets for each individual club night. The AEO noted that they were unsure of the market for the cards.</p> <p>MN and AS joined the meeting at 10:10.</p> <p>The PGO noted a possible market for postgraduates for repeat attendance over a term, and for international students who may be living in Birmingham for 6 months.</p> <p>MN updated the Officer team on the rationale for putting the Queue Jump cards on sale, noting the benefit on VAT on sales, and possible increases in attendance with advance 'buy-in' for sales.</p> <p>The AEO noted their preference for not restricting the timings of the ticket. MN noted the benefit of having a 'queue jump'</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>

		<p>element of the card, guaranteeing entry before a certain time. AS noted the importance of a time restricted element in bringing students into the venue earlier, increasing sales earlier in the evening and allowing a guaranteed entry offer. MN noted the value of additional data collection on attendance and customer patterns from the use of a card scheme, beyond additional commercial revenue.</p> <p>The WCO noted the importance of making sure students did not miss out on the release of the queue jump cards due to pay-day dates. The WCO noted the value of a queue jump card scheme for 1st years students, guaranteeing entry for a whole term.</p> <p>MN noted that the scheme would guarantee entry for every to club night for the semester, including a queue jump mechanism until a certain time each night, after which attendees would still be able to enter the club for free, but would need to queue up outside with other customers.</p> <p>JT noted the importance of timing of the card releases so that students awaiting receipt of their maintenance grants were not prevented from purchasing their cards in time. AS/MN to look into possible delayed payments in line with maintenance grants.</p> <p>The Officer team agreed to move forward with planning for a Queue Jump card for the Guild's club nights.</p> <p>MN and AS left the meeting at 10:25.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>AS/MN</p> <p>Noted</p> <p>Noted</p>
3	Graduation Timetable	<p>SJ updated the Officer team on arrangement for their attendance at graduation celebration events for the graduating class of 2020 in September 2021. SJ noted that for each celebration event, the Guild would send one representative to be part of the formal procession. The Officer team discussed timetabling for their graduation events.</p>	<p>Noted</p>
4	GEMT Update	<p>JT updated the Officer team on discussions at Guild Emergency Management Team (GEMT) on the continuing relaxation of COVID restrictions.</p> <p>JT noted planning towards the removal of social distancing requirements in the Guild building and at Guild events from Monday 6th September onwards, in line with the approach of the rest of the University. JT noted the need for the majority of staff to come into the building for operations during welcome week.</p> <p>JT noted ongoing work on the Guild's building risk assessment as social distancing controls were relaxed in office spaces and meeting rooms.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p>

		JT updated the Officer team changes to office space working and continuing controls on COVID transmission, such as protective screens and other elements of a 'hierarchy of controls', such as ventilation and hand sanitation. JT noted plans for a list of FAQs to staff in advance of policy changes.	Noted
5	Diaries	<p>President – Officer Action Planning session, Officer Photos, Joined Up Conversations, Citizens Advice Training, Activist network meeting, External Relations meeting, COSS/CAL meeting on extenuating circumstances.</p> <p>AEO – Interview Shortlisting, Officer Action Planning session, Officer Photos</p> <p>WCO – Citizens Advice training, UoBE Festival meeting, Joined Up Conversations, Officer Action Planning session, Officer Photos, BCU and Aston welfare meetings.</p> <p>PGO – Officer Action Planning session, Officer Photos, Joined Up Conversations, Citizens Advice Training, Postgraduate Website updating, PGR wellbeing meeting.</p> <p>The Officer team discussed the University's existing system on extenuating circumstances.</p> <p>EO - Officer Action Planning session, Officer Photos, Joined Up Conversations, Citizens Advice Training, Idea Submission meeting, Learning & Analytics oversight meeting, Med School meeting, NCS presentation, Disabled students commission meeting.</p> <p>IO – n/a</p> <p>SO – n/a</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
6	Officer Wins	The EO noted the University's changes to IT systems, allowing additional pronouns such as he/they and she/they.	Noted
7	Guild Communications and social media	<p>The Officer team discussed the following items for promotion on social media:</p> <ul style="list-style-type: none"> • Birmingham Students – International Innovation Challenge. • Welcome Week Ticketing (registration). • Code of Conduct - Jurisdiction change. <p>The Officer team discussed a series of 'MythBusters' campaigns on elements of the University's services to students, such as careers network.</p>	<p>Noted</p> <p>Noted</p>
8	Schools/ Colleges Dubai Update	No Items noted.	Noted

9	Part-Time Officer	The PGO and WCO noted difficulties getting in touch with their part-time officer buddies over the summer.	Noted
10	Any Other Business (AOB)	The Officer team discussed Officer Team communications in relation to the crisis in Afghanistan and the collapse of the national government. The Officer team discussed communications in support of student affected and extending signposting to university support. The President agreed to discuss communications with Guild Advice.	Noted

The meeting closed at 11:00.

Signed Date

DRAFT