

Guild Officer Group Minutes

Present: Ellie Keiller (President), Natalie Cox (Activities & Development Officer), Chris Wilkinson (Education Officer), Izzie Nicholds (Housing and Community Officer), Rose Bennett (Postgraduate Students' Officer), Brandon Hattiloney (Representation and Resources Officer), Georgie Freeman (Sports Officer), Ross Strong (Welfare Officer), Awati Mohammed (International Students' Officer), Fran Nash (LGBTQ Officer), Kiki Hassen (Disabled Students' Officer), Alex Binnie (Womens' Officer), Rachel Fisch (Anti-Racism & Anti Fascism Officer), Nicky Woods (Ethical and Environmental Officer), Asif Mohammed (Home Students' Officer), Max Seitler (Satellite Sites Officer)

In attendance: Lewis Lay (Representation Coordinator) [Note Taker], Adam Sheridan (Director of Engagement)

Apologies: Rik Sowden (Mature and Part-time Students' Officer), Maurycy Cytarzynski (Community Action Officer)

The Chair welcomed everyone and the meeting commenced at 17:30

No	ITEM FOR DISCUSSION	MATTERS DISCUSSED	ACTION
1	Welcome	EK welcomed everyone to the meeting. EK informed the group of apologies sent.	Noted
2	Minutes from the previous meeting and Matters Arising	<p>Minutes of the Last Meeting</p> <p>The minutes from the previous meeting were accurate and approved.</p> <p>Matters Arising</p> <p>Election Blog Posts: EK reminded the group that they can write a blog post to outline their role & BH pointed out that this will be useful particularly for Part-time roles. EK informed the group that blog content has been received by RSo and is waiting for content from NW and ES. AB and KH also expressed interest on writing a blog.</p> <p>Disabled Students in Sports Update: GR and KH will be meeting later this week and a survey has now gone out to students. Will be working with University when results are collated to action progress.</p> <p>Equality and Diversity Committee Update: RS was unsure if meeting minutes needed to be sent to GOG and this will be done for the next meeting. RS will provide further updates during the E&D standing item of the agenda.</p>	<p>Noted</p> <p>Action: NW, ES, AB and KH to send blog content to EK & BH.</p> <p>Noted</p> <p>Noted</p>

3	Officer Verbal Updates	<p>EK asked each member to provide a quick update on their activity.</p> <p>Ellie Keiller (President)</p> <ul style="list-style-type: none"> Working with Student Voice on Mayoral Candidate Talks Writing BREXIT Birmingham Manifesto, this has been picked up by local and national press <p>Georgie Freeman (Sports Officer)</p> <ul style="list-style-type: none"> Working with Kiki and have also been working with Fran for a Birmingham Bulls event. Working with University with the new sports centre This Girl Can events with some upcoming events including free self-defence classes <p>Rose Bennett (Postgraduate Students' Officer)</p> <ul style="list-style-type: none"> PGT Project There is a new PGMSA Committee PG area of the Guilds website <p>Izzie Nicholds (Housing and Community Officer)</p> <ul style="list-style-type: none"> A lot of work this term is focussing on Student safety Also looking at a number of community events Rebooting the RA Scheme with HAS <p>Max Seidler (Satellite Sites Officer)</p> <ul style="list-style-type: none"> Held Micro-volunteering event in the Dental School at the end of last term and looking to hold more at other sites. Advertising the SSO role to encourage more people to run for the role this year. <p>Rachel Fisch (Anti-Racism & Anti-Fascism Officer)</p> <ul style="list-style-type: none"> Planning Holocaust Memorial Day events that now need advertising out. Working with JSoc on events. <p>Asif Mohammed (Home Students' Officer)</p> <ul style="list-style-type: none"> Looking into transport in the local area. <p>Kiki Hassan (Disabled Students' Officer)</p> <ul style="list-style-type: none"> Working with DAMSA, Student Minds and BEAT. Also looking at a mental health survey. <p>Nicky Woods (Ethical and Environmental Officer)</p> <ul style="list-style-type: none"> Planning Go Green Week event with a focus on vegan related activities. Working with Vegan Society with this to get talks as one member is a dietician. <p>Awati Mohammed (International Students' Officer)</p> <ul style="list-style-type: none"> Working on the University being students guarantors. <p>Natalie Cox (Activities & Development Officer)</p> <ul style="list-style-type: none"> Give it a Go fair is happening next week. Priority for this term is the room booking system. Also encouraging more students to be members of societies. 	<p>Noted</p>
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		<p>Alex Binnie (Womens' Officer)</p> <ul style="list-style-type: none"> • Working on a Women's Lecture series and may need help advertising. • Not On and working on a report to support funding • Planning a Reclaim the Night event with the idea of holding it on campus. <p>Fran Nash (LGBTQ Officer)</p> <ul style="list-style-type: none"> • Working with Georgie on the Birmingham Bulls event. • Working with LGBTQ to plan history month and race awareness events. <p>Ross Strong (Welfare Officer)</p> <ul style="list-style-type: none"> • Working with Fran on Gender Neutral Toilets • Working with Alex on Sexual Violence and Harassment awareness. • <p>Brandon Hattiloney (Representation & Resources Officer)</p> <ul style="list-style-type: none"> • Elections planning for the upcoming Officer Election • Working on Street Kitchen which will be opening in less than a month • Planning a BME event with careers network • Suli Breaks event <p>Chris Wilkinson (Education Officer)</p> <ul style="list-style-type: none"> • Training Student Reps which we are now up to 400+ trained • Working with University on a Student Engagement Strategy and Digital Education Strategy • Working with Kathy Armour on Big Conservation • Getting Student Reps involved with a Technology Enhanced Learning group 	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
<p>4</p>	<p>"Your Ideas" and Mandate Updates</p>	<p>EK ran through each idea title passed through 'Your Ideas' and asked any officer to provide an update on progress.</p> <p>Print Credits: CW is working on this and is looking for who to contact within the University about this.</p> <p>Panopto: CW updated the group that working is being done on this with a University working group set up to create a Panopto Code of Practice. CW and KH sit on this working group. Part of this work includes ensuring that a suitable alternative is in place for lectures where Panopto does not take place.</p> <p>AwM asked for more details. CW explained that they are putting in a Green, Amber and Red system to help identify when panopto is not being used to get further information.</p> <p>AsM asked is the work with Panopto is protecting workers rights. CW outlined discussions held with University and UCU and that worker rights are being taken into account. EK has also talked to the Provost about this.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p>

		<p>Solar Panels: RB has contacted University estates and is waiting on a reply.</p> <p>Convenience Store: BH updated the group that this cannot happen until Spars contract is up for review. BH is also talking to Spar regarding pricing.</p> <p>More Accessible Elections: BH updated the group that work has been done on this with the removal of skip diving and that any materials outside of the free and fair list need to form part of the candidates budget. The policy on supporting students with disabilities with elections has been review and Student Voice can support these students.</p> <p>Full-time International Officer: BH updated the group that this will be forming part of the periodic review that takes place that looks at all the officer positions.</p> <p>Affordable Graduations: EK updated the group that discussions have been had with the University and am waiting for an update but the University seems keen. It is however difficult as UoB is quite good compared with other Universities.</p> <p>Train Tickets: EK and BH updated the group that they are working on this and meetings have taken place that suggests this is being resolved.</p> <p>Microwaves on Campus: EK and BH updated the group that they are discussing this with HAS.</p> <p>Hot Drinking in the Library: BH updated the group that the library is making movements on this through discussions and the #FreeTheTea event held last term.</p> <p>More live Music in the Guild: NC updated the group that this is happening with an open mic event taking place this week in Joes which has had interest from students.</p> <p>Naps Rooms: RS updated the group that this is something being looked into and have looked at what other unions do. This does have a cost implication as they typically have to be staffed. RS is looking into alternatives such as rest spaces for destrestival.</p> <p>Gender Neutral Toilets: RS updated the group that estates are on board with this and that more gender neutral toilets are happening. RS asked for people to get their departments to request gender neutral toilets and if there are issues to report these to RS.</p> <p>NW asked about what is happening with the Guild Gender neutral toilets. RS informed the group that there is a gender neutral toilet in the guild but there are issues with accessibility and not being open during club nights. This would be an expense that would come under the guild and will need to form part of future building development</p>	<p>Noted</p>
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		<p>discussions.</p> <p>Sanitary Bins: IN updated the group that accommodation are trailing self-service sanitary bins in one hall of residence with plans to roll it out to all halls of residence in September 2017.</p> <p>Castle Cars: EK updated the group that we are waiting for current contract to finish before going out to tender. EK also mentioned how this contracts funds Redbrick and EK is looking into alternative funding.</p> <p>KH asked if other companies are booking looked at as a replacement. EK outlined how this is part of going out to tender.</p>	<p>Noted</p> <p>Noted</p>
5	Officer Question Time	<p>The next meeting of Officer Question Time is taking place on Thursday 16th March 2017 in Rosa Parks.</p> <p>BH informed that group that after a review of the By-laws with Student Voice it has come to our attention that Liberation Officers also need to be held to account. This is something that does not currently happen with OQTs and we think it is best to occur in the relevant associations. BH will be contacting associations to discuss and plan how this can happen.</p>	<p>Noted</p> <p>BH to update the group at next meeting and inform liberation officers of updates.</p>
6	NUS News/Updates (Zones Conferences)	<p>EK informed the group that if you are interested in being an NUS Delegate these elections will be run as part of the Officer Team elections and anyone interested is encouraged to stand.</p> <p>EK also informed the group that NUS motions for National Conference have been written and will be on the next round of 'Your Ideas'. Any motions that do not hit quoracy will be received at GOG for a decision.</p> <p>AsM asked if the Guild has a stance on recent events relating to Richard Brookes. EK stated that the Guild holds no position on this matter.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p>
7	Student Equality and Diversity Committee Report	<p>RS updated the group on E&D Committee Activities including:</p> <ul style="list-style-type: none"> Looking to write a Guild E&D strategy and will update group on progress of this area of work. Group will be looking to review and update the Guild Zero Tolerance policy and will be discussing with BH if this needs to be approved through 'Your Ideas', GOG or another method. 	<p>Noted</p>
8	West Midlands Mayoral Debates	<p>EK informed the group of the upcoming Mayor elections and the EK has been working with Student Voice to arrange Mayoral Candidate Talks from the candidates.</p> <p>EK explained the format of these talks and informed the group of upcoming dates and times for each candidate invited. These are all now on the Guild Facebook page and Guild website.</p>	<p>Noted</p>
9	Officer Team Elections Updates	<p>BH updated the group and informed them that nominations are now live and all relevant guidance can be found on the Guilds website. Planning is still happening and during campaigning there will be VoteFest to incentivise voting which will include Goats, Dominos and</p>	<p>Noted</p>

		<p>other activities.</p> <p>EK read out the Officer declaration of candidacy document and asked that anyone interested in running to email elections. BH asked if anyone had any questions.</p> <p>NW asked about the use of social media for clarification of what they can use it for. BH informed group that official officer social media cannot be used for any election activity or during campaigns if you are running for a position.</p> <p>AB asked about the use of the office before and during campaigning. BH informed the group that offices cannot be used for campaign materials or anything related to running in the election. During campaign week you cannot use the office at all if you are standing in an election. As part of elections a room will be made available for candidates to store campaign materials.</p> <p>RB asked a further question about officer social media and whether officers running need to say on social media that they will not be on it for a while as they are running or simply stop using it. BH is looking into this but is likely to be a stop of using the account for campaigning and no mention of running. RS provided the group with some advice with out of office messages.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
10	FTOG Updates	EK updated the group on what has been happening in FTOG. This included regular business, such as going through diaries, and reviewing campaign pot proposals. One proposal from BEAT was not approved and the group has asked the proposer for more information. GF explained the proposal in more detail.	Noted
11	AOB	<p>EK outlined the Holocaust Memorial Day Campaigns Pot. This was APPROVED by the group.</p> <p>EK also outlined planned activities with Holocaust Memorial Day and asked the groups opinions on timings. Group inputted and approved. RF also explained why the event is timed when it is. EK will now get this pushed out through marketing. EK also invited members of the group to talk at the event if they wanted and just need to contact EK.</p>	Noted

The Chair closed the meeting at 18:30
Date of Next Meeting: 9th February 2017