

Present:

Harry Brooks, Activities & Employability Officer (AEO) (Chair)

Cat Hardiman, Sports Officer (SO)

Alice Liu (TL)

Matty Widdop (MW)

Harshini Sambangi (HS)

Felishia Elvin (FE)

Muskaan Singh (MS) Present for training but connection dropped after

Staff Members in attendance:

Abigail, Senior Student Groups Coordinator (AG)

Samantha Macbeth, Student Activities Manager (SM)

Quoracy for this meeting is: 6

Trigger Warnings:

Item No.	Item Title	Meeting Notes	Actions
Start			
1	Welcome & Introductions	Harry invites new committee members to introduce themselves.	

2	Training	<p><u>Present:</u></p> <p>HB CH MW TL HS FE MS</p> <p>AG SM</p> <p>Harry invites AG to carry out training.</p> <p>AG refers to PowerPoint presentation and delivers Activities Committee training for 23-24 elected committee.</p>	
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<p>3</p>	<p>AOB</p>	<p>Harry invites members to take a quick interim break, then move to the AOB section.</p> <p><u>Present:</u></p> <p>HB CH TL MW HS FE</p> <p>AG SM</p> <p>Noted committee is quorate.</p> <p>HB- First is presenting paper for delegation of powers.</p> <p>SM-</p> <p>*Presents paper*</p> <p>AC, democratic committee is the only committee that can make those decisions for grant, proposals and constitutions for student groups.</p> <p>Difficulty to get quoracy, due to volume of business.</p> <p>To support in previous years, AC delegating some of its work to members of committee, this is allowed in byelaws.</p>	
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		<p>*Proposal was read out, which included delegation of duties to Chair.</p> <p>Delegation to members of committee subgroup.*</p> <p>HB- is everyone happy with recommendations, and to defer powers where have to? Anyone have comments, questions, or queries?</p> <p>MW- does approving this stop doing normal email resolution?</p> <p>SM- better where possible for discussion but wouldn't stop availability where possible.</p> <p>MW- wary of Student Groups policy.</p> <p>HB- email resolution wary if people stop replying.</p> <p>SG policy to go over email resolution and is something that could wait on, whereas student group proposal can't wait.</p>	
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		<p>MW- at any point decision can be made by chair's action or subgroup. Can we do email resolution then subgroup if not?</p> <p>SM- difficulties administratively, subgroup could meet more regularly. People get involved will attend subgroup any way throughout the year. Can take out where it refers to student group policy?</p> <p>MW- Want to make sure event if a subgroup, someone could still email in?</p> <p>SM- invitation and papers would be sent out in advance, could let the chair know though if any concerns.</p> <p>HB- Happy with all apart from student groups policy, to be emailed by email resolution?</p> <p>SM- would copy this into the minutes, if you wanted amendments to student group policy to attempt to</p>	
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		<p>go to full committee meeting first and then if not possible to go to subgroup after for any changes to the document?</p> <p>HB- what does everyone think? I am happy with everything else, just the amendment around student group policy? Or ad hoc audit?</p> <p>SM- ad hoc audit- groups that have fallen off the radar from audit, to do that and put them onto SAS and support them dependent on what has occurred.</p> <p>HB, MW happy with that</p> <p>MW- question about grant with subgroups?</p> <p>SM- grant needs to be allocated by AC, in the training it can be split off into smaller groups as said. Or do committee want to include it as a subgroup in the interest of getting it done?</p>	
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		<p>HB- I'd like it included, benefitted from subgroup. Will be an issue and grant can't wait, should be included.</p> <p>MW- could we say as many people as we can, send out an email resolution?</p> <p>HB- by email resolution might not get quoracy. Split into subgroups then email resolution for final approval.</p> <p>SM- Context missing on email, think about discussions would normally have. Applying principles and making decisions. Convo lost on email and may be difficult for person to review on email.</p> <p>MW- can go to subgroup for grants. Agreeing to do this</p> <p>Delegation of duties proposal points:</p> <p style="color: red;">Delegation to Chairs – 'Chairs Action'</p> <ul style="list-style-type: none"> <li style="color: red;">• For the chairs to be delegated duties for approval of all committee 	
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		<p>business whereby the Committee or Sub Group have requested further information and agreed for chairs to review and approve, reject or defer, following the receipt of the additional information received. Both chairs must agree or the matter is deferred back to the Sub Group / Activities Committee <i>Note: this is only where stated within those meetings the Committee or Sub Group would like for this to be resolved under Chairs Action</i></p> <ul style="list-style-type: none"> • Ratification of all meeting minutes ahead of the next scheduled meeting, in order for these to be published in a timely manner for members to scrutinise <p>Delegation to members of the committee – ‘Sub Group’</p> <ul style="list-style-type: none"> • Sub Group will consist of a minimum of 3 constituted members of Activities Committee, 1 of which must be a Chair • All members of Activities Committee will be informed of the dates of sub groups and invited to attend if they are able 	
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		<ul style="list-style-type: none"> • Sub Group will be delegated the following duties of Activities Committee; New Group Proposals, Constitutional Changes, Student Group Grants, Emergency Grants, ad-hoc Audits • Student Group Policy changes and reviews should be reviewed at Activities Committee wherever possible, either via a meeting or email resolution. Where this is not possible, the Sub Group are delegated this duty • Decisions at Sub Group shall seek to operate by consensus wherever possible, but may in the absence of consensus decide matters by simple majority. Where a majority decision can not be reached or at the Sub Groups request, a decision will be deferred to the next Activities Committee • Minutes of the Sub Groups decisions will be brought to the next Activities Committee as an agenda item <p>Activities Committee will aim to meet 5 times per year, and may at any point, deny any further</p>	
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		<p>delegation of its duties. This can be done by simply majority within a committee meeting or via email resolution.</p> <p>Dates of Activities Committees will be made available on the Guild website to allow for Full Members of the Guild to attend if they wish.</p> <p>*Committee vote on this paper*</p> <p>Vote yes:</p> <p>HB</p> <p>TL</p> <p>CH</p> <p>MW</p> <p>FE</p> <p>HS</p> <p>HB- ratifying from the 31st of July, AG will circulate minutes from sub groups with the decisions made over summer. These are constitutions, new groups proposals and grant.</p> <p>Semester 2 grant applications are open now.</p> <p>Harry gives thanks and closes meeting.</p>	<p>Action for AG to send training, sub group minutes from 31st of July and dates for next meeting out on email to all committee members before the next meeting.</p>
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Date & Time of next meeting: 22/11/2023, 10:30-12pm