



## MINUTES FROM SOCIETY MONTHLY MEETING

Monday 03/10/2016

**Present:** Vickky Firth (VF), Charlie Freeman (CF), Louise Aitken (LA), David Green (DG), Laurie Illingworth (LI) & Matthew Walton (MW).

Representatives from; Asian Culture Society, Big Band Society, Biomedical Sciences Society, Business Society, Christian Union, Creative Writing Society, Drama Society, Feminist Society, Film & TV Society, Geek Society, Historical Re-enactment Society, History Society, Japanese Society, Linguistics Society, Musical Production Society, Orchestra Society, Occupational Therapy Society, Radio Society, Singing Society, SSAGO, Square One Society & Super Human Society.

**Apologies:** Islamic Society, LGBTQ+ Society, Physiotherapy Society, Primary Education Society, Psychology Society & Student Minds Society.

### 1. Welcome and Introduction

VF takes attendances, with only one society not in attendance with no apology sent. VF welcomes committees and congratulates them on the hard work put in over September and the high level of memberships. Memberships are currently over 400.

### 2. Introduction to Finance

VF invites DG to introduce committees to society finances. DG updates committees on any changes to finances. DG reminds committee that all societies are liable to 20% VAT on memberships. Committees ask how they will know the breakdown of membership costs. AL offers to put a financial breakdown on the website.

**Action: AL**

VF explains the process of grant allocation to committees and notifies them that societies cannot justify gaining any more grant if it isn't spent. Some societies were not allocated grant due to previous committees not spending and VF urges societies to spend their grant in the coming year.

### 3. Initial Society Meetings

VF reminds societies that they need to have initial society meetings with her if they haven't already. VF asks chairs to book a meeting with her for the coming week at the end of the society monthly meeting.

### 4. EGMs

VF reminds committees that they need to hold EGMs for any missing committee members as soon as possible. Request rooms if needed and email her the results once the EGM has happened.

## 5. Room Bookings

VF asks that societies ensure they use their room bookings and keep up good communication in regards to them. If they do not need a room any more let her know. Email VF with semester one and two room bookings as soon as possible to get them booked. VF asks committees to make sure when booking rooms they are specific with their room requests to ensure the rooms can be booked easily.

## 6. Society Reporting

VF requests a monthly report for September off committees within the next week to collate into a society newsletter.

## 7. Website Updates

VF asks if everyone is ok with the new website. VF assures committees that committee privileges will be on shortly and until then visit the info point or email VF requesting information.

## 8. Membership

VF explains that for members struggling to pay the most likely cause is members are not using the address their card is registered to. If anyone wishes to join as an alumni or associate member they must go to info point to register.

## 9. Email Protocol

VF requests that committee members only contact her via email or through the info point for anything society related and do not message her on her private facebook as she will not respond.

## 10. Membership Cards

VF notifies committees that instead of being issues membership cards this year they will be given stickers for on their student idea affiliating them to a sport, society or SW5, but not to a specific sport or society. If societies need a card affiliating them to their society VF suggests making their own business cards and giving them to any businesses that might need to know what they look like. VF lets societies know that they will be emailed over the next few weeks letting them know how to access these stickers.

## 11. Societies Dinner (inc. room and budgets)

CF informs committees that Societies dinner is going to be on the 28<sup>th</sup> April 2017. A few committee members vocalise that this is during their placements, but CF explains that we couldn't get a date that included no placements and as it's on a Friday it should be easier to come to. VF explains she wants to expand the dinner and have gone for a bigger room this year which will hold 250 people.

## 12. Not on Our Campus Campaign

VF lets committees know that only 10 societies have not on our campus representatives and they need to ensure they have elected representatives as soon as possible.

### 13. Students' Union Building Update

VF reminds the committees that the Students' Union still isn't ready and asks if societies have had any other problems not previously stated around this. LI informs students that we are as eager as they are to have the building finished and he wants to be president of the students' union and not the canteen.

### 14. SW5 Restarts

CF informs students that SW5 is restarting next Monday (10<sup>th</sup> October) and it is £5 to join for the whole year.

VF asks if there are any questions anyone has before we move on to Any Other Business.

**Q:** When is health and safety officer training?

VF responds that there is no specific training past conference but if people are unsure of any roles they are in they can book in a meeting with her via the info point to run through the jobs in the role.

### 15. Any Other Business

LI asks committees if they would want to merge the Sports and Societies Zones with the monthly meetings, to save members going to numerous meetings a month.

**Q:** Are the zones very sports based?

LI informs students that the first zone was very sports based due to the majority of the student there being from a sports team. He then suggests a structure in which there is a society meeting, then the zone, then the sports meetings. This would mean sports could join later at the start of the zone and societies could leave at the end of the zone to prevent crossover. This is received well by committee members. It is clarified there is only one representative from each committee required for the monthly meetings and all are welcome at the zones.

**Q:** Where is the membership money going as it is not yet in our private accounts?

AL explains that the money has to go to Lincoln first as our middle man then it will come back to us and shouldn't be any longer than a two week turnaround. It is agreed that if societies are desperate for money for an event and their funds have not yet come through, but it is apparent that they will have the funds they can email VF for funds authorisation.

VF asks if any societies have any announcements to make in terms of upcoming events or anything worth celebrating.

- Jess Martin - drama have a variety show in week 11, email her to take part
- Aidan Laycock – Radio are having a weekly sports and socs takeover, email Aidan to take part
- FemSoc have a Macmillan fundraiser on the 2<sup>nd</sup> November
- Christian Union have an open mic night at Museum street costa this Friday at 7
- Craft Society is NEW and are looking for members
- Drama have a play coming up about speed dating soon
- Geek society have a lot of class members! OT vs GEEK laser tag. GEEK Society 24 hour gaming event!

**Date of next meeting:** 4:30pm Monday 7<sup>th</sup> November 2016 in the SU Cafe