

## **Committee Meeting Meetings**

Date - 19/04/2020

### **Present:**

Jack McAlinden	president@galenicals.org.uk	/
Lucy Willis	secretary@galenicals.org.uk	/
Alice Watts	performingarts@galenicals.org.uk	/
Kieran Howarth	alumni@galenicals.org.uk	/
Narendra Mampitiya	senior@galenicals.org.uk	/
Bash Hamza	collegesdirector@galenicals.org.uk	/
Francesca Blest	sports@galenicals.org.uk	/
Callum Craig	treasurer@galenicals.org.uk	/
Catrin Masson	foundation@galenicals.org.uk	/
George Hurst	sports@galenicals.org.uk	/
Kimran Birring	webmaster@galenicals.org.uk	/
Brianna Robinson	international@galenicals.org.uk	/
Emma Bache	communities@galenicals.org.uk	/
Shalaka Dixit	sponsorship@galenicals.org.uk	/
Amber Knapp-Wilson	maturemedics@galenicals.org.uk	/
Shay Wahid	events@galenicals.org.uk	/
Sheena Chantelle Parmar	events@galenicals.org.uk	/
Natasha McGowan	welfare@galenicals.org.uk	/

### **Absences/Apologies:**

NIL

Agenda Item	Notes	Actions
<b>Committee business</b> <b>(item reference is to that of agenda)</b>	<p><b>Item 1 - Committee Introduction</b></p> <p>Coming months will be digital with zoom (etiquette including muting mic)</p> <p><b>Shay and Sheena (Events)</b></p> <ul style="list-style-type: none"> <li>- Ideally a few more events than we currently have, with an emphasis on non-alcohol related.</li> <li>- Outline would include the normal bar crawl, a non-alcohol event, Christmas sit-down event, end of dry January event and spring ball.</li> <li>- An event every 4-6 weeks.</li> <li>- Hoping to establish what students actually want from these events through questionnaire process.</li> <li>- Awaiting handover.</li> </ul> <p><b>Alice (Performing Arts)</b></p> <ul style="list-style-type: none"> <li>- Hoping to integrate performing arts societies (theatre, music and dance).</li> <li>- Ideally put on a showcase to get all societies involved.</li> <li>- Integrate music into clinical and preclinical reviews.</li> <li>- Making music more accessible to those not in orchestra and choir (e.g. into wellbeing weeks).</li> </ul> <p><b>Amber (Mature Student Director)</b></p> <ul style="list-style-type: none"> <li>- Aims to continue building a community.</li> <li>- Applications/offers process - more integration into what can be offered for mature students.</li> <li>- Sessions during offer holders' day for mature students to make sure they feel they have a place.</li> <li>- Mature student specific events.</li> <li>- Ensure their needs are being met.</li> </ul> <p><b>Bash (Colleges Director)</b></p> <ul style="list-style-type: none"> <li>- Continuing the development process of Colleges.</li> <li>- Developing colleges and ensuring it is integrated in medical school.</li> <li>- Ensure it is a welfare resource and to make it an essential part of medical school (work with Events Directors here).</li> </ul> <p><b>Brianna (International Director)</b></p> <ul style="list-style-type: none"> <li>- Build the international community (casual nights/dinners).</li> </ul>	



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	<ul style="list-style-type: none"> <li>- Establish a way for students from the same countries to connect across year groups.</li> <li>- Visa renewal applications and information to be accessible through Galenicals.</li> </ul> <p><b>Callum (Treasurer)</b></p> <ul style="list-style-type: none"> <li>- Transparency is essential for students to understand where their money goes.</li> <li>- Financially, we can offer support to events, sports and sub-societies.</li> </ul> <p><b>George and Francesca (Chessy) (Sports Directors)</b></p> <ul style="list-style-type: none"> <li>- Aim to make sport more accessible to everybody, especially beginners.</li> <li>- More collaboration and togetherness between performing arts and sports.</li> <li>- Increase transparency of the financial side of the sports.</li> </ul> <p><b>Catrin (Foundation VP)</b></p> <ul style="list-style-type: none"> <li>- Role involves overseeing first and second year students.</li> <li>- Currently discussions around intercalators (whether they into foundation or senior).</li> <li>- Increase foundation year inclusivity.</li> <li>- Responsible for traditional events such as bake off, mums and dads, welcome week.</li> <li>- Hoping to make it compulsory for the committee to attend early freshers events to ensure people are supported and to increase familiarity.</li> </ul> <p><b>Emma (Community Outreach Director)</b></p> <ul style="list-style-type: none"> <li>- Key support sub-societies.</li> <li>- Ensure they know where and how to access help and support.</li> <li>- Improve Gateway participation in this portfolio as well.</li> </ul> <p><b>Kieran (Alumni Director)</b></p> <ul style="list-style-type: none"> <li>- Aim is to establish a lecture series from alumni about clinical life and honest view on their jobs.</li> <li>- Give advice on periods such as F1 and F2.</li> <li>- Potential event - awards dinner to further this collaboration.</li> </ul> <p><b>Kimran (Webmaster)</b></p> <ul style="list-style-type: none"> <li>- Main plans for the year is to increase social media presence like instagram and twitter.</li> <li>- Using Discord in addition to Facebook group chats (potentially more connected and less limiting than facebook chat).</li> </ul> <p><b>Lucy (Secretary)</b></p>	
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	<ul style="list-style-type: none"> <li>- Any queries and contacts, get in touch.</li> <li>- Plan to diversify and increase the contact between Galenicals and students.</li> <li>- Make Galenicals more approachable.</li> </ul> <p><b>Narendra (Nav) (Senior VP)</b></p> <ul style="list-style-type: none"> <li>- Responsible for running of events including those for electives and revision for 5th years.</li> <li>- Looking to improve the welfare of the year and addressing any concerns (whilst working collaboratively with course reps).</li> <li>- Expanding use of the Happy App</li> <li>- Improving academic mentoring (wide disparity between students).</li> <li>- Improve longevity of medic mums and dad to increase support network.</li> <li>- Create a system for life after finals (with Kieran) to help 5th year preparation.</li> </ul> <p><b>Natasha (Welfare and Equalities Directors)</b></p> <ul style="list-style-type: none"> <li>- Re-establish Welfare Reps and make welfare support more accessible.</li> <li>- Increase both intercalator and gateway support (to assist their integration/return into medicine).</li> <li>- Organise Let's Talk campaign.</li> <li>- Support for those at clinical academies.</li> </ul> <p><b>Shalaka (Sponsorship Director)</b></p> <ul style="list-style-type: none"> <li>- Continuing sponsorship director from 2019/20.</li> <li>- Moving away from Galenicals cards and the possibility of developing an app.</li> <li>- Possibility of establishing t-shirts.</li> <li>- Continuity for previous year committee.</li> </ul>	
	<p><b>Item 2 - Attendance protocols</b></p> <ul style="list-style-type: none"> <li>- As stated in the agenda, this is to be enshrined in Galenicals constitution</li> <li>- Due to circumstances, virtual attendance is fine. As this will be in the constitution, it will remain in for the future</li> <li>- Two strike policy             <ul style="list-style-type: none"> <li>- Following this, there will be a vote of no confidence (with the opportunity to present a case and explain to the committee before the vote).</li> <li>- President will meet with any committee member undergoing a vote of no confidence or resignation to ensure their welfare is the priority.</li> </ul> </li> </ul>	<p><b>President and Secretary:</b> To set annual dates for committee meetings and present this to the committee for approval.</p> <p><b>President:</b> Add approved changes to the official constitution and send to the</p>



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	<ul style="list-style-type: none"> <li>- If a date is changed, committee members will not be penalised if they had pre-standing commitments that they cannot feasibly rearrange.</li> <li>- Meeting dates will be determined in advance and will be sent out.</li> <li>- Meeting frequency likely to be once a month. However, during peak times such as September/October, more meetings may be added at the discretion of the president and secretary.</li> <li>- Any additional meetings (Welfare Committee, events planning etc) will not count against the attendance policy as they are informally organised as required.</li> <li>- We will use Chatham House meeting rules throughout the year.</li> </ul> <p>❖ Vote to approve changes to the constitution <b>PASSED</b> (quorate majority achieved)</p> <p>❖ As the 3rd May meeting will have multiple constitutional amendments this update will not be sent to the Societies Network until after that date..</p>	Bristol SU Societies Network for approval.
	<p><b>Item 3 - IT Briefing SharePoint and Teams</b></p> <ul style="list-style-type: none"> <li>- Detailed email user guide as outlined in agenda.</li> </ul> <p><i>SharePoint</i></p> <ul style="list-style-type: none"> <li>- SharePoint will be used for collaborative working between the committee this year.</li> <li>- Access via SharePoint (grp-Galenicals committee) and should be connected automatically (through apps on Microsoft).             <ul style="list-style-type: none"> <li>- There will be a committee calendar that committee members will be automatically subscribed to.</li> </ul> </li> <li>- General folder pinned at the top             <ul style="list-style-type: none"> <li>- Contains useful things for everybody:</li> <li>- Committee meetings minutes and agenda.</li> <li>- Core documents such as constitution.</li> <li>- Action plan and calendar (as mentioned later).</li> </ul> </li> <li>- Additionally, each role has a folder for their own documents.</li> </ul> <p><i>Microsoft teams</i></p> <ul style="list-style-type: none"> <li>- Also a Microsoft app.</li> <li>- Can have a conversation in this (direct and otherwise).</li> </ul>	All committee take time to look through action plan and familiarise with SharePoint



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	<ul style="list-style-type: none"> <li>- Can add channels for these and can be used as a method for discussion e.g. if committee members A, B and C needed to communicate.</li> <li>- It will also make a sharepoint file depository for it.</li> <li>- Can access sharepoint through teams.</li> </ul> <p><i>Onenote</i></p> <ul style="list-style-type: none"> <li>- Way to keep notes centrally.</li> </ul> <p><i>Project management tools</i></p> <ul style="list-style-type: none"> <li>- Gantt chart.</li> <li>- Should be used by all committee members for planning.</li> <li>- You can put projects on and break it down into tasks and assign.</li> <li>- Allocate both start and end dates (easy to assess overdue tasks).</li> <li>- Can be kept in SharePoint.</li> </ul> <p>For any of the IT systems in use, the president is happy to provide further briefing and training as they will take time to get used to. All committee members are encouraged to get in touch as and when required.</p>	
	<p><b>Item 4 - Action Plan and Year Calendar</b></p> <ul style="list-style-type: none"> <li>- These are accessible in 'General' folder on the sharepoint.</li> <li>- Documents &gt; General &gt; 'Action Plan and Calendar'.</li> </ul> <p><i>Action plan</i></p> <ul style="list-style-type: none"> <li>- This summarises everything we want to do in the year.</li> <li>- Seven priority areas (overarching aims for the year). These will be sent to our membership in committee introduction.</li> <li>- Reference 'P' denotes a priority.</li> <li>- Every action (marked below priority) relate to the priorities. They are denoted by 'A' references.</li> <li>- This is a live document and committee members should update their progress against it.</li> <li>- Each action has an assigned portfolio.</li> <li>- Action plan will not include everything from meetings/minutes if minors.</li> <li>- Committee members can keep track their assigned actions by adding another sheet.</li> <li>- Updating             <ul style="list-style-type: none"> <li>- The document shows when last updated.</li> <li>- Please update on both the action sheet as well as on the update log.</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>- N.B. Update log is on a separate sheet and shows where changes have been done (add name and action completed).</li> </ul> <p><i>Year Calendar</i></p> <ul style="list-style-type: none"> <li>- Will be updated throughout the year.</li> <li>- Setting specific dates will be done with people that are relevant.</li> <li>- This calendar doesn't sync to the one on teams/sharepoint (this will be investigated).</li> </ul>	
	<p><b>Item 1 - Affiliation</b></p> <ul style="list-style-type: none"> <li>- Explained situation regarding affiliation and reaffiliation.</li> <li>- Affiliation of new societies requires a majority vote (this will be after application, presentation and opportunity for question).</li> <li>- Affiliation and reaffiliation will likely peak in September.</li> <li>- List of re-affiliated societies expected mid-May (deadline 10/5).</li> </ul>	
	<p><b>Item 2 - Committee Communications</b></p> <ul style="list-style-type: none"> <li>- Established facebook messenger is sufficient for executive committee communication.</li> <li>- Any communications between individual members should be separate if possible.</li> <li>- Oversight committee (President, SVP, FVP, Secretary and Treasurer) communications through Whatsapp.</li> <li>- Committee happy to be directly contacted by the Secretary if necessary.</li> <li>- Agreed to acknowledge communication when necessary.</li> <li>- Feel free to contact the Secretary anytime.</li> <li>- Collaboration on newsletter e.g. if you notice appropriate articles/news.</li> </ul>	
	<p><b>Item 3 - Meetings/Agendas</b></p> <ul style="list-style-type: none"> <li>- In the future, both meeting minutes and agenda will be uploaded into SharePoint.</li> <li>- Agendas can be expected 48 hours prior to meetings. <ul style="list-style-type: none"> <li>- It is an expectation that items on agenda are read prior to meeting to make meetings as efficient as possible. Committee members should be familiar with items and content.</li> <li>- Committee encouraged to add to agenda via Lucy and/or Jack.</li> </ul> </li> <li>- Minutes can be expected 48 hours post meeting.</li> </ul>	



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	- Check if any actions are relevant for your role.	
<b>Matters arising</b>	NIL	
<b>AOB</b>	NIL	
<b>Date of next meeting</b>	<i>Sunday 3rd May</i> <ul style="list-style-type: none"><li>- 4pm likely due to timezones</li><li>- Likely to consist of a lot of constitutional review</li></ul> Oversight committee date TBC	