**Committee Meeting Minutes**

**Date** - 27/09/2020

**Present:**

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| 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:**

* Apologies from Callum and Shalaka

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| **Agenda Item** | **Notes** | **Actions** |
| **Review of previous minutes** | No objections in advance of the meeting or during to the minutes of 30/08/20. | **Action –** Lucy toremove draft watermark and send to Kimran for publication  **Action –** Kim to upload minutes to website  **Action –** Lucy send approved minutes to Medical School |
| **Committee business (item reference is to that of agenda)** | *Please note this meeting is not following the usual format due to timing changes.*  **Affiliation bids Item 1 – University of Bristol Medic Cricket Club**  Reminder of criteria (as per constitution):   1. Membership list of 10 students with Galenical’s memberships 2. Fill out the society form with the necessary roles filled in 3. Unique in purpose 4. Represent values of Galenicals 5. Membership positively address needs to Galenicals membership 6. Sustainable   Sub-societies had this information in advance  Two votes overall to assess this   1. Unique 2. Approve   **Pitch**  Presented by Saskia and Tom  Presentation as per agenda  Conflict of interest declared by Narendra and Lucy (personal relations) and therefore were excluded from any vote  **Questions**  **Question 1 – Galenicals informed the group of financial support we can offer**  Initial outlay costs such as equipment can be funded  Hygiene items such as hand sanitiser can be funded    **Question 2 – Is there an overlap with ‘Rugby Cricket’?**  Cricket club are happy to work collaboratively and have them attend their training sessions  They would also welcome friendly tournaments  **Question 3 – How will it work in the winter and COVID when playing is not possible?**  We will play in small groups as advised (as an organised sport group)  When available to be inside they will do so  They will use any absent time to lay the foundations of the sub-society  *Advised of intramural options for competition*    **Feedback**   * Unique * Inclusive * Teaching rules really nice * Accessible to all genders   **VOTE 1 UNIQUENESS**  Passed – Quorate majority achieved  **VOTE 2 AFFILIATION**  Passed – Quorate majority achieved  **Therefore, this affiliation bid was successful** | **Action –** Lucy to communicate outcome of affiliation bid to University of Bristol Medic Cricket Club (including feedback)  **Action –** Lucy to give new sub-society introductory information |
| **Affiliation bids Item 2 - Bristol Rheumatology and Haem-Oncology Society (BRHOS)**  **Pitch**  Presented by Shay, Sheena and Jedd Raidan  No EDI officer but this is not passed the deadline.  Presentation as per agenda  Conflict of interest declared by Shay and Sheena (personal relations) and therefore were excluded from any vote  **Questions**  **Question 1 – Why is the Sub-society this specific?**   * This was their decided focus and interest, both personally and for those they have spoken to. The group has received positive numbers on social media and in committee applications.   **Question 2 – What is the benefit of combining two different groups and not just having one?**   * Most focused on the autoimmune aspect   **Question 3 – Haematology just feels additional. Why is this and why not focus on just the one?**   * This is due to market research and what was seen as appealing * Initial interest and form showed a lot of interest   **Question 4 – Not all of rheumatology is autoimmune so how do you intend you to separate this?**   * They are specifically concerned about the autoimmune conditions * Wouldn’t necessarily be an overlap with a rheumatology sub-society * OrthoSoc would hopefully cover the MSK side of it * They would cover what OrthoSoc doesn’t   **Discussion**  Jedd explained the budget   * Membership would be free * Main costs would be to hold physical events later on down the line e.g. refreshments * Reached out to a number of sponsors e.g. national rheumatology and MDU. MDU are very interested in discussing sponsorship options   **Further discussion**  Slight confusion about what they are offering. Name potentially is misleading   * There is a concern this revolves around specific interests and doesn’t necessarily cover all rheumatoid conditions. We feel that they cannot neglect certain parts of the specialty (i.e. non-autoimmune rheumatic conditions). This could also encourage more attendance as many students want to practice their immunology or their rheumatology (and whilst these are largely linked, that link isn’t too clear in students’ minds). * The society feels niche for medical students and too sub-specialised. First and second get one lecture on haem-oncology which could sway opinions on the specialty, and therefore affect membership. * Potentially need to change the name of the society to appeal to more people or clarify what it is offering. The suggestions were Rheumatology Society, Immunology Society, Haematology society, Haem-oncology Society, Oncology Society. Whilst these are broader, for medical school societies we would recommend remaining quite broad. * Ortho soc might cover certain elements, whilst collaborating with them is encouraged, we suggest the society very clearly stakes a claim on covering any rheumatic disease (overlap may occur naturally in any teaching on this – that's to be expected).   **VOTE 1 UNIQUENESS**  Passed – Quorate majority achieved  **VOTE 2 AFFILIATION**  Passed – Majority not achieved  **Therefore, this affiliation bid was unsuccessful** | **Action –** Lucy to communicate outcome of affiliation bid to **-** Bristol Rheumatology and Haem-Oncology Society (BRHOS) |
| **Standing items** | **As per the agenda**  **Welfare**   * Encouraged Welfare and Equalities Director to consider the needs of those students quarantining, particularly on out placement.   **Financial**   * Potentially a slight issue with the affiliate membership as medical students can buy these technically. This will be looked into. * Can support the hygiene necessities for sub-societies e.g. hand sanitiser   **IT**   * As per agenda |  |
| **Review of action register** | All committee encouraged to update the action register when necessary.  Action register reviewed. Key points are as follows   * Galenicals cards will only be effective if local discounts are achieved. This has not as of yet. * It would be good to utilise the social media for new sub-societies (and old). Consider an Instagram takeover for societies. Decided inappropriate at the present time due to Galenicals Fair approaching. * Comms with incoming students is pending and happening in the near future * Merchandise debrief is complete | **Action -** Kim and Jack – look at Instagram takeovers  **Action -** Kim– look at landing page with the map of fair etc  **Action –** Lucy to complete a form for the Galenicals Fair sub-society stall rotas availability |
| **Review of action plan and calendar** | **Updates from September calendar**   * Clinical back-to-school – postponed (no further date as of yet) * Clinical transition Q&As and buddy campaign (Q&A outsourced to P2P). Buddy programme is still thought to be worth doing. * Contact made with prospective students. Still hasn’t happened as of yet. Hopefully this week (28/9) * Email campaign to alumni. Have completed some emails and looking at the next in October. * Balloon accreditation launch – launched and progress pending * Membership prices published – complete   **Coming up October**   * As per agenda and Galenicals calendar * Many of these events are not running as originally planned or are being postponed.   Events updates  *Welcome fair*   * SU welcome fair Galenicals representatives * It would be great to have as many of the committee available as possible * This runs from 12-8 * It would be ideal to have a ‘sports briefing’ prepared by sports captains (Chessy and George) for those manning the stall to be able to pass on   *Medic parents*   * Microsoft form for interest is underway   *Gateway Student’s welcome dinner*   * Still awaiting contact for Gateway students * It may be possible within restrictions to arrange a face-to-face but this is pending * Discussed that it is probably better to plan for an online delivery e.g. cocktail making session, pizza delivery etc   *Mature students’ welcome event*   * There is a mingle that has been planned by the first year coordinators * Amber is going along to that. * Groups to join has been in the newsletter   *Medic Bake-Off*   * This will be cancelled for now * Potentially some format in the future   *International students’ welcome dinner*   * Cannot take place at the moment * May be able to do in second term but this is optimistic and will more likely take the virtual format   *Colleges Welcome Formal*   * Rule of 6 means no longer possible   *Sports welcome drinks*   * Currently investigating what the sports teams may want but it is not looking like there will be interest and therefore unlikely to happen   *Provisional: Galenicals anniversary dinner*   * Unlikely   Overall, our events have had very good feedback from the medical school, and they are very on board. Unfortunately, it is best to delay everything for now.  **Campaigns**  *Bristol Medical School and Galenicals History Campaign*   * Jack is preparing a little brochure for this * It would be great to look at some options regarding sponsorship to benefit members   *Email campaign to alumni*   * Kieran is organising   *Financial advice campaign*  Moved back to March  **Student voice/society affairs**  *Galenicals Fair*   * Moving along well   *Welfare Rep Network established*   * Nav to prepare an item for the next meeting | **Action –** Lucy update the action register as having been presented to the committee  **Action –** Catrin to consider the buddy scheme further  **Action –** Lucy to make balloon accreditation a standing item  **Action –** Chessy and George to prepare a briefing for the sports questions on the day  **Action –** Natasha to prepare an item for the next meeting regarding the Welfare Rep Network |
| **Action plan warnings** | A detailed review of the action plan was conducted to review where we’re at currently. All Action Plan items that were flagging a warning were discussed. Committee are encouraged to continue filling in the Update Log.  Amendments of Galenicals action plan for the year   * Due to the ever-changing circumstances, the action plan may have to be amended * Regarding sustainability, there is a new Planetary Health Report Card ([https://phreportcard.org](https://phreportcard.org/?fbclid=IwAR1hby08UZsS4F6Axkizhxo_TaC5ppR-nDSpqm0-2-T9n37UVqf4S4KSQio)) which can inform us of what we need to work on |  |
| **AOB** | **Galenicals fair plan**   * As mentioned above, will need to clarify who from Galenicals committee is available for the stall * Sponsors will also be present – Zoom link to be created for him * Catrin and George to do the sponsorship zoom link | **Action –** Catrin and George to create a zoom for sponsorship for Galenicals Fair  **Action –** all committee to add pronouns to email signature |
| **Date of next meeting** | 24th October 2020 (currently as lunch but this is unlikely to happen) |  |