**Committee Meeting Meetings**

**Date** - 30/08/2020

**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 George

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| **Agenda Item** | **Notes** | **Actions** |
| **Review of previous minutes** | No objections in advance of the meeting or during | **Action –** Lucy toremove draft watermark and send to Kimran for publication  **Action –** Lucy send approved minutes to Medical School |
| **Review of action register** | Nothing currently of concern | **Action –** Lucy remove completed |
| **Review of action plan and calendar** | **Action Plan warnings**   * Several currently in progress  1. Increased society income from sponsorship (A2 P1) 2. Review of society discount offering (A4 P1) in progress 3. Reformed newsletter (A7 P1) in progress 4. Develop a 2020-2023 Galenicals Strategy to guide the future direction of the society in progress until December (A8 P1 and P7) 5. Engage students studying on the Gateway programme to become active members of Galenicals and Bristol Medical School (A9 P1 and P6) 6. Improved promotion of sub-society activity with centralised calendar and support with event logistics (A20 P2) 7. Pro-actively improve comms from the Medical school (A28 P4). Date extended. 8. Negotiate for increased provision from the SU with the size of our society (A36 P5). Date extended 9. Continue car sharing system (A46 P6) in progress 10. Green plan (A48 P7) In progress 11. Stop plastic Galenicals cards (A49 P7) completed.   **Coming up in September Calendar**   * Events clinical back-to-school. Will not go ahead as traditionally but there have been done developments which are discussed later * Buddy campaign * Contact made with prospective students. This is still going ahead to plan for W/B 7/9 * Email campaign to alumni in progress * Balloon accreditation – as later * Membership prices published – as later |  |
| **Committee business (item reference is to that of agenda)** | **Affiliation bids Item 1 – Universities Allied for Essential Medicines**  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 Genevieve, Alex and Viktoriya  Presentation as per agenda  **Questions**  **Question 1 – Galenicals informed the group of financial support we can offer**   * Zoom premium is now for free through the university * Stationary/refreshments etc is something we are happy to pay for as our budget facilitates this   **Question 2 –** What is UAEM?  It is a National organisation (with committee). It also extends throughout Europe and globally  **Question 3 –** How successful have previous events been?   * Presented at Students for Global Health short course which was very successful * Recently been considering the diagnostic and therapeutic research coming out of Bristol in light of COVID-19 * Galenicals informed the group of support they can offer i.e. lobbying.   **Feedback**   * Great professional presentation * Very topical and interesting * Of particular interest to our members * Very planned and thought out * Finances etc can be straight forward (but really appreciate thinking out)   **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 Universities Allied for Essential Medicines Society (including feedback)  **Action –** Lucy to give new sub-society introductory information  **Action –** Callum to send blurb to Lucy for finance |
|  | **Affiliation bids Item 2 – Homeless and Inclusion Health Society**  **Pitch**  Presented by Fred  Presentation as per agenda  **Questions**  **Question 1 – Great plans and ideas, particular with volunteering. What are the potential issues with this in terms of COVID?**  It is unclear what is available  By the start of the year, as long as social distancing and face masks are in place, the same volunteering opportunities will still be available such as phone calls  **Question 2 – How could this influence the wider curriculum?**  Talking to Joseph Hartland, particularly within inclusion groups, to get more people involved  To introduce exposure to individuals exposed to prejudice such as homeless people and sex workers.  **Question 3 – Have you had a lot of interest so far?**  A lot of interest so far  Chosen a treasurer and secretary  Haven’t yet chosen committee but a lot of interest  **VOTE 1 UNIQUENESS**  Passed – Quorate majority achieved  **VOTE 2 AFFILIATION**  Passed – Quorate majority achieved  **Therefore, this affiliation bid was successful**  **Feedback**   * A lot of potential and interest * Sustainability and time available as a second-year student is very appealing * A lot of medical students want to help but don’t know how and this addresses this gap * Commend planning and networking * If you do look at widening curriculum etc, we can be of support and lobbying * Volunteering in MB21 at the end of year 1 may be a good way to get involved | **Action –** Lucy to communicate outcome of affiliation bid to **Homeless and Inclusion Health Society** (including feedback)  **Action –** Lucy to give new sub-society introductory information |
|  | **Affiliation bids Item 3 – Healthy Planet Bristol**  **Pitch**  Presented by Harry and Ella  Presentation as per agenda  **Questions**  **Question 1 – Is all of your committee non-medics?**   * All are non-medics (4 members and non-medics) * Most of the committee last year were medics * Would be good to get medics on board * A lot of medics associated   Galenicals informed the group of a potential option for non-medics to be further involved with sub-societies  **Question 2 – what do you gain from being part of Galenicals and how will medical students benefit?**   * Getting medics on board would be very beneficial * Medics will benefit from access to society * Specific to each event * Hoping to make some positive change to prevent global climate emergency * Would like to do something with students for global health * Easier collaborations and contacts   **Question 3 – One of Galenicals priorities for the year is sustainability. Do you have any ideas how a society in general or Galenicals could become more sustainable?**   * Encouraging members to think about what they are doing and their consumption * Thinking about events e.g. getting to events * If you are organising a pub event or a BBQ or something, have a clean-up plan and leave less damage * Were more than happy to consult further on this issue   **Feedback**   * Affiliation would be pending affiliate memberships (once these are confirmed and an option) * Concern with overlap of One Health * Great presentation and clearly very passionate * National Body is unique * Would be very beneficial to have them as an advisory formal body * Sheena is a medic rep for One Health * One Health is trying to extend into the medical course * Think there is benefit to them and they are good * A lot of value   **Postpone the vote and bring it back for them**  **Therefore, this affiliation bid is pending** | **Action –** Lucy to communicate outcome of affiliation bid to **Healthy Planet Society** (including feedback)  **Action –** Lucy add to agenda for 13/09  **Action –** Lucy email One Health and Healthy Planet to coordinate (CC Narendra)  **Action –** Nav and Sheena to coordinate the response from One Health and Healthy Planet |
|  | **Item 1 Jack – Galenicals Fair**  Making a decision on the platform would be great so that we can start making decisions  As agreed at the Fair delivery planning meeting, a number of requirements are suggested for functionality that **all** developers will need to provide:   1. Each sub-society, sponsor and a number of University interest groups (e.g. BAME Student Working Group, INSPIRE) **must** have an individual ‘stall.’ 2. These ‘stalls’ **must** have a logo, a blurb and links to external sites (e.g. website, social media) that we will be provided using our sub-society database or from the stall owner. 3. These ‘stalls’ **must** have the option to embed or link to a short introduction video from the ‘stall’ owner. Videos will be optional for ‘stall’ owners to provide but the platform should have the ability to host if chosen. 4. These ‘stalls’ **must** have an option to sign onto a mailing list specifically for each ‘stall’ owner that is delivered directly to them. 5. These ‘stalls’ **must** provide some option for live chat with the ‘stall’ owner. This can be achieved through an in-built live chat function or a static link to another provider such as Zoom or Microsoft Teams (which can be set up and run by the sub-societies). Live chat will preferably be video-enabled, but can be text-forum Q&A based. 6. The platform **ideally** **should** have the ability to have pop-up recommendations for ‘stalls’ to visit and/or the ability to visit a random ‘stall’. This is particularly important for our sponsors.   Each requirement has been graded: IMPOSSIBLE, UNLIKELY, UNCLEAR, POSSIBLE or EASILY POSSIBLE for ease of comparison across developers. Additional comments may be added.  Discussions as per options on agenda  **Option B** – Virtual delivery developed in-house   * Not as labour intensive as originally thought * Large concern was website capabilities (e.g. crashing). Positive of an external site is less burden * There may be an additional option to allow for extra traffic. The financial implication would still be the cheapest option   **Option C** – Virtual delivery developed by FlyerLess   * More expensive option * Galenicals branding is possible with quite a lot of autonomy * Reduced labour   **Option D** – Virtual delivery developed in collaboration with the BMA   * It is quite an uncertain option * Not completely excluded if we were to get further information (unless contractual obligations)   **Option E** – Virtual delivery developed by Hopin   * Cost is not confirmed * Slightly more labour intensive than options D and C * They have to have an intro video   **Further discussion**   * HOPIN cost is for just one event (72 hours). Flyless can be running all year which is a good option for further exposure for sub-societies. * WIX videos will not be YouTube videos. They can still be uploaded as YouTube videos as a separate action. * The cost of medic fresh in person historically is minimal. * Flyerless appears to be enough autonomy balanced against reasonable cost with the benefit of strengthening SU relations * Consider the platform chosen for hosting of other events in the future   **Asking committee to:** VOTE for the option we will proceed with for the Galenicals Fair.  Result of vote – C (Flyerless) | **Action –** Jack communicate this with FlyerLess and the SU  **Action –** Jack to amend action register now those tasks are more definite |
|  | **Jack Item 2 - Constitutional amendments**  Key changes (also outlined in agenda)  **Engraining EDI role into constitution**   * Welfare and Equalities sub-committee, as chaired by Welfare and Equalities director. * Adding that EDI officer must be a part of the constitution   **Membership options**   * Affiliate membership. This is for non-medics only and allows them to sit on sub-society committees. This addresses a concern which has come up repeatedly. This will be free with reduced privileges. Membership numbers will be boosted. There are approximately 230 people that are doing activities that are not holding a membership. * You don’t have to be a member to be a part of a sub-society.   **VOTE** to approve changes to the Constitution (two-thirds quoracy requirement [Constitution Article 16.1]).  Passed – Quorate majority achieved | **Action -** Jack to complete constitutional amendments and send for approval |
|  | **Jack and Callum Item 1- membership fees**  Membership rates 2020/21  Standard membership (6 years) = £65\*  External intercalator membership (1 year) = £12  Gateway membership (1 year) = £5  Affiliate membership (1 year) = £0    \*Pay by instalments available to students who can prove financial need or receipt of the Bristol Bursary to the Treasurer.  Instalments last year were quite complicated. Consider amending memberships to last less than one year to ensure it can be stopped.  Consider the widening participation aspect of membership fees.  **VOTE** to approve the proposed membership rates for 2020/21  **Passed – Quorate majority achieved** | **Action -** Jack and Callum to consider instalment availability  **Action -** Nat to consider the widening participation aspect of funding |
|  | **Jack item 3 – Balloon Accreditation**  Achieving the gold aware would likely result in more sponsors.  Another benefit is priority with room bookings.  Specification outlined below.  A close up of text on a white background  Description automatically generated |  |
| **Standing Reports** | **Welfare**   * Nothing to report     F**inancial**   * As below     I**T**   * Galenicals emails resolution still pending * Committee asked to use the Gmail account to send emails whilst this is ongoing |  |
| **Matters arising** | None reported |  |
| **AOB** | **Item 1 - Galenicals cards**  Historically, plastic Galenicals cards have been costly so to incur costs for online cards would not be an issue.  **Item 2 – Galenicals accounts**  This is primarily for reimbursement  Instructions and forms are linked via agenda and are also available on SharePoint.  Each committee asked to fill this form out, putting themselves into which category is most appropriate  Use main account is not obvious.  Grants and conference grants are not included  For members that are pairs, only one to fill out the form.  **Item 3 – Merchandise**  Merchandise survey results reported  Very encouraging  Most popular items are t-shirts and ¼ fleece  Face masks are also popular  Personalisation was very popular  Consider SU and other University societies merchandise  Mugs   * Wraparound design * Has to be black and white   No discount available with Galenicals T-shirts (not urgent as no sponsors as of yet  **Item 4 – Events**   * To take place in mansion house. £600 in total. 3 spaces with 30 people maximum. * Two Portaloos required costing £300-400 * Marquees cost £1,200   Events which this could apply to include:   * Colleges formal: Potentially the 20th/27th   Drinks and canapes. Optional bar.   * BBQ more casual event: October 3rd | **Action –** All committee to fill in the Galenicals accounts form. |
| **Date of next meeting** | 13th September 2020 4-6pm BST |  |