**Committee Meeting Meetings**

**Date** - 03/05/2020

**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

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| **Agenda Item** | **Notes** | **Actions** |
| **Review of previous minutes** | No objections |  |
| **Review of action register** | Noted by committee |  |
| **Review of action plan updates** | Good use of the action log by the committee.  Update log reviewed and changes explained. |  |
| **Committee business (item reference is to that of agenda)** | **Lucy (Item 1) -** **Affiliation**  Reminder of the constitution for affiliation (article 4.2 in Constitution)  This affiliation was voted on before constitutional amendments were made.  Committee reminded of voting system regarding two votes   1. For uniqueness of sub-society 2. Whether they should be affiliated   Presentation by Surgical Careers Society  **Key points of Presentation were as follows**   * Was a previous society two years ago but became inactive last year * Main aim is to break down steps for applying for surgical specialities * Events will include Inviting surgeons from different specialities to speak on the process * Surgical portfolio event – inform students about application for core surgical training (e.g. audits) * Discuss things such as travel options within careers * Collaborate with other specialty groups such as cardiothoracic, whom they have already been in contact with * The purpose of this society isn’t to explain the different specialities, it is more to discuss what to do at medical school for future applications * They will function as the accessory aid to help people put these decisions into practice * Financially, aim to make the events as accessible as possible by ensuring low cost and will hope to apply for Grants through Galenicals * They would like to create a platform for helping people to get involved in research such as STARsurg   **Questions from committee members**   1. *It was a previous society and then had a year off. Was there a reason it did not reaffiliate?*   The people that ran it previously did not manage to keep up the society (not a big enough committee). Held a decent number of events when it did  They are addressing this – creating a committee  They are trying to organise/plan at this point to ensure longevity   1. *Events such as those proposed can have poor attendance – how can you ensure this won’t happen?*   Advertisement (such as for the portfolio station), allowing time for publicity and appeal to grow  Collaborate with other societies   1. *Possible overlap with SCRUBs. Does it need to be its own society?*   SCRUBs focus on lots of different things and our focus are to expand specific elements whereas within SCRUBs, it won’t be a main objective  SCRUBs could put the same events, but this would just be one event whereas they would like to make several similar events with detailed information  **Discussion points**  Committee be aware that we can make comments to feedback to sub-society in case they would like to attempt affiliation again if they are unsuccessful/improvements to implement if they are successful   * Potentially having a pre-clinical representative to ensure longevity * Potential of expansion of SCRUBs to include a role like this, rather than being a separate society * Potential of expanding a ‘CV learning and development’ sub-society such as this into medical specialities too as a lot of sub-societies are available for surgical specialities * There are a lot of societies available if you are wanting to be a surgeon   **VOTE**  All votes are confidential   1. For uniqueness   Four votes FOR versus Fourteen votes AGAINST.  Majority not achieved; do NOT affiliate. | Outcome and response communicated by Secretary to Surgical Careers |
| **Jack (Item 1) - Constitutional amendments**  Purpose of amendments is for clarity and to update  Committee had papers distributed in agenda which included the amendments clearly highlighted.  Key points discussed as follows   * Future college director will need to be from 3rd/4th/intercalator * Future quorum for constitutional amendments to be two-thirds. * Year of study to be in Galenical’s committee. This was based on MB21 course structure. MB16 ‘peak’ is end of year 4 with finals. Therefore, discussion around moving Galenical's committee term to Feb-Feb will be brought in future. Potential to discuss 3rd years and intercalators for roles. This can be discussed in the future (not as part of this constitutional amendments). * Sub-society requirement of five years longevity was considered too long. Committee discussed and altered this to be three years. * Article regarding sport directors from a male-identifying and female-identifying team. This proves difficult as many members are from ‘mixed’ sports. The future wording of this point to be taken away and discussed at a future date. Therefore, constitutional amendments will be voted for in parts. * Hence voting for constitutional amendments (as per agenda) with exception of 6.4.3.   **VOTE**  For all rewrites of the constitution as it stands except for 6.4.3  Eighteen votes FOR versus zero votes AGAINST.  Majority achieved; amendments approved | President to consider rewording of point 6.4.3  President to input constitutional amendments and send to society network |
| **Lucy (Item 2) - Reaffiliation Deadline**  Committee noted information shared on the agenda regarding the process.  Post-deadline, Secretary will collate the information and distribute.  There will also be a Facebook group with Sub-Society presidents for us to communicate efficiently with them, as well as official communications through email  Aim to increase contact and support available this year  Discussed the possibility of biannual checks/audits on Sub-societies. This would be both to monitor their ‘work’ (such as events, equality, welfare, finances) as well as to ensure we are doing what we can to support them.  The reaffiliation process will be restructured next year to be more efficient, as well as to follow the University’s transition to outlook | Secretary to collate sub-society information after the 10/5  Oversight committee to undertake auditing process of sub-societies. |
| **Lucy (Item 3) - Executive Committee Dates**  All of committee have now filled in availability  Two dates amended were   * 02/08/20 --> 09/08/20 * 25/10/20 --> 24/10/20 lunchtime   Committee reminded that President could write exception if necessary (if no alternatives can be found which suit all).  These dates are as fixed as can be but might have some flexibility in them. Committee encouraged to keep these dates free.  If anything changes for these dates, please alert President and/or Secretary as soon as possible. The unpredictably of events is noted. | Secretary to distribute and add meeting dates to central calendar on SharePoint |
| **Lucy (Item 4) -** **Mailing List for Year 0**  Discussed the importance of inclusion for year 0 into the Medical School community and options for communications including:   1. Facebook group (this already exists but new one needed with new cohort) 2. Newsletter will be sent to them in the future 3. Advertise Medic Fresh to them more 4. More introductory events   Please Keep Catrin (FVP) aware of any communications as this is within her role  Committee agreed we need to know more about them to then address issues. This is to be actioned by FVP and President. | FVP and President prepare a presentation on the gateway programme and what it is for future meeting to enable discussion of the issues to then address before September. |
| **Standing Reports** | Purpose of standing items were explained  Reports included as per agenda  **Welfare**  As agenda  Additionally, aim to prepare a support system to address welfare issues raised through Coronavirus for students. Considering a collaboration with Galenicals and the medical school  Medical School Council has issued another update about when to expect to return to placement.  To ensure transparency, this information will be circulated throughout the medical school. | Welfare Officer to consider welfare response to students amidst Coronavirus. Will consider joint effort with Galenicals/ Medical School team  President to circulate this update (potential of a video update TBC) |
| **Financial**  Budget is being written by Treasurer and President  Not yet finalised as discussing the distribution of funds  Hoping to restructure Galenical’s spending across sub-societies as there appears to be a gross disparity  Hoping to maximise benefits Galenical’s members get for their money. | As per previous action, oversight committee to discuss sub-society restructuring and monitoring throughout the year, with inclusion of finances. Consider a Microsoft form for declaring information |
| **IT (Kimran)**  As agenda |  |
| **Matters arising** |  |  |
| **AOB** | **Lucy (Item 5) - Individual committee updates**  Performing arts – trying to increase awareness of medic theatre  FVP – proposed for next meeting, we all name our roles in Zoom titles.  Sports Directors – waiting to find out sports presidents from next year after reaffiliation  Communities – Meeting outreach/charities to see how Galenical’s can support as a whole  Alumni – Collaborate with SVP for elective evening for 4th and 5th year and need some information about evolving situation for that as plans will have to change for a lot of people  SVP – Echoes that of alumni. Hoping to organise elective event but very difficult in circumstances. Has communicated with course reps and students have no real concerns about online teaching. Asking committee for any support with merchandise design. Alumni director has a contact and will discuss.  Sponsorship – been working on sponsorship package and sending emails to people    Events co-ordinators are awaiting handover  Events and Treasurer to plan events budget once handover is complete  Date setting meeting for relevant members will be organised in due course.  **Upcoming events/action dates to be aware of:**   * Relevant items here will be discussed in future meetings * Sponsorship packages being written * Newsletter format and development (linking social media into) * Website updates * Reaffiliating ourselves with Bristol SU (deadline end of July) - bulk done now | President to organise date setting meeting for relevant members for events. |
| **Date of next meeting** | 31/05/2020 at 4pm. Invitation will be sent in due course. |  |