**Committee Meeting Meetings**

**Date** - 31/05/2020

**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 | **Kim to upload minutes of 03/05/20 onto Galenical’s website**  |
| **Review of action register**  | Sub-society plan is ongoing (awaiting responses from all sub-societies to ‘sub-society information form – form developed to compile information on all societies for maximum functionality and collaboration) Welcome meetings with them are being arranged and if these are within your portfolio, relevant members may need to be present at the meeting (e.g. sports)The rest of the action register is ongoingDate setting in coming weeks, particularly with regard to coronavirus changes |  |
| **Review of action plan and calendar**  | **Updates from May Calendar** These are on the agenda but include* Sponsorship packages written
* Newsletter format and development (this is for September and is a work in progress)
* Website update
* Bristol SU Re-affiliation

**Significant ones to be aware of*** Deleted action to develop app. This was researched and it was concluded it would be too expensive and therefore not feasible
* Welcome week update. Unlikely to be face to face but very much still something we are working towards

A lot of actions ‘in progress’ which is great to seePlease feel free to bring any comments regarding actions plan and please continue to update actions*No objections or queries stated***Action plan warning*** No warnings currently

**June and July Calendar dates**June* Sponsors approached (Action point on this further down)
* Date setting meeting

July * Graduation presence (won’t be occurring but remain in calendar for us to be aware of)
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| **Committee business (item reference is to that of agenda)** | **Item 1 -** Bid for affiliation from Cardiothoracic Society 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 advanceTwo votes overall to assess this 1. Unique
2. Approve

**Pitch**Kirstie (President) summarising pitchPowerPoint linked in agenda Joined by Jemi and Roseanne**Questions**1. **How would you reach out to Junior Doctors you would like to be involved?**

We hope to create a contact base for our members and junior doctors in the area This worked previously through Facebook1. **Sustainability – The society broke down in 2016-17. How would you prevent this happening again?**

Previously, the president in 4th year which is why it was not followed throughThey ensured committee members are over the year groups to ensure longevityThey hope this will attract members and ensure doesn’t fall flat **VOTE 1 UNIQUENESS**Passed - Quorate majority achieved **VOTE 2 AFFILITATION** Passed - Quorate majority achieved **Feedback/Recommendations**Contingency plan is good and sustainabilityVery good pitchAnaesthetics and critical care are another sub-society which may be interested in collaboration Great that they are prepared financially but Galenical’s fully supports new sub-societies and would be more than happy to help  | **Action –** Lucy to communicate outcome of affiliation bid to Cardiothoracic society (including feedback)**Action –** Lucy to give new sub-society introductory information  |
| **Item 2 - Bid for Affiliation of BUGGS (Bristol University Gastroenterology and General Surgery** **Pitch**Nydile, Sophie and Maddy summarising pitchPowerPoint linked in agenda Society to encompass gastroenterology, hepato-pancreato-biliary medicine and general surgery **Questions**1. **Do you intend to charge membership fees?**

As it is their first year, want to be appealing to new members1. **Within the intended committee, there are many double-up roles. How would you avoid conflicts in roles?**

Committee members were chosen on ability to work as a teamThey have considered placements so considered sharing the roles so those on in placement run the events for example 1. **They are a unique society in that they cover both medicine and surgery. Would all events be a blend of these, or would there be different events?**

We have variety of events to go forward Mixed clinical experience and therefore people may want a blend of events to learn a bit more If one event is more popular, they will adapt to that1. **Are there any particular events you are considering for fundraising ideas, instead of membership fees?**
* Raffles (can be online)
* Pub quizzes (online too)
* Social events – mix GI/medicine/surgery but fun so mix within years too

**Feedback/Recommendations**Jack has a couple of contacts which may be suitable Great pitch again Great that they are prepared financially but Galenical’s fully supports new sub-societies and would be more than happy to helpGeneral committee point – consider the future of SCRUBs and how they can work with surgical sub-societies **VOTE 1 UNIQUENESS**Passed - Quorate majority achieved**VOTE 2 AFFILITATIPN** Passed - Quorate majority achieved | **Action –** Lucy to communicate outcome of affiliation bid to BUGGS society (including feedback)**Action –** Lucy to give new sub-society introductory information |
| **Item 3 - Gateway presentation**Catrin presenting ‘Gateway Presentation’Presentation linked in agenda This is to help the committee to understand the Gateway programme and therefore be best to improve their experience with Galenicals and the medical school. One of Galenical’s main aim’s is to remove stigma around A100 and ensure the students feel as welcome as possible (widening participation).Medical students have had negative feedback of exclusivity and stigma that isn’t seen in the other strands.**What we need from you (committee members)**This is also in the presentation * Consider gateway in your planning of activities, campaigns, events etc. Think of ways we can include Gateway students
* Assist sub-societies to provide opportunities for Gateway students (mention this in July webinar)
* Zero tolerance of stigma towards Gateway students. Quick escalation to president if there are reports of inappropriate behaviour

Sub-societies and gateway working together * Consider this as a necessity for them
 |  |
| **Item 4 - Sponsorship package presentation**Sponsorship package linked in the agenda How has it worked in previous years with sponsors at medic events? * 5-minute chat at the events in exchange for sponsorship
* Offered them different tiered price options
* Most pay for talk as this is the best opportunity
* BCDE exam preparation only fairstone were invited. They talked about life after 5th years and how to manage money as an F1

Need to ensure companies can get what they need from us e.g. some are only interested in certain elements so need to ensure we can address these options * More marketable if we open events up for more people
* Some companies only interested in later year events and can make compromises down the line for these but try to advertise our events as being all coverage

Any other events could offer sponsorship at * Offering in return for advertisement on sports merchandise is complicated (different sports have different sponsors) and so some sub-societies couldn’t work with this
* Varsity is a good sponsorship opportunity

Please bring any further ideas, as well as pictures, to Shalaka | **Action –** Shalaka work with relevant committee members to develop sponsorship package further**Action –** George and Chessy bring to Shalaka which sports sub-societies may be able to be included in the package  |
| **Item 5 - Constitutional Amendments**Purpose of this is to make sure the document is useable and functional Number of these are SU suggested changes (this won’t be voted on as this is necessary for approval)Vote for all the other changes as one * Was in advance issued for any objections
* No issues stated in advance
* Passed - Quorate achieved

6.4.3 will be voted separatelyThis is to determine wording and requirement for future Sports roles in Galenicals Committee voted between options A, B, C and DD being none of these options and go back to rethink Discussion* None of these options allow two identifying-males to run together
* However, would allow two identifying-females to run together
* This does not promote equality
* One of the reasons for two males being rejected in the past is to encourage female participation in sport

VoteD – Quorate majority for DThis point will return for agenda at next meeting.Committee are encouraged to message Jack with their thoughts  |  |
| **Item 6 - Support the movement for tuition fee refunds as a society**This is to determine our stance on tuition fee refunds **Discussion points included*** More pertinent for international students due to the large costs, with clinical years being more so due to lost clinical teaching.
* Supporting this movement may undermine the online teaching that has been success although some would comment this is not adequate teaching
* Must consider this is unprecedented situation.
* As student representatives for the Medical school and within the university, it is our role to represent student views
* We need to decide on a position as a society but this does not need to be vocalised and stance can be nuanced as necessary
* If this goes beyond next academic year, this will lapse and vote again. Hence this vote is for the remainder of the 2019/2020 academic year.
* Committee felt that they should vote differently for home and international students and therefore voting reflected this (agenda amended to reflect this).
* Difficult to make a decision as we aren’t aware of University spending during COVID.
* Discussed partial versus full refund. Was decided we would not support full refunds as some of the academic year was not disrupted
* There may be disparity between the different year groups
* Any statement made would address our appreciation for what the medical school has done.
* Any communication involving this statement will be run by us as a committee first

VOTE – to limit the statement to reflect ‘partial refund instead of full’ * Quorate majority reached - PASSED

VOTE – on position to support movement for international student fee refund * Quorate majority reached - PASSED

VOTE – on position to support movement for home student fee refund* Quorate but majority not reached – REJECTED

Therefore, wording of the statement is ‘Galenicals supports the movement for partial tuition fee refunds for 2019/20 for international students.’  |  |
| **Item 7 - Society logo rebrand**New Galenical’s logo (including banners/image only/writing etc) availableKeeping the griffin but the text modified throughout to make consistent The new logos are all in the SharePoint documents There is a grey text version and black text version of the logo Grey version is preferred (black preferred if contrast needed)Whether to use on email is personal preference This is effective immediately to be used on all documents  | **Action –** Lucy update agenda and minute templates to include new logo  |
| **Standing Reports**  | **Welfare**As per agenda **IT**As per agenda **Financial*** No big changes
* Same proportions of money to each sub-sector of Galenicals
* All the excess money to spend will be on a grant basis (pay for equipment event etc)
* Budget will be communicated out before the next committee meeting

Any issues with these, plese could you address these directly with the member | **Action -** Lucy add the budget communication to 5th July meeting   |
| **Matters arising**  | NIL |  |
| **AOB** | Date setting meeting If there are any individual updates, please do reach out Newsletter reform Jack and Lucy continue between themselves  | **Action –** Lucy add date setting meeting to next Agenda  |
| **Date of next meeting** | Sunday 5th July 2020 |  |