

SSO Executive Notes

Date & time	26 January, 2023 (5-7pm)
Location	SU Board Room / Microsoft Teams
Attendance	<ul style="list-style-type: none"> Hannah Hockin (HH)- VP Sports and Societies (Chair) Maia Jarvis (MJ)- President Laura Black (LB)- Student Opportunities Manager Aran Pascual Quiros (APQ) - Representation and Democracy Coordinator (Secretary) <ul style="list-style-type: none"> Daniel Phillips (DP) - SSO member Tana Randle (TR) - SSO member Myles McEvoy-Palfreyman (MMP) - SSO member Makhmud Abdulkerimov (MA) - SSO member George Pridham (GP) - SSO member Max Woollett (MW) - SSO member <p>Absences: Esther Uwadione, Jaswanth Thummala, Orla Crane</p>
Apologies	None received

Item	Action	Responsible	Due
Introduction	<ul style="list-style-type: none"> APQ to contact the Commuting Collective 	APQ	For next SSO meeting
	<ul style="list-style-type: none"> MJ to ask College about Commuting data and pass it on to APQ 	MJ & APQ	
	<ul style="list-style-type: none"> HH to ask Dan Curran about College papers 	HH	
Yearly ratification review & deratifications	<ul style="list-style-type: none"> APQ to add to next agenda build that the next yearly review should be moved to the next SSO meeting 	APQ	For next SSO meeting
Understanding of the Ratification process and introduction of Cognito forms to submit applications	<ul style="list-style-type: none"> HH & LB to look into (and fill up with a Sabb or the Opps team) introducing a Committee Café situation for dormant or incomplete committees to find members to fill the core positions 	HH & LB	For next SSO meeting
	<ul style="list-style-type: none"> LB and HH to look into adding onto the form that it would be useful to expand on their legacy after the first year of ratification 	HH & LB	For next SSO meeting
Introduction of the Wellbeing Secretary role within core committee for	<ul style="list-style-type: none"> LB to look into making the role of the Wellbeing Secretary necessary for groups with over a certain number of members. 	LB	For next SSO meeting
		LB & HH	

student groups	<ul style="list-style-type: none"> LB & HH to look into creating a collaboration between SU and Wellbeing in a flyer to signpost depending on situations 		For next SSO meeting
Improving the working relationship between student groups and the SU	<ul style="list-style-type: none"> LB to look into action being done in order to maximise responses for those surveys such as incentives LB to look into providing more financial transparency with Student Opps (also maybe introducing automatic replies to the person where the money is going to to reduce waiting time) 	LB	For next SSO meeting
	<ul style="list-style-type: none"> LB & MJ to look into providing more transparency on the waiting times for a report and on that you can't go to Wellbeing when there is an ongoing SU investigation 	LB & MJ with TR	For next SSO meeting
	<ul style="list-style-type: none"> LB to look into providing more frequent updates for the process of an ongoing investigation 	LB	For next SSO meeting
AOB	<ul style="list-style-type: none"> LB to look into holding off some Colours Ball tickets for Access Fund by having a rough number from members with Access Fund 	LB	Before Colours Ball ticket release

Item	Notes	Action
Introduction <ul style="list-style-type: none"> Officer update to be sent week before with papers Brief rundown of the update during SSO but not essential 	<ul style="list-style-type: none"> HH introduces the section - including future plans This Girl Can program, working closely with sports to get quiet hours at gym LGBT+ history month Varsity prep - some more filming to be done <ul style="list-style-type: none"> Building up the hype for varsity Podcast - marketing req submitted Commuting students involved - groups to think of different ways to involve commuting students in student groups DP asks about Varsity in MedsBevs HH specifies about Bears colour scheme and student group involvement APQ asks about contacting the Commuting Collective - ACTION (APQ) TR asks about using the GIAG events about Commuting students MW asks about the podcasts theme HH explains the inspiration from Kate Roberts (RHSU 2019 President) on what Sabbs and the SU does, get guests coming in such as College staff, student group leaders, different themes each week such a wellbeing 	

	<p>theme podcast to get a wellbeing rep to chat wellbeing as Sabb and SG committee/member</p> <ul style="list-style-type: none"> • MJ to ask College about Commuting data - ACTION and pass it onto APQ • HH to ask Dan Curran about College papers - ACTION 	
<p>Yearly ratification review & deratifications</p> <ul style="list-style-type: none"> • Go through statistics on groups that were dormant - what did they look like before they went dormant • Vote for final deratification • Yearly review for new societies - advice on next steps or concerns 	<ul style="list-style-type: none"> • HH introduces • Yearly review to be moved to next SSO meeting - ACTION (APQ to add to next agenda build) • Accounting, Finance and Management <ul style="list-style-type: none"> • 8/8 in favour to deratify • Management <ul style="list-style-type: none"> • 2/8 in favour to deratify • Art History <ul style="list-style-type: none"> • 8/8 in favour to deratify • Vegan <ul style="list-style-type: none"> • 1/8 in favour to deratify • LB explains those groups have been dormant for at least a year, and develops on the situation for each group • GP explains that for the Sustainability campaign it might be beneficial to create interest for Vegan Soc • TR asks to see the finance figures for the groups up for deratification • LB elaborates on finance and specifies that that money would go into the Access Fund directly • LB explains how Management Society interest has usually come from the department rather than the students • MJ explains that Vegan Society can't be deratified today as it has been used in the SG Sustainability month comms • DP asks if the work on Academic Communities work will impact societies such as Management • LB agrees and explains she will take on that work as Student Voice Manager in the following year 	
<p>Understanding of the Ratification process and introduction of Cognito forms to submit applications</p> <ul style="list-style-type: none"> • Feedback 	<ul style="list-style-type: none"> • HH introduces the topic on the current process of ratification • Gathering written feedback from students that have applied for ratification on how helpful the current process is • Is anything not covered in the application process that you would like to see • TR explains it would be helpful to see the structure of groups that are similar to them, explain how they explained their finances and how they are structured • DP adds that it could be compared to how other SUs work if there are societies with the same aim 	

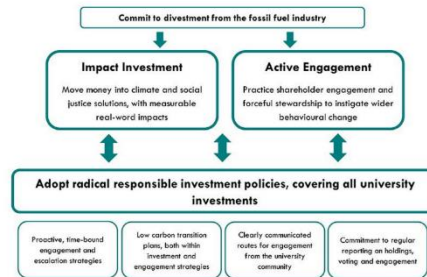
	<ul style="list-style-type: none"> • HH adds her experience with an application about an International Society and related them to Reading SU International Society to compare • TR adds it may be good to include that societies can interconnect societies amongst SUs and have central committees • APQ explains that adding a question if the society is affiliated to any other group and providing a contact for the central affiliation would be helpful • MA asks that seeing examples would be very helpful when developing the application • HH expands on how it would be important to specify in any crossover with existing groups • Would an online form be simpler • TR agrees that it makes it more accessible and helps it keep streamlined and in Freshdesk • DP adds that in an online form you can make answers mandatory, voices a concern that a form might be harder to share and collaborate with • LB adds that Cognito Forms does have an update sharing link • Anything you would like to see differently • DP says the finance spreadsheet can be a bit wishy-washy and societies can be a bit excessive • HH agrees that some societies submit forecasts with negative profit • MW agrees that making finance a bit more qualitative rather than throwing ballpark figures by specifying where the money will come from and think realistically • MA adds that a lot of societies at the early stage don't have a realistic idea of how their society is going to operate financially as they are flexible enough to adapt their finances, suggests an alternate process for early stage societies that don't have an idea of the membership interest and therefore the budget they will have to work with • HH asks if that would happen pre-ratification, MA agrees but adds continued support immediately post-ratification • TR adds if there could be a Committee Café situation for dormant or incomplete committees to find members to fill the core positions - ACTION (HH & LB to look more into) - and fill up with a Sabb or the Opps team • HH agrees it's a good idea and to look into • DP adds that it would be useful to expand on their legacy after the first year of ratification • HH agrees this could be added onto the form - ACTION (LB & HH to look into) 	
Introduction of the Wellbeing Secretary role within core committee for student groups	<ul style="list-style-type: none"> • HH introduces the topic – Wellbeing secretaries would signpost people to the relevant services • Option 1: automatically including it for the SG byelections (pilot) • Votes in favour 8/8 	

<ul style="list-style-type: none"> • Feedback 	<ul style="list-style-type: none"> • Option 2: updating the byelaw on student groups to include the Wellbeing secretary • Votes in favour 0/8 • Option 3: Providing information about the role and groups make the decision on whether to have the role. • Votes in favour 0/8 • Do you believe having a wellbeing sec is necessary • MMP agrees but voices concerns that it may be hard for small societies to get that position filled but says that for bigger societies it should be a necessity. Asks if the SU would be able to cope with those signposting and more issues will be raised • HH expands that the SU could manage it as they will most likely be referred to the Wellbeing services for the College • LB expands that it is a good thing as it would encourage people to come to them so Opps is aware of any wellbeing issues. Also adds that it could be a core position but not having one would not mean the society goes dormant • TR asks about the logistical issues of byelections, says that making it a core position might be tricky and is leaning towards option 1 to make it a position to be filled but not core • LB expands that this could be done easily and action straightaway, Option 2 would have to be done in the next year • MW explains that it does come back to the size of membership, and it should be made essential for societies over a certain amount of members - ACTION (LB to look into) • GP voices concerns on the ability of people to be able to do that role properly in SG training to be made compulsory • HH adds that it could be added to the Wellbeing training and that it's explained over the academic year rather than a one time training to ensure their role is clear • MMP agrees the training should be compulsory and the whole system for training bi yearly and that some instances of wellbeing secs have had issues with the speed of response from the SU so the problem does not solely fall on them • HH explains that some situations will take longer than others to be solved by the SU but that may be due to investigation • TR explains that making it mandatory committee training is wishy-washy but she would like to see every group having wellbeing secs but the president should always share that responsibility with the wellbeing secretary 	
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	<ul style="list-style-type: none"> • SU and Wellbeing could collaborate in a flyer to signpost depending on situations - ACTION (LB & HH to look into) • LB expanded on boundary setting work could be included • DP adds that the resignation of the VP wellbeing & diversity makes the role very needed and the responsibility between signposting and intervention should be separated and clear to know when to escalate the issues to the SU • LB expanded that this is something that came up in the Wellbeing session as people interpreted the role as an intervention role rather than a signposting one so boundaries should be reinforces • HH added that committee members should be familiar with how to signpost their own committee members and adds she is leaning towards option 1 • TR adds that groups that have never have a wellbeing officer before should be reached out to and supported on what that role would entail and what it would mean • DP adds that it should be promoted generally as a way to get people interested in the student groups 	
<p>Improving the working relationship between student groups and the SU</p> <ul style="list-style-type: none"> • Feedback and advice 	<ul style="list-style-type: none"> • HH introduces the topic verbally - concerns about time for responses • HH expands on the staffing constraints as a team of 3 is managing 142 student groups • MJ asks what we are doing to maximise responses for those surveys such as incentives - ACTION (LB to look into) • MJ in meeting chat "Just to add one thing to my point on end of term reviews, it's totally not only down to you Hannah to promote! Incentives can be quite simple to organise if we've got the budget (£50 cash prize?); maybe there could even be a similar model to elections where groups with the highest percentage of participants in the review get a cash prize? Just thoughts." • LB agrees that incentives would be a good idea • MW agrees that transparency should be crucial as he has had to explain to student groups how the SU functions that way • HH agrees that student groups will be getting communications from Sport/Active lifestyle, Sport and SU and are talking to different people at the same time about the same thing and it should be a lot easier for fixtures - LB agrees • TR adds that it would be nice to highlight how small the Opps teams is and how much they deal with in a little feature on the SocSports instagram so that students are able to see it properly and have more empathy. She highlights that things 	

	<p>have improved a lot when it comes to Sabb social engagement. She adds that seeing transparency with the Opps finances work and where the money comes from - ACTION (LB to look into)</p> <ul style="list-style-type: none"> • GP adds that wait time responses should not be an issue as it is informed but only if you are the one filling out the form but the members are not as aware of it and it needs to be explained. They make a point on waiting is okay as long you know about the waiting times • HH and LB agree that it could be an automatic reply to whoever the money is going to - ACTION (LB to look into) • MMP adds that Opps has been working better this year and the form is very transparent but that the frustration comes from the waiting times and that probably that won't fix the relationship with student groups until that changes, suggests expanding the Opps team. Agrees that transparency is crucial as well as including Office Hours addition • LB agrees that they would like more people in the team and that a proposal has been submitted but it will depend on funds but the current focus is with the current team and small wins as the proposal is outside of the Opps team's direct control • MJ agrees with the issue on resource in the Opps team and she is happy to help at senior management level. She highlights the social media impact different • She adds a message on the meeting chat from Lincoln SU as a breakdown of the staff structure with pictures (and silly pictures) with an addition of an organisational chart (hyperlink: https://lincolnsu.com/your-union/staff-team) • TR adds that the trust can be broken down by one bad experience from a committee member • GP adds that they experienced a 4 month waiting time for quite a bad experience and it put their committee off from trusting the SU with issues and might have considered it a waste of time and word of mouth gets passed down very quickly • MJ responds that on that specific case one of the reasons for the delay was a problem with the complaints procedure as they come to the President and there is a risk of a single point of failure • MMP adds that some current societies have had waiting times of about 3 months waiting times for similar issues • LB adds that with some of those cases will fall into the investigation procedure rather than a simple response and it's more a SU wide investigation and takes on more time • TR adds that there should be more transparency on the waiting times for a report and on that you 	
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	<p>can't go to Wellbeing when there is an ongoing SU investigation - ACTION (LB & MJ to look into this with TR)</p> <ul style="list-style-type: none"> • GP agrees that they have had a similar experience of being turned down • MMP adds that some societies have had experiences of lack of transparency on the timings of the investigation and the progress of it and it should be improved as some societies take matters into their own hands as the waiting times can be too long and the problem can evolve quite a lot. Regular updates would be useful to keep trust with the people involved - ACTION (LB to look into) • MJ adds that the complaints comms should be approached as student groups seen as key stakeholders in the whole process and this would help in managing expectations 	
<p>AOB:</p> <ul style="list-style-type: none"> • Elections • Brit challenge • Security survey - Maia lead • Getting students groups to sign invest and change letter - Maia lead • Colours and Socs 	<ul style="list-style-type: none"> • Elections <ul style="list-style-type: none"> ○ HH introduces elections - nominations closing 5th February • Brit challenge <ul style="list-style-type: none"> ○ Current work with Sport, they want quick feedback on if it would be a good idea ○ Rowing machines, bikes in Founders sqr and invite student groups to fundraise for mental health and fitness by doing 2023 miles collectively in one day ○ TR says you won't know unless you reach out to individual groups ○ HH expands that it could be individuals and teams signing in • Safety survey <ul style="list-style-type: none"> ○ MJ introduces the topic and adds that Queer Creativity Showcase submissions are open until next Tuesday ○ MJ in meeting chat (hyperlink: Queer Creativity Showcase: https://forms.gle/DNtnwHWExzJpE7A59) ○ Security survey ○ MJ in meeting chat (hyperlink: SU Security survey: https://www.surveymonkey.co.uk/r/S3BV7TB) ○ Cash incentive for filling in the survey • Getting students to sign invest and change letter <ul style="list-style-type: none"> ○ MJ introduces the topic as an ongoing sustainability campaign ○ 3% of the investment from RHUL comes from fossil fuels ○ Campaign aim to divest on fossil fuels and invest in change ○ Encourages SSO members to sign the open letter ○ MJ in meeting chat 	



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- MJ asks if SSO members would be happy to sign as stakeholder members, she will also ask other student leaders - opens the floor to comments
- General agreement within SSO members
- GP asks if for student groups it would be signing on behalf of the entire student group or if it would be encouraging members to sign the letter in support
- MJ asks if by being elected members they would be representative of the student groups
- TR asks what the timeframe is for student groups as it comes close to AGM timings for many groups
- MJ specifies that 1st of March is when the discussion is going to happen and canvassing the support would be throughout February
- APQ suggests a form where student groups can vote anonymously in agreement/disagreement while hitting quoracy of half + 1
- MJ says that the letter could specify that the people voting are the student leaders such as committees, specifically SU affiliated
- Socs and Colours
 - Colours 10th March at the Hilton Heathrow Hotel
 - Socs 18th March at SU Venue - roaring 20s theme
 - Blog going out tomorrow about the Colours venue change and will follow-up with Colours attendees about behaviour as that was the reason for the relationship break
 - Socs in-house as it doesn't gather enough interest for an external venue
 - LB expands on the reasons of the venue chosen for Colours
 - DP adds that people are going to see a change in venue and prices without a reason for it
 - HH expands that the reason for change won't be explained but the cost of living has generally raised the costings
 - DP agrees but that the timing of the change of venue will raise questions

	<ul style="list-style-type: none">○ LB agrees but says that if people start asking questions it would be more than okay to be honest that the reason for the venue change and price raise is the behaviour from previous years○ MW says an FAQ could be added○ LB says a price breakdown will be added on what the price of the event will be spent on○ DP adds that Socs being hosted in the SU Venue will be more cost-effective○ MMP agrees that the explanation on the venue change would be helpful as they consider the student body would appreciate that transparency and asks what procedure is in place to prevent those behaviours happening again○ LB adds that the blog can be positive but it can link to an FAQ with the reasonings○ MW agrees that a venue change probably won't be badly taken but a reason would be appreciated○ MMP asks what the new costs would be for Colours Ball○ LB clarifies it is an increase of £4 for tickets, going from £65 to £69○ MMP asks if that is not something that the SU can lose money on as the cost of the tickets would be similar to Summer Ball and CoL crisis has massively impacted students○ LB clarifies that the price is the one needed to pay for the event but the Access Fund is open for people to purchase that ticket if they need○ MMP asks if the SU can afford that £4 increase○ LB asks where the line should be drawn on what the SU can cover without making an organisational loss by covering increasing costs○ MW brings up that the tickets will sell out before you can make an Access Fund application○ TR mentions that people that play Sports are usually financially available to pay for the kit and membership they should be able to afford the ticket for Colours Ball. Mentions that some tickets could be held off for Access Fund tickets by having a rough number from members with Access Fund - ACTION (LB to look into)	
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