



# Minutes

Friday 5<sup>th</sup> February 2016 – 11:30, BSMS Teaching Building

**Present:** Alex Parr (AP), Ayesha Raheem (AR), Dom Lowcock (DL), Fraser Kenny (FK), Harry Cross (HC), Henry Graham-Rack (HG), James Lee (JL), James Willans (JW), Neil Calderwood (NC), Phillipa Wright (PW), Rachel Wilson (RW), Ruairi Conway (RC), Greg Pluck (GP), Max Bullock (MBu), Daniel Sims (DS),

**Guests:** Jim Allsopp & Dan Fleming (BSMS Rugby), Joe Ogden-Newton (BSMS Tennis) and Lewis Isaacs (On behalf of Deliveroo)

**Apologies:** Alec Saunders (AS), Gemma Hawkey (GH), Jenny Scott (JS), Jonathon Stone (JS), Lauren Clark (LC), Louisa Woollen (LW), Mani Jayamurthy (MJ), Matt Burton (MB), Meggie Sambrook-Smith (MS), Nick Greenslade (NG), Ravi Mani (RM), Jaz Dhedli-Singh (JD)

**Absent:** N/A

	Agenda item	Notes and actions to be taken	Person responsible
1.	<b>Committee business</b>	<p>PW and HG to speak to the conference organisers or EmSoc, FoMSF etc. to see if they would be interested in Deliveroo sponsoring their events. This was brought up at the Societies meeting and they are aware of the opportunity.</p> <p>Committee to send ideas for events for Deliveroo catering to GP this week. GP has begun compiling a list.</p> <p>MS and JS to review the expenses for the Half-way-there-ball and if further funding is required then we can host an event to raise funds for it. This is ongoing and they will request a social later in the term if required.</p> <p>JL to advertise SGM soon with the agenda out next week. This has been done, a Facebook event created and emails sent with the agenda attached.</p>	<p>PW and HG</p> <p>ALL</p> <p>MS and JS</p> <p>JL</p>
2.	<b>Minutes of the previous meeting</b>	The minutes for the previous meeting held on Friday 29 <sup>th</sup> January 2016 were approved.	
3.	<b>Matters arising</b>		
3.1	SGM agenda	<p><b>JL to make an event with the whole committee as hosts.</b> To have a description of an SGM. See separate agenda. To also send an email and make a Facebook post.</p> <p><b>Everyone please look at their roles on the constitution to check if anything needs altering.</b></p>	<p>JL</p> <p>ALL</p>
3.2	“Unofficial Guide to Medicine” contract	What they want from us: Logo on:	



		<p>1. Facebook page cover photo                  2. Website                  3. At the end of each email sent out by the society- This was requested however due to the system we use to send emails this is not possible currently                  4. Society t shirts (RAG permission dependent)                  General activities:</p> <p>1. Emails sent out once a month with a sponsorship message.                  2. Twitter post once a month with a sponsorship message.                  3. Facebook post once a month with a sponsorship message.                  4. Website with message from sponsor                  5. Full page colour advert in freshers booklet                  6. Poster to be placed on MedSoc notice board                  7. Writing one review for each of our titles, and publishing it on society website/email lists (if we're happy to)                  8. Give inspection copies of our books to prominent academics, and if they are felt to be suitable ask for them to be stocked in the library                  9. Hold three focus groups in the year, lasting 30-60 minutes, consisting of one student from each year group, to answer a question relating to improving our books.                  10. Give out 300 UGT medicine pens throughout the year</p> <p>For each individual MedSoc event (event list to be confirmed):</p> <p>1. Logo on event tickets and wrist bands                  2. Donation of UGTM books to give away as prizes                  3. Email message to all attendees pre and post conference                  4. Thanks to sponsors at 'shout outs' announcing the event to students                  5. Official thanks at start and end of event                  6. Stall at event                  7. Opportunity to give a 5 minute presentation saying Hi.</p> <p><i>Potential collaboration with BSMS AMECS:                  Organise a medical education event, where Zeshan teaches on e.g. OSCEs</i></p> <p>We need to decide on an amount to ask for from Zeshan's company. <b>AP to compose list of what we currently charge for each item that has been proposed and wait for Zeshan to choose which items he would like for the money he would offer.</b></p>	
3.3	Update about Deliveroo on sports kit	Need to receive a Deliveroo logo to put on the casual wear kit. We need to find out if SportBrighton will allow us to have external catering for our sports day. Lewis mentioned to list all of the possible events that require funding and then Deliveroo can choose.	

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		They are offering to supply food for an event, but also have cash they can contribute towards events. We have asked for a meeting with the actual representatives so we can have something in writing and get something concrete. Lewis to give contacts to AP.	
3.4	President's Meeting	<p>In regards to elections- the website should have a list of elections with manifestos, with a link to the survey that you must fill out and must enter your name. A link to the survey can be posted onto a society's Facebook page.</p> <p><b>There will be a societies president Facebook page made so we can get information out more efficiently.</b></p>	PW and HG
3.5	Sports- lack of funding was mentioned at the student affairs meeting	<p>Rugby have done a lot of self-funding so that currently they are financially stable, but this cannot be relied upon for future years. It has been suggested that they apply for more funding from University of Brighton. Jim would like more funding from MedSoc. Their outgoings have been kit, and for travel to NAMS matches. Also some issues involving the pitches and there have been meetings with Claire and Michelle at SportBrighton, but they would like Juliet Wright to speak to the sports department to remind them that we are as much Brighton students as anyone else and should not be considered low priority for facilities. <b>AP/AS &amp; AR to put rugby in touch with Juliet Wright.</b></p> <p>Tennis would like some funding for travel, and they have sponsorship from Wesleyan towards kit, but they would need more money to pay for kit.</p> <p>Funds might be needed for sports day (14<sup>th</sup> May), involving a staff v students rugby match. MedSoc will be organising food pending Deliveroo contract.</p> <p>Meeting at 24<sup>th</sup> February for the student affairs committee and each sports captain should come to pitch for more money or to compose proposals to be read in the meeting. <b>AS and AR to contact captains to see if they would like to do this.</b></p>	AS and AR
	Setting dates for Hustings and AGM	<p>Discussion about the running of the evening. General consensus is to get rid of videos from the running of the night (apart from Freshers rep candidates). We could instead have videos playing for half an hour while people are arriving, as we are anticipating a large amount of candidates.</p> <p>MedSoc has previously paid for snacks for this evening, and this can be added to the list of events for Deliveroo. <b>To email Greg with the list of potential events.</b></p>	ALL

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		To have the AGM on 14 <sup>th</sup> April, and Hustings on 6 <sup>th</sup> May.	
4.	<b>Any other business</b>	<p>When wristbands are given to societies for events, ensure we get any unused wristbands back because they are an expense.</p> <p>Need to arrange a meeting with Charlie at USSU to give them an update on what we have been doing as a follow up from the previous meeting. <b>AP, JW, RW, RC and PW to attend on hopefully 24<sup>th</sup> Feb, 9-11am.</b></p> <p>Grad event to be arranged soon.</p>	<p>AP, JW, RW, RC and PW</p> <p>NC</p>
5.	<b>Date of next meeting</b>	<p>Thursday 11<sup>th</sup> January. 7-9pm.</p> <p>EmSoc and Marrow to attend. Update from Rowing becoming a sport.</p>	

Minutes taken by JL