



# Minutes

Friday 15th September 2017 – 14:00, BSMS Teaching Building 1.02

**Present:** Alex Taylor (AT), Amber Moys (AM), Bradley Stewart (BS), Cal Kenny (CK), Ellie Deane (ED), Gabby Alexander-Harvey (GA), Honey Manso (HM), Ibrahim Hamami (IH), Iain Peacock (IP), Joe Tan (JT), Josie Porter (JP), Matt Williams (MW), Rebecca Gill (RG), Sophie Lloyd (SL), **Liz Kaye (LK)**

**Apologies:** Alice Lagnado (AL), Ana Shahmiri (AS), Daisy Holmes (DH), Dan Sims (DS), George Le Bihan (GB), Harry Cross (HC), Humaid Ghorri (HG), James Barber (JB), Kate Howell (KH), Megan Harrison (MH), Vivien Ngo (VN)

**Absent:** Cal Barnes (CB)

	Agenda item	Notes and actions to be taken	Person responsible
1.	<b>Committee business</b>		
2.	<b>Minutes of the previous meeting</b>	N/A	
3.	<b>Matters arising</b>		
3.1	Freshers' Week	<p>LK: Arrival weekend - several students may not arrive over the weekend, issue with the Kuwait embassy. Otherwise all students will arrive sat/sun</p> <p>Saturday, building open from 2pm for us. 2-4 pm drop in followed by tea and cakes which will be busier.</p> <p>Sunday same as Saturday. At 5pm clear everything ready for champagne reception (member of staff Prof Titherage)</p> <p>LK to arrive 20:30 so lots of staff support. BS and JT take students to sports bar, rest of committee mop floor etc + set up tables for check in Monday</p> <p>Freshers' Week – talk at 11:30 Monday followed by lunch (hang back but take food) Monday afternoon PC suite logging in check</p> <p>For nights out if the weather is bad we can arrange to have the foyer left open</p> <p>Thursday NEW afternoon workshop on consent (based on feedback from last year to welfare officer) – AMECs and BMA talks also new</p> <p>LK will be present for Saturday RAG awards</p> <p>"Ask" badges to be worn around Sussex Campus during freshers in room 2.05</p> <p>Push guest lecturer leaflets, ensure they reach parents</p>	



<p>3.2</p>	<p>Coaches for Varsity</p>	<p>No student handbook delivery so will be handed out on Monday alongside the exam pencil case and stickers for freshers' fair</p> <p>Only half of students will have occupational health appointments (vaccination shortage) so reassure students</p> <p>JT &amp; BS: All freshers plans presented as a PowerPoint presentation. Extra info:          Welcome weekend - Both treasurers and freshers reps all days (sat, sun, mon). Other roles alternate          ED Sunday /IP Saturday          JP Saturday/ GB Sunday          AM Sunday/ HM Saturday          GH Sunday          IH Monday          CK Sunday          Monday presentation - MedSoc 20 mins then RAG 20 mins          Sunday stay at the medschool for the champagne reception. Takeaway?          Need set up 20:00-20:30 in sports bar (not allowed in earlier) – moving tables and music set up (Caitlin Rock has agreed to make a playlist) Set up by GB and HG?          Wristband sales for second years Alex's house. Will post on fb to say when/where          Plan for Monday night on slides – changed RG and IH one at Western one at East street with other students</p> <p>JP: Having problems with Pryzm refusing free entry so no entry time yet. Plan to leave medschool at 19:00 with freshers and social secs while sports reps are at Walkabout.</p> <p>JT &amp; BS: Thursday need to gage interest in Komedia from second years (£5 tickets buy on website). Changed plan to slides – meet at medschool at 21:00. Bar Revenge at 22:00, no Pav Tav, 00:00 entry to Revenge</p> <p>AM: need objective numbering in beerienteering and designated people to do it</p> <p>MW: AM and HM doing numbering and must tell freshers they have a choice, they do not have to drink if they don't want to</p> <p>JT &amp; BS: Saturday Wall Street themed night at East Slope Bar          Committee polo shirts needed Saturday, Sunday, Monday, Friday          MW: Make sure RAG is advertised with enthusiasm and really push the t-shirt sales</p> <p>JP: No longer needed on the agenda</p>	<p>JT/BS to tell Bar Revenge new arrival time</p>
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3.3	Staff Flowers	MW: member of administrative staff off ill for a few months. HC suggested spending £30-40 on a nice bouquet of flowers. Unanimously voted in favour.	
3.4	Treasury Handover for HSBC Reference	All committee signed a document to officially hand over treasurer responsibility to AT and HG	
4.	<b>Any other business</b>		
5.	<b>Date of next meeting</b>	26/09/17	

Minutes taken by RG