



# Minutes

Tuesday 26<sup>th</sup> April 2016– 18:00, AEB

**Present:** Alec Saunders (AS), 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), Jenny Scott (JS), Phillipa Wright (PW), Rachel Wilson (RW), Ruairi Conway (RC), Meggie Sambrook-Smith (MS)

**Apologies:** Daniel Sims (DS), Gemma Hawkey (GH), Jonathon Stone (JS), Lauren Clark (LC), Louisa Woollen (LW), Mani Jayamurthy (MJ), Matt Burton (MB), Neil Calderwood (NC), Nick Greenslade (NG), Ravi Mani (RM), Jaz Dhedli-Singh (JD), Greg Pluck (GP), Max Bullock (MBu)

**Absent:** N/A

	Agenda item	Notes and actions to be taken	Person responsible
1.	<b>Committee business</b>		
2.	<b>Minutes of the previous meeting</b>	The minutes for the previous meeting held on Monday 18 <sup>th</sup> April 2016 were approved.	
3.	<b>Matters arising</b>		
3.1	Funding Request from EmSoc (George Saw in attendance)	<p>Catering by Deliveroo- There will be a multi-page programme so there would be space for advertising. Leaflets have not been printed as EmSoc have been waiting for promotional material to be included. <b>AP to contact Deliveroo, requesting to cater for 130, ask for a banner or something similar to be included.</b> As a precaution EmSoc have got a quote from Subway for £300. For snacks and water etc it has been recommended to use ASDA instead of cash and carry.</p> <p>Medical meat for the conference will be supplied by SurgSoc. It is likely that MedSoc will receive another request from SurgSoc to subsidise this.</p> <p>Sponsorship has been relatively unsuccessful, raising £350. USSU have mentioned they would give £570 towards medical equipment. The societies committee has put it to vote whether or not they will “loan” them the money rather than grant as there is a predicted profit which could be paid back.</p> <p>AP suggested to talk to the medical school to request reimbursement for travel costs for guest speakers, possibility for other funds. AP to contact Peter at the medical school to</p>	AP



		<p>see what would be available. Last year the raffle raised £170 for charity. USSU are not keen on the profits from the conference going to charity.</p> <p>Package 1: £300 to cover catering          Package 2: £350 to cover full catering including snacks and drinks          Package 3: £574 would cover all catering and printing.          If USSU were to give the money that they have promised, the money would not require.</p> <p>Tickets are £15 for the full day. Ticket sales will close on Sunday 15<sup>th</sup>. For selling to external students, the committee are selling via social networks, Sussex trauma network, contacts at other medical schools.</p> <p>If Deliveroo are catering for the event, they would ideally like the cost of snacks + printing instead.</p> <p>AP suggests we could cover printing costs on the premise that Deliveroo will cater for the event. Unfortunately until we have an update on whether Deliveroo will be viable or if USSU funding will come through or not.</p>	
3.2	Societies elections	<p>We need to tell societies how to elect their new committees, and this has not been decided on yet. We should give them a week and have conditions arranged by then. Ideally all societies will do their committee in the same way. To arrange a set time AND suggest better ways of doing the elections.</p> <p>Presidents meeting is the deadline for arranging this, and they will be told not to hold elections until then. Ideally votes would be sent out to those that are part of the society, however this logistically doesn't work due to the size of societies.</p> <p>One way of ensuring it is standardised is to state that if elections are not done democratically then funding will not be given. There have been elections that were done very poorly in previous years and we need to crack down so it is more fair.</p> <p>If we go ahead and use survey monkey as previously discussed, a link can be made with blind manifestos by each society and then an email can be sent with all the voting links in. This way each society is doing it independently, and relatively anonymously.</p> <p>20<sup>th</sup> May is societies meeting. End of week 7 (Phase 1) will be manifesto deadline, and end of week 8 voting deadline. All links can be added to the MedSoc website.</p>	



		To be added to next agenda when IT and Comms rep is present.	JL
3.3	Ski trip society	<p>The voting from last year was not done properly. Ideally they would allow democratic voting. There are some queries whether they are a society or not.</p> <p>JW, PW and HG to contact the current ski trips and discuss the way they do their elections. We do supply funds to them and advertising, therefore we will continue however on the condition that they comply and host elections.</p>	JW, PW and HG
3.4	Website images	<p>Photos on the website were found online and we do not have permission to use them due to Copyright. They can be bought in bulk, with the suggestion of splitting costs with the medical school to buy the rights. This will cost £9 each when we buy 5 or more.</p> <p>Instead it was suggested that we could host a competition to have students' photos on the website instead. We could buy a few to start with and then open it for students later on.</p> <p>Vote to purchase 5 photos: 13 votes for 1 vote against MOTION CARRIED DL to arrange purchase.</p>	DL
3.5	Hustings Drinking game	<p>Members of committee have a buzzer and speakers which can be brought along.</p> <p>Make new rules, 4 maximum. HC and FK to organise</p>	HC and FK
3.6	Societies Election week	As previously discussed.	
3.7	Sports meal	<p>Subsidising sports meal: This was done in the past. We have been quoted £17.50 per person and would like to subsidise by £2.50 per person on the basis of 80 attendees.</p> <p>Unanimous vote to give Medsport £200 for this. RC and RW to transfer funds.</p>	RC and RW
4.	<b>Any other business</b>	<ul style="list-style-type: none"> <li>• Will have refreshments for presidents meeting.</li> <li>• Hustings Running order for next meeting</li> <li>• Freshers reps reimbursement for next meeting.</li> <li>• OSCE season is soon so could push UGT books. Advertise</li> </ul>	

**Minutes**

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		<p>sale times in both AEB and Medical school.</p> <ul style="list-style-type: none"> <li>• RAG week has not been advertised particularly well to 4<sup>th</sup> years. To be added to next meeting.</li> <li>• Tom Lever should have graduated a few years ago, he said he had membership when he was here but there is no proof. It has been verified by a previous committee member. To add him onto the list. (3<sup>rd</sup> year)</li> </ul>	
5.	<b>Date of next meeting</b>	Wednesday 04/05/16. <b>JL to book room.</b>	

Minutes taken by JL