



# Minutes

Friday 14<sup>th</sup> September 2018 – 10am, BSMS Medical School Building Uni of Sussex

**Present:** Cal Barnes (CB), Alex Nye (AN), Farazi Virk (FV), Rabiah Neerahoo (RN), Dasha Pospelova (DP), Sue Sivathas (SS), Zahra Khan (ZK), Maya Berger (MB), Alex Ransome (ARa), Ava Rietdyk (ARi), Ollie Pentz (OP), Danny Ray (DR), Fran Lockyer (FL), Bradley Stewart (BS), Candice Rademaker (CR), Dan Sims (DS), Harry Cross (HC), Mo Shahin (MS), Mohamed Yusuf (MY)

**Apologies:** Rebecca Gill (RG), James Lee (JL), Vivien Ngo (VN), Cal Kenny (CK), Fergus Wilkie (FW)

**Absent:** Luke Pritchard (LP), Wes El-Mahmoudi (WE), Henry Graham-Rack (HG)

	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 4 <sup>th</sup> June 2018 were approved.	
3.	<b>Matters arising</b>		
3.1	Freshers Brief and Sports Night Debrief	<p>Saturday and Sunday committee needs to arrive for 12:45pm and 1:45pm respectively. Try to split between dual roles. Sunday stay on till champagne reception.</p> <p>AP: CB to print off MedSoc joining poster.</p> <p>RAG t-shirts to be sold via fixr and cash if necessary. AP: ARi to set up fixr. Considering boosting cost to £15. CR proposed to temporarily sell for £12 in first weekend and £15 any time after that. Agreed to do this.</p> <p>AP: CB to send RN and FV membership and cohort lists.</p> <p>Arrive for champagne reception for 6:30pm. Following this, 2 members to assist in escorting freshers to sports bar whilst everyone else tidies the med school.</p> <p>AP: freshers reps (FW, DR, OP) need to find out when the med school needs to be closed by. FW to bring and check microphone for balcony speeches.</p> <p>AP: Everyone prepare for Sunday balcony speech.</p> <p>MedSoc Polos to be worn Sunday, Monday, Thursday and Friday. Costumes Tuesday and Wednesday.</p> <p>CR unavailable to help Thursday and Friday. AN unavailable till approximately 9pm on Thursday.</p>	<p>CB to print off MedSoc joining poster</p> <p>CB to send RN and FV membership and cohort lists</p> <p>Freshers rep (FW, DR, OP) to find out Sunday's med school closing time. FW to bring and check microphone on Sunday.</p> <p>Everyone to prepare for Sunday balcony speech.</p> <p>Wear polos everyday but Tuesday and Wednesday.</p>



		<p>AP: all keep phones charged and on loud. Read all messages. Importance of sticking to timetable discussed.</p> <p>AP: freshers reps (OP, DR, FW) to send freshers week brief presentation to rest of committee.</p> <p>AP: CB and RG to ensure timings stuck to on Monday and to remind groups when to move.</p> <p>Wait till 7:15pm to divide groups during Monday's Pub Golf.</p> <p>Monday's MedSoc Presentation: be on campus from 11:30am. Sports, socials and societies to especially focus in this presentation (how to get involved and what's occurring). RAG has dedicated time at the end. Can bring committee and need to explain DRAG and GRAG.</p> <p>AP: any slides for Monday need to be submitted to a dropbox Need to make sure on the Tuesday at the venue no later than 11pm to avoid queues.</p> <p>Wednesday: sports captains and fresher reps to set up at walkabout. Make sure at move on to next venue for 11pm.</p> <p>Start leaving via team captains and games by 10:30pm latest = start at 9:45pm rounding people up. Sports reps to ensure non-drinking games as well.</p> <p>Thursday's quiz small cost for those without wristbands.</p> <p>Friday: RN unavailable so ZK has transferred to that house.</p> <p>AP: Find out what Friday's houses need by 5pm 15/9/18.</p> <p>CB proposed to increase house budget to £50. All agreed.</p> <p>AP ensure houses have enough things for Friday.</p> <p>AP need pens and tape for Monday and Thursday. Brief societies on Thursday's theme.</p> <p>Mature students social on Saturday evening to meet after RAG awards.</p> <p>ISOC bowling on Wednesday. MedSoc to discount this for wristband holders for £2.50pp. AP MedSoc to share Facebook event.</p>	<p>All phones should be charged and on loud. Remember to read all messages.</p> <p>Freshers Reps (OP, DR, FW) to send freshers week brief presentation to rest of committee.</p> <p>CB and RG to ensure timings stuck to on Monday and to remind groups when to move.</p> <p>Everyone = upload slides to dropbox for MedSoc introduction presentation.</p> <p>Freshers Reps find out what Friday's houses need by 5pm 15/9/18. Also ensure houses have enough things for Friday. Pens and tape needed for Monday and Thursday. Brief societies on Thursday's theme.</p>
3.2	Membership Cards	<p>AN proposed to rid of membership cards as would cost £170 and has very little use. CB did say they can be used for drinks deals and in clubs. Difficult however as discourages wristband use. CR proposed electronic version.</p> <p>AP: AN to investigate getting an electronic format and gaining photos of members.</p>	<p>AN to investigate electronic format and gaining photos of MedSoc members.</p>
3.3		<p>Committee must remember to stay visible in polos during fresher's week</p>	



<p>3.4</p> <p>3.5</p> <p>3.6</p> <p>3.7</p> <p>3.8</p>	<p>President's Brief</p> <p>Advertising Rules</p> <p>MedSoc Protocols</p> <p>MedSoc Conference Committee Invitation</p> <p>MedSoc Membership for Low Income Backgrounds</p> <p>Freshers fair Brief</p>	<p>Companies normally need to pay to advertise on the MedSoc Facebook Page. Need to decide if students also need to for external content (not internal). FL proposed they should to make it fair. CB suggested changing Facebook settings so that all posts need approving. If post posted without paying MedSoc can be unapproved and FL can send a message explaining why. Also suggested just flagging the post to FL who can remove it and inform the person why. Could also inform people to post on the year group page or own profile. AN suggested creating a student fee that is less than standard company fees. AP: to discuss at next meeting in more depth.</p> <p>Every committee member needs to attend every meeting. If someone misses 2 meetings in a row the committee can vote them off. Must inform AN of absence in advance of meeting and give an explanation as to why. Reimbursement requires receipts send to treasurers and CB cc'd in. Remember to remain confidential.</p> <p>Being held 10/11/18 in Brighton. BSMS hosting. Approx. £15 for committee including workshop and a 3-course dinner at a ball. AP: CB to share link to event in the next few weeks. AP: Mention if you wish to be involved in one of the workshops. If attending, wear polos.</p> <p>CB discussed with John and difficult to determine eligibility. Options are less of a cost or an instalment plan. To subsidise could be difficult as if a large quantity of the year is eligible and apply could bankrupt MedSoc. Another option could be to budget for a certain amount of money to be split between those who apply. BSMS unable to help. At the grad ball, £300 is usually put towards and split between those who applied. Need to ensure nothing overruns committee terms as difficult to maintain. Regarding instalments, treasurers can monitor accounts. Was suggested to use 1<sup>st</sup> generation scholars grant email as based on income as proof of validity. Students eligible could email AR with proof who could then forward list to treasurers. Payments would be due in terms 1 and 2 after student finance dates in £20 and £30 instalments respectively. This was decided to be the case from today on.</p> <p>Wednesday at 2:30pm. If available, committee to come at 1:45pm to set up tables and chairs as only 30 minutes to set up everything (from 2pm). ZK and MY to assign roles for on the day. AP to prepare handouts of floor plan. Also come at 5pm to</p>	<p>CB to share link to MedSoc conference by end of September. Everyone = mention to CB if you wish to be involved in one of the workshops.</p>
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3.9	Refreshers Organiser	<p>help pack away. If any committee members are not on stalls, be around with a floor plan to help people find stalls.</p> <p>CB suggests freshers' reps should have input with refreshers to help 1<sup>st</sup> year reps. All agreed this should be the case.</p>	<p><b>ZK and MY to prepare handouts of floor plan.</b></p>
4.	<b>Any other business</b>		
5.	<b>Date of next meeting</b>	24 <sup>th</sup> September 6pm AEB Seminar Room 4	

Minutes taken by AN