



Minutes

Tues 9th June 2015 – 6pm, Falmer house, Meeting Room 1.

Present: Alec Saunders (AS), Alex Parr (AP), Ayesha Raheem (AR), Daniel Sims (DS), Dom Lowcock (DL), Fraser Kenny (FK), Gemma Hawkey (GH), Harry Cross (HC), Henry Graham-Rack (HG), James Lee (JL), James Willans (JW), Jenny Scott (JS), Jonathon Stone (JS), Lauren Clark (LC), Louise Woollen (LW), Matt Burton (MB), Meggie Sambrook-Smith (MS), Neil Calderwood (NC), Nick Greenslade (NG), Phillipa Wright (PW), Rachel Wilson (RW), Ravi Mani (RM), Ruairi Conway (RC)

Apologies: Mani Jayamurthy (MJ), Jaz Dhedli-Singh (JD)

Absent: N/A

	Agenda item	Notes and actions to be taken	Person responsible
1.	Committee business	First Meeting with the new committee.	
2.	Minutes of the previous meeting	The minutes of the handover were approved.	
3.	Matters arising		
3.1	RAG	Decision has been made to open the positions and voting up to all years, not just the first years. Non-MedSoc members will not be allowed to vote, DL to send a personal link to survey monkey to each MedSoc member. RAG needs a constitution. DS to get the previous committee to write a brief description of what their role entails.	DL DS
3.2	IT and Comms	Could tweet more. Directing to the website is less likely to work. Need to go through DL to post things. Also on the Facebook page. Keep an eye on who is posting spam to the page. Email addresses for each position as opposed to personal emails. DL to set up after the exams and distribute emails and passwords to committee members. Need to arrange a way of people being able to pay for membership online using online banking. DL to look into online banking	DL DL DL

Minutes

Tuesday 9th June 2015 – 6pm, Falmer house, Meeting room 1.



3.3	Treasurers	<p>The committee are unaware of finance and how the money is being managed. To have regular updates in meetings.</p> <p>Treasurers, need to make a good way of storing money or getting it back safely after events, especially in fresher's. Need to find out what we need to be paying tax on.</p> <p>USSU- It has been mentioned that Pippa Robinson has said that the tax is such a problem that the med school need to intervene and have an active part. Treasurers to follow up with last year's treasurers to get more information.</p>	<p>RW and RC</p> <p>RW and RC</p> <p>RW and RC</p>
3.4	Societies	<p>Need to have better communications between reps and other societies. For socials they need to go through Gemma. For the calendar, need to clarify how long into the future we need to plan events.</p> <p>Societies reps need to ensure we have up to date emails of societies, and get elections standardized.</p> <p>Need to stop societies from going straight to sponsors, prevent them requesting all the money that is reserved to our university.</p>	<p>HG and PW</p> <p>HG and PW</p> <p>HG and PW</p>
3.5	Sports Reps	<p>Sports to look into pro rata insurance. Pay £2 per session until you cap at £20 for example. AR and AS to look into this.</p>	AS and AR
3.6	3 rd Year Reps	<p>3rd years to arrange half-way-there ball. Need to raise own money through ticket sales, some money from MedSoc. Bigger than winter ball but not as big as grad ball. Sponsors will give some money but need to do some fund raising. Cake sales, quiz etc. Consult with the 5th year reps as to where they are looking for the Grad ball and try and get a deal on the same venue if applicable.</p>	JS and MS
3.7	4 th and 5 th Year Reps	<p>Need to organize some fund raising events for the Grad ball. Also to arrange socials and other events within the year.</p>	NG, MJ, LC, LW
3.8	Freshers Week	<p>Fresher's reps to consult the other pairs that ran for the position for assistance in the organising of Fresher's week, including medic parent matching.</p>	JS and RV
4.	Any other business		
4.1		<p>We need to check more for the people that don't have MedSoc membership. If you can't produce a MedSoc card you have to pay more for events. Could have a leaflet on why you should buy a membership. (Included in fresher's booklet too)</p>	JS and RV



4.2	Transparency- we already publish meetings by minutes onto the website. More could be posted on the Facebook page and on twitter.	JL and DL	
4.3	Polo shirts- JW to organise. Survey monkey/doodle poll/Facebook poll to vote for what colours and styles we want etc.	JW	
4.4	Correspondence with societies and fresher's reps to go through social reps so we can get regular nights out at the same places so we can better deals.	HC and FK	
4.5	For the grad ball we need a better way of fundraising. We want a long term plan so fundraising happens from first year. The idea is to have a pot of savings for the grad ball of each year, and the money raised by each individual year increases what is spent on their ball.	ALL	
4.6	AP will be away on elective from 13 rd August until 14 th October, but reachable by email. He would like to be kept up to date with matters and a handover from JW to happen on his return.	JW	
4.7	Weekly bulletin- decision need to be made whether to have the bulletin fortnightly or monthly which has the most important items from the minutes, along with current bulletin with events. This is following feedback from the previous year that there were too many emails, however some feedback mentioned that there was not enough correspondence from MedSoc. It was discussed that we need to tell everyone what we have actually done, as opposed to what we should do according to the constitution. Needs to be interesting so that people will actually read it. It has been suggested that we make it more inclusive so non committee members can have more of a say. Some kind of question box.	JL	
4.8	DL to arrange a survey monkey account for all societies to use for elections at the end of the year so we can save money and standardize the way that elections are done.	DL	
4.9	AP would like focus to be on student activities rather than primarily raising funds.		
5.	Date of next meeting	To be confirmed. Will be in September.	JL

Brighton & Sussex Medical School Medical Society

Minutes

Tuesday 9th June 2015 – 6pm, Falmer house, Meeting room 1.



Minutes taken by JL