



Executive Committee Meeting Minutes  
14/03/18 17:00-19:00

Item No		Action
1	<p><b>Attendance</b></p> <p><b>1.1 Present</b></p> <p>Eliza Torres VP (Health, Social Care, Education and Medical Science)            Jamie Smith President            Johanna Korhonen VP (Arts, Law &amp; Social Sciences)            Kirran Khan VP (Business)            Benjamin Morris FMS Faculty Rep (Chelmsford)            Blessing Raimi Black and Minority Ethnic Students' Rep (Cambridge)            Kyia Thompson Women's Rep (Cambridge)            Luca Girardi LGBT+ Students' Rep (Cambridge)            Michael Graham LAIBS Faculty Rep (Cambridge)            Stewart Watson FST Faculty Rep (Cambridge)</p> <p><i>In Attendance</i></p> <p>Bethan Dudas Advocacy &amp; Engagement Director            Jonathan Malton Representation/Executive Assistant            Megan Bennett ARU London &amp; Democracy Coordinator            Rose Williamson Campaigns and Education Enhancement Coordinator</p> <p><b>1.2 Apologies</b></p> <p>Laura Douds VP (Science &amp; Technology)            Clarissa Devey-Smith FHSCE Faculty Rep (Cambridge)            Kathryn Dunnill FMS Faculty Rep (Cambridge)</p> <p><b>1.3 Absent</b></p> <p>Anita Miezah Women's Rep (Chelmsford)</p>	

	<p>Antonia Vetter International Rep (Cambridge)  Aysha Goodwin LAIBS Faculty Rep (Chelmsford)  Bobby Hughes FST Faculty Rep (Chelmsford)  Christiane Kouassi Black and Minority Ethnic Students' Rep (Chelmsford)  Grant Rose Disabled Students' Rep (Cambridge)  Gill Jacob Disabled Students' Rep (Chelmsford)  Imogen Davnall LGBT+ Students' Rep (Chelmsford)  Joel Tyson ALSS Faculty Rep (Chelmsford)  Leigh Rooney FHSCE Faculty Rep (Chelmsford)  Maggie Raleva ALSS Faculty Rep (Cambridge)  Michael Turner Trans* Students' Rep (Cambridge)  Roman Ivanov International Rep (Chelmsford)</p> <p><b>1.4 Declaration of Interest</b>  None</p>	
2	<p><b>2.1 Acceptance of Previous Minutes</b></p> <p>The minutes were accepted as a true record of the meeting.</p> <p><b>2.2 Matters Arising</b></p> <p><b>7 Rainbow Lanyards</b> – JS to discuss with Andrea Cheshire (Director Student Services) about having rainbow lanyards available for the new intake in September 2018  <b>Action: JS to meet AC to discuss the implementation of Rainbow lanyards</b> JS</p> <p><b>Communication</b> – Rules of Radio Show Competitions on CAM FM; they are fine if the SU receives no material gain</p> <p><b>7.14 Money, Money, Money</b> – MR to send email to Rose Williamson (Campaigns and Education Enhancement Coordinator) &amp; Bethan Dudas (Advocacy &amp; Engagement Director) regarding students from islands around the UK can now submit work as early as international students.  <b>Action: MR to send email to RW &amp; BD to announce this</b> MR</p> <p><b>Halal Food</b> – Halal food is now labelled in the canteen</p> <p><b>Washing the Lab Coats</b> – no update</p> <p><b>Diversity Projects</b> – no update</p> <p><b>Support for Carers</b> – Ongoing</p> <p><b>Action: KK to re-arrange meeting about Young Street &amp; Clarissa Devey Smith (FHSCE Faculty Rep (Cambridge)</b> KK</p> <p>ET emailed Conrad Sackey (Head of Information and Advice, Student Services), there has been no response</p> <p>CDS has met Donna-Louise Cobban (Advice Service Manager)</p> <p>EXEC</p>	

<p><b>Action: Officers &amp; Exec to be visible across all locations, for students to have easier contact with their Vice Presidents &amp; Faculty Reps</b></p>	
<p><b>Bike Safety</b> – KK arranged meeting with Tom Manville (Commercial Services Manager) &amp; has met with Environment team</p>	
<p><b>5.1 Against Cuts to Education</b> – List of actions coming out of meeting with KK &amp; RW</p>	
<p><b>5.2 Against Cuts to NHS</b> – Will submit feedback at the next Exec</p>	ET
<p><b>Action: ET to gather feedback from consultation event</b></p>	
<p>ET met with RW to discuss how to move the campaign forward, to update at the next Executive Meeting</p>	
<p><b>5.3 Gender Neutral Toilets</b> - LD met with Sandy Lynam, signs appearing across campus</p>	JS
<p><b>Action: JS to find out how much signs cost &amp; budget request</b></p>	
<p><b>5.4 Increased Equality for Vegan Students</b> – Ongoing</p>	JK
<p><b>Action: JK to reschedule meeting with Sarah Gradidge (President of the Vegan Society)</b></p>	
<p><b>Keep Wednesday Afternoons Free</b> – Taken to ideas meeting</p>	
<p><b>Liberating the Curriculum</b>– rollover to next meeting</p>	JM
<p><b>Action: JM to organise meeting with Kat Younger, University of Essex Students' Union</b></p>	
<p><b>5.7 Save Our Space</b> – JS emailed Sandy Lynam to chase up awaiting response</p>	
<p><b>5.8 Teaching Excellence Framework</b> – KK to meet with Iain Martin (Vice Chancellor) on 26<sup>th</sup> March to discuss an overhauled Teaching Excellence Framework</p>	
<p>Organised meeting with Vicky Ford, MP for Chelmsford to discuss the implementation of the Teaching Excellence Framework</p>	JM
<p><b>Action: JM to organise meeting between JS, KK &amp; LD to discuss Teaching Excellence Framework</b></p>	
<p><b>5.9 Trans not Trans*</b> – JS sent to Trustees, but will be in place for next election</p>	
<p><b>5.10 Up Your Grants</b> – No update</p>	
<p><b>5.11 Wheels in Motion</b> – KK to gather feedback from Chelmsford &amp; Peterborough Cambridge Transport Board, subcommittee of the council, said it was inappropriate to have a non-member on the panel</p>	KK
<p><b>Action: KK to liaise with JS about Executive Officers of ARU Students Union sitting on the panel</b></p>	
<p>KK to meet again with David Walmsley</p>	
<p><b>Girls Only Hour</b> – JS to have meeting with Active Anglia to discuss the return of Girls Only Hour</p>	
<p><b>What The Faculty</b> – SW to meet with Julian Priddle (Principal Lecturer in Academic Development: FST) about the future of the What the Faculty booklet</p>	SW
<p><b>Action: SW to invite Toby Pallatt (Representation Coordinator LAIBS &amp; FST) &amp; RW to meeting with Julian Priddle</b></p>	
<p>Budgets from the previous meeting have been approved</p>	
<p><b>BR – BME Forum - £50</b></p>	

	<p>JS noted that to cut the length of the meeting, the committee should update action list to be updated beforehand.</p> <p><b>2.3 Terms of Reference</b></p> <p>There are no updates to the membership</p>	
3	<p><b>Permanent items</b></p> <p><b>3.1 Executive Officer Reports</b></p> <p><b>Executive Accountability</b></p> <p>Executive Committee discussed the Elected Officers Away Day from Friday 2<sup>nd</sup> March 2018, after recent feedback from students about the appropriateness of the venue. The Away Day was held in Wetherspoons pub, where they were organising officer training for next year's Executive Officer team.</p> <p>JS noted that while the location was chosen for its facilities (free wifi, cheap soft-drinks), it was not the best place for officers to be visible during work hours.</p> <p>Committee agreed that there needs to be clearer signposting regarding officer away days &amp; to be posted on ARU Students' Union website and other social media pages, such as Facebook &amp; Twitter.</p> <p>KT raised that there should be an option to submit feedback to officers that is not as official as a complaint, and possibly have it online, linked from the SU's website</p> <p>KK suggested that this could be similar to an online suggestion box</p> <p>SW stated that there used to be physical feedback forms in the SU, and proposed a combination of both</p> <p>KT proposed that this could be similar to online feedback, but with the option of emailing members directly</p> <p>LG discussed an officer update Facebook page with the possibility of including to all who are members of the executive committee</p> <p>MG thought that part time officers could regularly interact with students online or at meetings</p> <p>SW thought that this proposal could be extended to the Course Reps</p> <p>LG proposed the idea of 'Executive Forums' to allow students ask questions to elected Officers, Faculty, &amp; Campaign Reps</p> <p><b>Action: Executive Committee to make it clear that any student can attend Student Council</b></p> <p><b>Action: MB to investigate if Executive Committee attendance can be posted online, along with voting stats</b></p> <p>JS wants to turn the updates from the Executive Committee meetings into an regularly updated 'blog'</p> <p>LG thought to incorporate monthly updates on 'blog'</p>	<p>EXEC</p> <p>MB</p>

MB thought that to protect the identity of officers, names might be hidden from all but staff  
 LG referred back to the Executive Forums ideas, and proposed that it would be held similar to the Elections “Question Night” style, with a focus of questions the elected officers  
 JS thought that it should be similar to the idea page, officers held to account & voting stats online  
 SW believes that posting which officer voted for or against certain motions might lead to students confronting members of the committee, due to them voting against their ideas  
 KT believes that holding the elected Officers, Faculty & Campaign reps to account is a good thing

### 3.2 Executive Officer Work Plans

**Jamie Smith - President**

#### **Retention Campaign**

JS looked at data sharing agreement, the Students’ Union cannot share the data back with the University, and however, JS will be able to look into the Students’ Union involvement and mapping that engagements over the NSS results to see if there are target courses/demographics that we can further support.

#### **Teaching Excellence**

Anglia Learning and Teaching have confirmed their support for the project and will be communicating the project to the university.

Aletta Norval (Deputy Vice Chancellor (Education)) will attend the next Executive Committee meeting

#### **Graduations**

University has announced that graduations will be moved to July, with smaller graduations in November for trimester students.

This will start for students currently in their 1<sup>st</sup> year for 2019 Graduations

#### **Let’s Be Honest**

Report being sent to Vicky Ford, MP for Chelmsford, and this will be distributed to all MPs in Essex.

#### **Dance Studio**

Space started to be converted, 3 weeks before being completed

Still waiting for written confirmation of University paying for transport to outside locations for societies

**University Mental Health Day**

<p>Students pleased that with SU organised Mindfulness Sessions in both Cambridge &amp; Chelmsford</p> <p>FMT update</p> <p>The university have agreed our plans for the Faculty Partnership Team, the next steps are to train and support officers and faculty reps to make the meeting as useful as possible.</p> <p>To have better communication between Executive Meetings, members should communicate via social media.</p> <p><b>Action: SW to start Exec Group chat on Facebook</b></p> <p><b>De-Stress Fest</b> Tie in with ET's monthly De-Stress fest University/Union wide event – Equal events in Cambridge &amp; Chelmsford Distress Fest will be held from Monday 23<sup>rd</sup> April to Friday 27<sup>th</sup> April</p> <p><b>ICAN (Inclusivity Champions Action Network)</b> Organisers want Staff &amp; students to be engaged with these meetings, and for members of the event to be on the reference list Meet 6 times a year <b>Action: JM to send information to all members of the Executive Committee</b> Next meeting is Thursday 10<sup>th</sup> May 2018 MG &amp; LD expressed interest</p> <p>JS also updated about the space, temporary buildings have been removed, to be converted into a green space, then Dome from Chelmsford will be moved to this space</p> <p><b>Johanna Korhonen - Vice President (ALSS)</b></p> <p><b>Recipe Suggestion</b> Recipe trial completed on the 16<sup>th</sup> February, 9-10 recipes will be kept Due to the positive feedback, this campaign will take place in Chelmsford</p> <p><b>Clearer Communication</b> JK has emailed Andrea Turley (Director of Marketing) a detailed list of changes to implement through communication &amp; marketing across the campus. Georgia Hingston (Communications &amp; Insight Coordinator) is monitoring mass emails sent to students. Hoping to avoid duplicated emails</p> <p><b>Free Printing</b> Reduced Printing Policy passed through Student Council in February</p>	<p>SW</p> <p>JM</p>
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Sticker campaign will be out next month

### **International Student Outreach**

Speed Friending event is going to happen in April, JK currently putting together a project plan JK & AV met Caroline Shanahan (Head of International Student Advice Service) on 21st Feb to discuss feedback.

Global Week is happening on 12th-16th March and working in conjunction with the Activities Team (Dan Fow – Student Opportunities Coordinator (Cambridge)) & (Katie Pether- Student Opportunities Coordinator (Chelmsford)) going to try to get as many cultures represented

### **Kirran Khan - Vice President (Business)**

#### **Personal Tutoring**

KK & Ruth Taylor visited the University of Worcester to discuss recently remodelled system was working. They use the 'Curriculum Model' where personal tutors are allocated based on the course the student is studying.

Discussing with faculties & organising a similar system, where student is being taught by their personal tutor in one of their modules – meaning that they have regular contact with them, rather than seeing them (often randomly) once a semester.

Students have completed an online survey, which closed on the 1<sup>st</sup> March, and will now be looked at a Student Focus Group on 21<sup>st</sup> March

#### **Part Time Job Fair**

Took place on 2<sup>nd</sup> February, and went well.

Plan to carry over to the next Exec Team, and hold event in September during Freshers' week

Working in conjunction with businesses attending Freshers' fair

MG expressed his support of this idea

#### **Bike Safety**

Event happening on 17<sup>th</sup> April in Cambridge & 18<sup>th</sup> in Chelmsford

SW said that the Cambridge City Council & police help with bike safety and security at Cambridge Train Station already, they could participate in event

Due to the amount of spaces for these events, they could be ticketed online

**Action: KK to talk to Hillary Wicks (Road Safety Officer Essex Safer Cycling) to book a slot for Chelmsford Safer Cycling event**

**Action: KK to collate feedback from**

KK

KK

Eliza Torres Vice President (FHSCE & FMS)

Monthly De-Stress Events

<p>February De-Stress Event went well, &amp; the March event will be in conjunction with Global Week</p> <p>ET will post photos from fashion show from the 13<sup>th</sup> March</p> <p>Culture GIAG – Please with students in Chelmsford,</p> <p><b>Action: ET to be visible for Communications with updates to events &amp; campaigns</b></p> <p><b>Laura Douds – Vice President (FST)</b></p> <p><b>Clubs &amp; Societies Count</b></p> <p>No update</p> <p><b>Diversity Projects</b></p> <p>LGBT History Month £1100 raised at rainbow event</p> <p>Executive Committee expressed how they were proud of LD’s commitment to monthly event</p> <p>You are Irreplaceable bracelets have been handed out to staff and students across campus, and reported to have been shared with students at Cambridge University</p> <p><b>Communication</b></p> <p>LD &amp; JK continue to have a weekly show on CAM FM – moving to Tuesday</p> <p><b>Other Updates</b></p> <p>Compass House is now open Saturdays from 10am to 6pm until the end of the semester, LD has advised all relevant course reps and students</p>	<p>ET</p>
<p><b>Action: Exec to complete Love Society survey</b></p> <p><b>FVC/LEDIC Reports</b></p> <p><b>Blessing Raimi – Black and Minority Ethnic Students’ Rep (Cambridge) Update</b></p> <p>Forum went well, gathered feedback on Cultural Societies event, and what students would like in terms of extra-curricular events and what is missing from their course content</p> <p>Over-ordered on tea &amp; coffee.</p> <p>Online form for next year?</p>	<p>EXEC</p>
<p><b>Action: JS to discuss with Donna-Louise Cobban (Advice Service Manager) regarding in De-Stress fest, EDI</b></p> <p><b>Action: JS to email exec regarding events for De-Stress fest</b></p>	<p>JS</p> <p>JS</p>
<p><b>Global Week</b></p> <p><b>EDI Workshop</b></p>	



	<p>BR to work with DLC &amp; Katie Potts to organise an Equality, Diversity and Inclusion workshop for students with a focus on the cultural diversity of students at the university which will take place during global week.</p> <p><b>Speed Friending</b> To encourage BME students to make new friends in an informal environment, Global Week would be a great platform for students to mingle in a fun and relaxed way. BR will meet with the Student Opportunities Coordinator to organise the date and time of the event in line with other Cambridge based events during Global Week.</p> <p><b>Kyia Thompson – Women’s Rep (Cambridge) Update</b> KT &amp; LD were approached by Grace Anderson from Cambridge University Students' Union regarding a collaboration with ARU Students' Union for the 'Reclaim the Night' march. The march took place on Sunday 11th March 2018 from 5pm to 7pm, and was open to non-binary individuals and those that self-identify as female. KT was invited to lead a block on the night, and ARU students were encouraged to sign-up for stewarding. There was an evening dedicated to banner making. Event was successful, and we there are plans to reorganise the event for next year</p> <p><b>Michael Graham – LAIBS Faculty Rep (Cambridge) Update</b> CIPD accreditation has been scrapped for Masters January starters Students doing their final year here (e.g. Erasmus and top-up students) are finding their dissertation difficult as they may not have needed to do one at their original institute. Initially phased out have phased it out as a pilot across many courses like AFOM and top ups so looking at this but it tends to provide the highest marks for students Sally Everett (Deputy Dean) in favour of co-chair SSLC (Student Staff Liaison Committee), to be pushed across LAIBS, believes this is a good employability skill <b>Action: MG to discuss CIPD accreditation with MA students</b></p>	MG
4	<p><b>Appointments</b> None</p>	
5	<p><b>Policies</b></p> <p>All policies were taken as read, but noted below</p> <p><b>5.1 Against Cuts to Education</b> JS had a discussion with the UCU Rep from ARU, discussing lecture concerns and ongoing anxieties about resources in terms of monetary and time. Lecturers regularly work over their contracted hours. JS has also contacted Vicky Ford (Chelmsford MP) and has asked for a list of all placement providers, and to look into highlighting fees and finances as a key factor to poor mental health.</p>	

## 5.2 Against NHS cuts

A consultation event was held on Wednesday 31<sup>st</sup> January at the Michael Ashcroft Building, which discussed the proposal of reorganising services across hospital sites in Basildon, Chelmsford and Southend.

ET & BM will be looking into new opportunities to lobby the NHS to assist paramedic students, along with finding out why they are excluded to any of the bursary schemes.

## 5.3 Gender Neutral Toilets

Estates have reassured us that their new build policy requires GNTs in each new building, however it is not required in all buildings, but this is being actively worked on.

After student feedback on the proposal to rename accessible toilets as GNTs,

LD & LG to audit Compass House as there have been complaints made regarding the number of gendered toilets.

Active Anglia are refurbishing their changing rooms and agreed LD & MG to look over the proposals, as they are bringing in GH Changing Rooms

## 5.4 Increased Equality for Vegan Students

Vegan alternatives will be offered in all clubs and societies events, and starting in the next academic year, next year offering vegan options will be embedded in the society bronze/silver/gold award, it will be included in the inclusion aspect of equality impact assessment form, and in the Inclusivity award criteria.

JK has emailed the environment team regarding Vegan options being advertised across University, to consider the impact of meat, dairy & egg consumption, and to take steps to address this.

Meatless Mondays will be discussed after the after the completion of the Recipe Trial.

## 5.5 Keep Wednesday Afternoons Free

JS now sits on the Timetabling Working Group, which allows us to be involved in these conversations.

Active Anglia will inform students that their responsibilities lie with lectures if they are still being held on Wednesday afternoons, and to receive permission to be absent from the Course Leader as early as possible.

## 5.6 Liberating the Curriculum

LD spoke to Aletta Norval (Deputy Vice Chancellor, Education) regarding this policy, and asked to liaise with heads of FMS & FHSCE, and write a paper to FQUESS/QUESC regarding individual course content. However, JS believes this is not appropriate, and it should be down to the University work with bus when we propose changes.

Let's Be Honest report date will be used to support arguments that we need a better curriculum.

LD is compiling a list of healthcare based courses to assess exactly how many will need reviewing.  
LD will be looking to find suitable online resources for LGBT support for faculty members

### 5.7 Save Our Space

Budget has now been confirmed for the dance studio, and currently waiting for confirm the opening date.

This has been handed over to Aletta Norval (Deputy Vice Chancellor, Education) to facilitate an appropriate off campus site for societies who used to use the dance studio but still can't be accommodated.

Optometry Building has been removed, now awaiting for student feedback for what should be put into that space. The Dome from Chelmsford will be moved here in August.

### 5.8 Teaching Excellence Framework

JS working with Anglia Learning & Teaching (ALT) to create an internal measure of teaching quality which will be informed by both students and staff and used collectively by students and staff to hold each other to account. These 12 criteria's have been circulated to ARU staff and will be informed in detail at the various committee structures.

JS is in constant communication with Cambridge and Chelmsford MPs.

**Action: JM to organise a meeting with UCU and UNISON Reps to discuss how we can work together.**

JS to attend TEF conference to investigate and increase knowledge base.

JM

### 5.9 Trans Not Trans\*

Completed, but will not be in action until the next academic year

### 5.10 Up Your Grants

LD is currently discussing with our Finance Manager to increase the grant pot by 15% in both Cambridge & Chelmsford

More information to be put online regarding fundraising – will speak to Abi Dickinson (Activities Manager) about this.

**Action LD to speak with Abi Dickenson regarding online fundraising**

LD

### 5.11 Wheels in Motion

KK currently waiting to hear back from David Walmsley (Deputy Director of Student Services) surrounding attendance of the Cambridge County Council Transport Safety Board's next meeting to talk about the policy.

KK to gather feedback from Chelmsford and Peterborough students in a more formal way over the next few weeks.

**Action: KK to make contact with Peterborough students regarding wheels in motion feedback**

KK

	<p><b>5.12 Equal Access</b> Original Policy Proposer has written a paper outlining what we want and why to be taken to the appropriate committees. LD attended the conference in London and have lots of ideas of events to hold during Refugee week. Budget requests will come in soon though need to ascertain what is appropriate as refugee week is in June, right in the middle of handover to new officers and most undergrad students who are the bulk of our student numbers will not be here.</p> <p><b>5.13 Living Wage</b> This was heavily promoted at KK's Part Time Jobs Fair This will be handed to the next Executive Officer team, to promote during the Living Wage week.</p> <p><b>5.14 Reduced Printing Policy</b> Policy has passed through council to raised awareness of printing but this will be emphasised through an all staff email and emphasising this to the managers. Communications team already offers alternative ways to promote campaigns and events and the first choice but this will be highlighted to staff. JK to speak with the relevant managers and SMT about policy guidelines and implement them JK sent Aletta Norval (DVC for Education) an email with the policy to see if University would be open to a similar policy and she will also look into increasing the amount of online submissions JK noted that tonight's Executive Committee Meeting went paperless!</p>	
6	<p><b>Council</b></p> <p>Five new policies were introduced to the meeting to be considered by the members:</p> <p><b>Against Cuts to Education Policy</b> <b>Gender Neutral Toilets Policy</b> <b>Reduced Printing Policy</b> <b>Save Our Space Policy</b> <b>Teaching Excellence Framework Policy</b></p>	
7	<p><b>Ideas</b></p> <p>The Ideas update paper was taken as read with the following short additions</p> <p><b>SU Permanent Bar in Cambridge</b> – No update <b>Books Plus Card Used for Printing</b> – Books Plus Reviews starts in March. <b>Summer Graduation</b> – No update <b>Stop Charging for Hot Water</b> – Kettle now in Peter Taylor House</p>	

	<p>Therapy Dogs – Completed – remove from papers</p> <p>Accessible Microwave – Microwave now in Peter Taylor House</p> <p>Free Graduation Guest Fee – No update</p> <p>Halal Food and Prayer Room – No update</p> <p>Free parking – Completed – remove from papers</p> <p>Jacket potatoes – Students should contact Terry Hope (Head of Catering) if interested</p> <p>Cheerleading – No update</p> <p>Food in Library – No update</p> <p>Lab coats – No update</p> <p>Money, money, money – No update</p> <p>Graduation Hand Shake Should Come With Academic Certificate – JS is part of Working Group</p> <p>Grad Ball – No update</p> <p>Students Guide of Renting Private Accommodation – Sent to Residential Services for feedback, will be printed online at no cost, might be printed for Fresher’s</p> <p>Reduce Healthy Food Prices – JK contacted catering, but not received feedback</p> <p>New Accessible Toilet Signs – No update</p> <p>Open All Hours – Not Started</p>	
8	<p><b>Budgets</b></p> <p>RW stated Exec has over budgeted with every proposal, but have under spent on each event. With this, it has left £2000 left in budget, which doesn’t include the planned budget for De-Stress Fest</p> <p>Total budget should be included in Officers Reports for every updates, &amp; RW will give an update to the budget every</p> <p><b>KK – Bike Safety - £120</b></p> <ul style="list-style-type: none"> <li>• GIAG event held in Chelmsford – different company &amp; two members of staff present – more money required when compared to the event in Chelmsford.</li> <li>• This event will be for 30 students.</li> </ul> <p><b>ET – Cultural Give It A Go - £276</b></p> <ul style="list-style-type: none"> <li>• Food - £250</li> <li>• Drink – £15</li> <li>• Tape for Passport - £1</li> <li>• Stamps – £10</li> </ul> <p><b>JS – De-Stress Fest - £1570</b></p> <ul style="list-style-type: none"> <li>• DIY Stress Balls Materials - £20</li> <li>• Prosecco, Fruit Juices &amp; Plastic Champaign Flutes - £250</li> <li>• Playdough - £30</li> </ul>	

	<ul style="list-style-type: none"> <li>• Hand Massages from LUSH Cosmetics - £90</li> <li>• Tea &amp; Hot Chocolate Stall - £20</li> <li>• Study Kits - £500</li> <li>• Postcards &amp; Pens - £50</li> <li>• Therapy Animals - £500</li> </ul> <p><b>Discussion Regarding Cutting Budget of Request</b></p> <p>Executive Committee raised concern with the use of therapy animals and issues regarding animal welfare</p> <p>Executive Committee also discussed removing stress balls, as there is the potential for them to become projectiles</p> <p>JS spoke in favour of keep service animals, due to the positive feedback from last year's event</p> <p>BR &amp; ET expressed interest in keeping the Postcards &amp; Pens</p> <p>SW wants to keep the Tea &amp; Hot Chocolate Stall</p> <p>BM, LG, &amp; MG want to keep the Facewipes</p> <p>JK want to keep Playdough</p> <p>RW could use her previous experience with LUSH to train students for hand massages, which would save around £120</p> <p>Executive Committee expressed interested in removing the Stress Balls &amp; Prosecco</p> <p><b>Action: KK &amp; LG to work out costs for event, to help make the decision of what to remove from the budget.</b></p> <p>Other budgets taken as read but noted below</p> <p><b>KK – Personal Tutoring Focus Group - £50</b></p> <ul style="list-style-type: none"> <li>• Refreshments needed for event in Cambridge</li> </ul> <p><b>JS – Let's Be Honest - £518</b></p> <ul style="list-style-type: none"> <li>• Art Therapist - £390</li> <li>• Art Materials - £80</li> <li>• Travel Expenses for Art Therapist - £48</li> </ul> <p><b>BR - BME Awareness and Inclusion, Speed Friending Event - £62</b></p> <ul style="list-style-type: none"> <li>• Refreshments - £50</li> <li>• 250 Name Stickers - £12</li> </ul> <p><b>Action: KK to send out budget requests</b></p>	<p>KK/LG</p> <p>KK</p>
9	<p><b>Any Other Business</b></p> <p>JW &amp; RW discussed how the Executive Committee could keep track of the budget.</p>	

	<p>Action: Update papers with budget request and actual amount spent on each campaign</p> <p>Action: JS to talk with Georgia Hingston (Communications &amp; Insight Coordinator) to discuss promoting Officer's social media, such as Facebook &amp; Twitter in Helmore Street, to have easier communication with students</p> <p>SW discussed the use of straws in the Academy, not in-line with ARU Students' Union Green Impact</p> <p>Action: SW to discuss with Rhys Lewis (Assistant Manager, Venue &amp; Entertainments (Cambridge)) about not ordering plastic straws</p> <p>Election 2018 Update</p> <p>It was noted that this year's election had 3206 voters – which was including ARU London Survey being sent out to all candidates, MB requested any Executive Committee members who stood in the election to fill out the survey, and direct any questions to her.</p> <p>JS passed on congratulations to the new Executive Officer Team – starting in July 2018, the new team will be;</p> <ul style="list-style-type: none"> <li>• President – Laura Douds</li> <li>• VP of ALSS – Amanda Campbell-White</li> <li>• VP of LAIBS – Mary Copsey</li> <li>• VP of FHSCE &amp; FMS – Eliza Torres</li> <li>• VP of FST – Matt Hayes</li> <li>• VP of ARUL - Oluwadamilare Ojewande</li> </ul> <p>AGM Student Council 25<sup>th</sup> April – 100 students needed</p>	<p>EXEC JS</p> <p>SW</p>
	<p>Date and Time of Next Meeting: Wednesday 18<sup>th</sup> April 2018, <u>4pm – 6pm</u></p>	

~~Kirran Khan – Vice President of the ARU Students' Union approved these minutes~~  
These now need approval again, I suggest Jamie if possible.