

Executive Committee Summary Report & Minutes 2022 - 2023

Over the past 12 months the Executive Committee has been involved in a number of activities and votes. The Executive Committee has:

- Voted to approve 3 new Lay Trustees to the SU Trustee Board
- Approved 1 Lay Trustees to a new term on the SU Trustee Board
- Filled vacant university level committees.
- Passed a bye law change to approve changing the Black & Minority Ethnic (BME) Representative to Race Equality Representative
- Passed by law changes to move the election of Faculty & Campaign reps from March to October
- Engaged and provided feedback to the Students' Union regarding the findings and proposals following the Democracy Review
- Engaged and provided feedback to the Students' Union regarding stances towards the UCU strikes.

Attendance

Following The Election 2022 there was only 15 members elected to the Executive Committee. In the Bye Election that took place in October 2022 a further 12 members were elected bringing the total to 27. 1 member of exec stood down in November and 1 member stood down at the end of January.

Here is a summary of attendees, sent apologies and absents from the Executive Committee.

April 2022 – 8 attendees, 2 apologies and 16 absents of 26 members.

Aug 2022 – 10 attendees, 1 apology and 4 absents of 15 members.

Sept 2022 – 10 attendees, 1 apology and 4 absents of 15 members.

Oct 2022 – 12 attendees, 2 apologies and 13 absents of 27 members.

Nov 2022 – 12 attendees, 3 apologies and 11 absents of 26 members.

Jan 2023 – 11 attendees, 6 apologies and 10 absents of 26 members.

Feb 2023 – 9 attendees, 4 apologies and 12 absents of 25 members.

FVCLEDIC 29/22

Faculty Voice Committee (FVC) and Liberation, Equality, Diversity and Inclusion Committee (LEDIC)

28th April 2022, 15:00 – 17:00

1.1 Welcome, apologies and absences, including newly elected members	Cavya Antony	<i>To note</i>	Verbal
1.2 Terms of reference*	Cavya Antony	<i>To note</i>	
1.3 Minutes of the last meeting	Cavya Antony	<i>To approve</i>	30/22
1.4 Actions & matters arising from last meeting	Cavya Antony	<i>To discuss</i>	30/22
2. Items for Discussion			
3. Faculty Rep Updates <i>All representatives to introduce their projects and campaigns and seek support and input from others</i>			
	All Faculty Reps	<i>To discuss and action</i>	Verbal 31/22
4. Campaign Rep Updates <i>All representatives to introduce their projects and campaigns and seek support and input from others</i>			
	All Campaign Reps	<i>To discuss and action</i>	Verbal 32/22
5. Executive Officer reports <i>Officers may select one or two campaigns to update on and seek support and input</i>			
5.1 President	Cavya Antony	<i>To discuss</i>	Verbal 33/22
5.2 Vice President (Business & Law)	Ash Salim	<i>To discuss</i>	Verbal 34/22
5.3 Vice President (Arts, Humanities & Social Sciences)	Sobin Sojan	<i>To discuss</i>	Verbal 35/22
5.4 Vice President (Health, Education, Medicine & Social Care)	Divya Agarwal	<i>To discuss</i>	Verbal 36/22
5.5 Vice President (Science & Engineering)	Kevin Joy	<i>To discuss</i>	Verbal 37/22
6.			
7. Any Other Business			

Date of next meeting: TBC May 2022

Executive Committee (FVC and LEDIC) Minutes; 24th August 2022 15:00

Item		Action																																																									
1.	<p>1.1 Attendance P = Present, Ap = Apologies, A = Absent</p> <p>1.1.1 Members</p> <table border="1" data-bbox="201 645 1321 1339"> <tr><td>Shankar Sreenath</td><td>President (Chair)</td><td>P</td></tr> <tr><td>Akshay Kumbalath</td><td>Vice President: Arts, Humanities and Social Sciences</td><td>P</td></tr> <tr><td>Nithin-Raj Govindan-Krishnan</td><td>Vice President: Business & Law</td><td>P</td></tr> <tr><td>Rohit Dhyani</td><td>Vice President: Health Education Medicine & Social Care</td><td>P</td></tr> <tr><td>Rahman Abdul-Salam</td><td>Vice President: Science and Engineering</td><td>P</td></tr> <tr><td>Sharmeen Jawad</td><td>Vice President: Healthcare Practice</td><td>Ap</td></tr> <tr><td>Srujith Raj Yatelly</td><td>B&L Faculty Rep (Cambridge)</td><td>P</td></tr> <tr><td>Louise Still</td><td>HEMS Faculty Rep (Chelmsford)</td><td>A</td></tr> <tr><td>Graydon Thorpe</td><td>HEMS Faculty Rep (Chelmsford)</td><td>A</td></tr> <tr><td>Natas Senakh</td><td>S&E Faculty Rep (Cambridge)</td><td>P</td></tr> <tr><td>Jeffin Francis</td><td>S&E Faculty Rep (Chelmsford)</td><td>P</td></tr> <tr><td>Emma Wong</td><td>Disabled Students Rep (Chelmsford)</td><td>A</td></tr> <tr><td>Murthy Peddinti</td><td>International Students Rep (Cambridge)</td><td>P</td></tr> <tr><td>Sophie Swallow</td><td>Mental Health Rep (Cambridge)</td><td>A</td></tr> <tr><td>Swetha Amoolya Malladi</td><td>Women's Rep (Cambridge)</td><td>P</td></tr> </table> <p>1.1.2 Observers</p> <table border="1" data-bbox="201 1422 1332 1597"> <tr><td>Emma Howes</td><td>Engagement Manager</td><td>A</td></tr> <tr><td>Fraser Luther-Yarwood</td><td>Democracy and Campaigns Coordinator</td><td>P</td></tr> <tr><td>Jo Bunkle</td><td>Campaigns and Representation Coordinator</td><td>P</td></tr> <tr><td>Linda Collet</td><td>Office Coordinator (Chelmsford)</td><td>P</td></tr> </table> <p>1.2 Terms of Reference*, noted a new Executive Committee has been elected FLY went through list of currently elected reps, noting that there is only 1 returning rep</p> <p>1.3 Minutes of the lasting meeting The Minutes were approved as accurate</p> <p>1.4 Actions & matters arising from the last meeting, SS to discuss Actions were completed and would not be renewed due to a new team</p>	Shankar Sreenath	President (Chair)	P	Akshay Kumbalath	Vice President: Arts, Humanities and Social Sciences	P	Nithin-Raj Govindan-Krishnan	Vice President: Business & Law	P	Rohit Dhyani	Vice President: Health Education Medicine & Social Care	P	Rahman Abdul-Salam	Vice President: Science and Engineering	P	Sharmeen Jawad	Vice President: Healthcare Practice	Ap	Srujith Raj Yatelly	B&L Faculty Rep (Cambridge)	P	Louise Still	HEMS Faculty Rep (Chelmsford)	A	Graydon Thorpe	HEMS Faculty Rep (Chelmsford)	A	Natas Senakh	S&E Faculty Rep (Cambridge)	P	Jeffin Francis	S&E Faculty Rep (Chelmsford)	P	Emma Wong	Disabled Students Rep (Chelmsford)	A	Murthy Peddinti	International Students Rep (Cambridge)	P	Sophie Swallow	Mental Health Rep (Cambridge)	A	Swetha Amoolya Malladi	Women's Rep (Cambridge)	P	Emma Howes	Engagement Manager	A	Fraser Luther-Yarwood	Democracy and Campaigns Coordinator	P	Jo Bunkle	Campaigns and Representation Coordinator	P	Linda Collet	Office Coordinator (Chelmsford)	P	
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2.	<p>2. Items for Discussion</p> <p>2.1 SS Shared congratulations to all newly elected and returning members of the Executive Committee</p> <p>2.2 FLY Trustee Renewals & Approvals</p> <p>2.2.1 Teresa Jordan renewed 9 ayes to 0 nays</p>																																																										

	<p>2.2.2 Sian Myers approved 8 ayes to 0 nays</p> <p>2.2.3 Ashely James Corey approved 9 ayes to 0 nays</p> <p>2.2.4 Richard Watson approved 9 ayes to 0 nays</p> <p>2.3 FLY Bye Law Proposal</p> <p>2.3.1 Proposal to change the role of Black & Minority Ethnic (BME) Representative to Race Equality Representative passed 9 ayes to 0 nays</p> <p>SM said that the change was a really nice change to make and credited the team for making the proposal</p> <p>2.4 JB Equality Networks</p> <p>2.4.1 JB informed Executive Committee of the Equality Networks; their purpose, and how Exec will play a role in their use</p> <p>2.5 FLY Freshers</p> <p>2.5.1 FLY informed Executive Committee of upcoming Freshers' events and extended the opportunity for Executive Committee members to participate in activities</p> <p>2.6 FLY Course Rep & Bye Elections</p> <p>2.6.1 FLY reminded Executive Committee of the upcoming Course Rep & Bye Elections and to use their various channels to promote them to incoming students</p> <p>2.7 FLY Policy</p> <p>2.7.1 FLY introduced policy passed at the last Group Chat: Mental Health & Wellbeing; Sustainability; Good Speech, and NUS Affiliation</p> <p>2.7.2 AK; SM and MP volunteered for Mental Health & Wellbeing</p> <p>2.7.3 RAS; MP; SM, and JF volunteered for Sustainability</p> <p>2.7.4 No volunteers for Good Speech</p> <p>2.7.5 NUS Affiliation left to the Trustee Board</p> <p>NS & SY expressed interest but were concerned with their time capacity</p> <p>2.8 FLY Committeements</p> <p>2.8.1 FLY introduced Committee vacancies and gathered volunteers for vacant posts: Student Experience Committee; ASQC; Student Matters and BUCS Rep</p> <p>2.8.2 SM and MP nominated for Student Experience Committee</p> <p>2.8.3 JF nominated for ASQC</p> <p>2.8.4 MP nominated for Student Matters</p> <p>2.8.5 SRY nominated for BUCS Rep</p>	
3.	<p>3. Faculty Rep Updates:</p> <p>3.1 JF looking to pursue academic training for S&E students around writing assignments and dissertations.</p> <p>ACTION JF to reach out to RS to discuss this idea and how it could be implemented</p> <p>JF was also looking to encourage the faculty to pursue professional S&E chapters such as ASME and IEEE on campus for students.</p>	

4.	<p>4. Campaign Rep Updates</p> <p>4.1 SM looking to pursue a body positivity campaign and the establishment of Hindu prayer spaces. SM has also discussed these with JB, FLY, AK, SS (Mental Health Rep) and Emma (Counselling & Wellbeing)</p> <p>SM has expressed the interest in running a digital campaign for the body positivity work</p> <p>FLY noted that SS, Bethan Dudas, and James Rolfe were working on prayer spaces so may be a good contact for updates and insight.</p>	
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5.	<p>Executive Officer Updates:</p> <p>5.1 President</p> <ul style="list-style-type: none"> - Pronouns on ID cards and general awareness of gender diversity - Student merchandising opportunities <p>5.2 VP AHSS</p> <ul style="list-style-type: none"> - Skill sharing workshops for AHSS students JF & MP showed support for AK's campaign <p>5.3 VP B&L</p> <ul style="list-style-type: none"> - Entrepreneurship and CV opportunities JF expressed support of this campaign. SM gave the idea to look into FBL students to get industrial visits and get hands on experiences before placements begin to see how businesses work and are run. - UK driving information for international students <p>5.4 VP S&E</p> <ul style="list-style-type: none"> - Accommodation availability and tenants' rights - Faculty Work JF proposed a Science Expo where companies can see student projects. It will enhance competition and get students visible to external companies. <p>5.5 VP HEMS</p> <ul style="list-style-type: none"> - Incubation centre - Plagiarism and Misconduct SM acknowledged that international students are not familiar with UK writing styles for assignments and can struggle in classes, especially with a 2-3 day a week timetable. SM added that workshops for these skills might be helpful for them to avoid the issues. JF added that formatting and referencing are also common difficulties for International Students. JF added that this should be addressed during induction. FLY added that looking at multimedia approaches may be helpful too such as canvas homepage, assignments page beyond workshops for different student support services. <p>5.6 VP Healthcare Practice</p> <ul style="list-style-type: none"> - Helping the SU develop the EDI strategy and providing EDI sessions to the calendar - Looking at providing transport arrangements for HEMS students so they do not have to pay the full cost of travel, so looking at discounts, subsidies, shuttles etc - Working on the development of Prayer & Quiet spaces for students 		
6.	<p>6. AOB:</p> <p>6.1 FLY reminder of £50 per member campaign budgets and the overall reminder of the £5000 campaigning budget</p> <p>6.2 FLY reminded of the Deputy President Election to take place at the next Exec Meeting and asked any officer wanting to stand for the role should reach out.</p>		
ITEM	ACTION	OWNER	UPDATE

Actions Carried Over:			
New Actions: August 2022			
3.1	JF to reach out to RS to discuss this idea and how it could be implemented	JF	

Executive Committee (FVC and LEDIC) Minutes; 26th September 15:00 – 17:00

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2.	<p>2. Items for Discussion</p> <p>2.1. Deputy President Election FLY outlines need for Deputy President to be elected from the core officer team; 1 nominee that is AK; unanimous approval by 10 votes</p>																																																							

	<p>Action for FLY to meet with AK and SS to discuss the role of Deputy President</p> <p>2.2. NSS Charity nominations FLY explained to the committee about the NSS survey fundraising for charity and tasked the committee to pick a charity they felt should be nominated to be a beneficiary. The committee received a brief from CPSL Mind, and the committee approved of this charity being a nominee to be taken to the student summit</p> <p>Action for all members to send FLY a recommendation for a charity to be considered to be an NSS beneficiary</p> <p>2.3. BUCS Student Rep The role remains unfilled so will go out again once the new reps are elected</p> <p>2.4. Exec Update Reports FLY went through the process of finding and completing the exec update reports for the committee which will now be an expectancy for each member to complete before each meeting</p> <p>Action for all members to complete their exec update reports before the next committee</p>	
3.	<p>3. Faculty Rep Updates:</p> <p>3.1. MC - introduced themselves and campaigns including LGBTQ+ rights/awareness of the community makeup and getting in touch with Arts students to see what they would like run at a campaign level</p> <p>JF - new sessions to support students for self-registration to a committee that requires a BA or MA to be a chartered engineer</p> <p>NS – notes outdated S&E equipment and the unused Ant Terrarium in SCI, notes a lot of students asking about acquiring</p> <p>Action for NS to take SCI and equipment concerns to FPT</p> <p>Action for NS and NR to meet and plan how to communicate to international students on UK drivers' licence applications</p> <p>LS - introduced themselves and feedback they've received from students in HEMS. Noted that with courses starting in August go without reps for long periods even when issues are arising before Sept/Oct.</p> <p>FLY examining whether this could be changed in the future and notes that there may be need for publicising Faculty Reps more as interim points of contact</p> <p>LS wanting to encourage inter-course socials to encourage more mixing within HEMS courses. FLY floated idea of events similar to the Blue Light Party</p>	

4.	<p>4. Campaign Rep Updates</p> <p>4.1. SM – has been in touch with Wellbeing re: body positivity campaign but has not had any returned contact.</p> <p>Want to run an awareness campaign regarding breast cancer and potentially screening Action AK and SM to contact Wellbeing</p> <p>Action SM to contact charities; research mechanics of screening; talk with medical societies and others (dance society has done things historically)</p> <p>SM – notes lack of publicity for the Exec (who; what; the website itself; etc.)</p> <p>Action Exec Members to contact FLY & JB for website profiles and social media showcasing</p>	
5.	<p>Executive Officer Updates:</p> <p>5.1 President SS absent; FLY updates in absence. SS has been in numerous conversation with ARU directors on Cost of Living and Accommodation (immediate action and future plans.) SS has been working on EDI, reviving the Pronoun Pin Badge Campaign over Freshers' and involving himself in the Union EDI Strategy Project</p> <p>5.2 VP AHSS AK mental health support access for new students; life after Covid, coordinating podcast with ARU Wellbeing. Been in talks with SM and MP on running a small well-being event, particulars to be decided – potential survey for what are the main sources of student mental health concerns. CoL accommodation issues; been working with wider Officer Team. Expanded skills for AHSS students; awaiting course reps for input. Physical knowledge of where the SU is on campus; has met with Andy Leafly and has been across campus with one of his team to show directions to the SU across campus</p> <p>5.3 VP B&L NR working on finding guest speakers for B&L students and feedback on what kinds of speakers students want to hear from; will be making a Google form or equivalent. Pushing ARU Employability on comms on the existence of the department. Video will be going out on the SU YouTube on UK driving and license acquisition. In discussion with Amazon regarding industrial visits for B&L students. 92 event planned for raising SU profile</p> <p>FLY recommends getting the driving video onto Canvas; discuss 92 events with new Comms Manager</p> <p>5.4 VP S&E RAS accommodation issues for students; been in discussion with ARU regarding temporary accommodation. Finding out what issues students are having generally with accommodation (rent cost; travel; etc.) Renters guide has been updated; looking for publishing and relaunch for Jan intake. Notes lack of knowledge of the SU amongst students; would like to create things such as informative videos about the SU. Want to run a social event for Halloween to bring students in and make the SU more visible.</p> <p>JB updated Exec on general state of accommodation works in the SU</p>	

	<p>5.5 VP HEMS RD absent; FLY updates in absence. Looking at employability for students and misconduct issues within HEMS; how to inform students about misconduct before they may accidentally commit an act. Setting up 1:1s with HoS with HEMS to understand prevalent issues. Social events incl. games tournaments; New Peterborough Team will be in touch with RD regarding tournaments</p> <p>5.6 VP Healthcare Practice SJ introduces themselves. Looking at how to support placement students re: travel; been discussing with courses on the timetabling of placements and what can be done to accommodate schedules (bursaries; etc.) Prayer room spaces are not suited for use; has been in touch with SU; University, and societies about what can be done. EDI work within the SU, particularly regarding race equality</p>		
6.	<p>6. AOB: Action for Exec to publicise rep elections to any and all students Budget submitted for £50 spends to Exec out of Campaigns Budget, vote free – passed unanimously</p> <p>JF floated SU being able to provide letters of confirmation for iCentre applications for railcards or inform them of the fact that they can do it online without a letter</p> <p>Action JF and AK to discuss putting together info on British Public Transport rules</p>		
ITEM	ACTION	OWNER	UPDATE
Actions Carried Over:			
New Actions: August 2022			
2.1	Action for FLY to meet with AK and SS to discuss the role of Deputy President	FLY	
2.2	Action for all members to send FLY a recommendation for a charity to be considered to be an NSS beneficiary	All	
2.4	Action for all members to complete their exec update reports before the next committee	All	
3.1	Action for NS to take SCI and equipment concerns to FPT	NS	
3.1	Action for NS and NR to meet and plan how to communicate to international students on UK drivers' licence applications	NS & NR	
4.1	Action AK and SM to contact Wellbeing	AK & SM	
4.1	Action SM to contact charities; research mechanics of screening; talk with medical societies and others (dance society has done things historically)	SM	
4.1	Action Exec Members to contact FLY & JB for website profiles and social media showcasing	All	
6.1	Action for Exec to publicise rep elections to any and all students	All	
6.1	Action for JF and AK to discuss putting together info on British Public Transport rules	JF & AK	

Executive Committee (FVC and LEDIC) Minutes; 27th October 15:00 – 17:00

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1.	<p>1.1 Attendance P = Present, Ap = Apologies, A = Absent</p> <p>1.1.1 Members</p> <table border="1" data-bbox="204 645 1326 1861"> <tr><td>Shankar Sreenath</td><td>President</td><td>Ap</td></tr> <tr><td>Akshay Kumbalath</td><td>Vice President: Arts, Humanities and Social Sciences (Chair)</td><td>P</td></tr> <tr><td>Nithin-Raj Govindan-Krishnan</td><td>Vice President: Business & Law</td><td>P</td></tr> <tr><td>Rohit Dhyan</td><td>Vice President: Health Education Medicine & Social Care</td><td>P</td></tr> <tr><td>Rahman Abdul-Salam</td><td>Vice President: Science and Engineering</td><td>Ap</td></tr> <tr><td>Sharmeen Jawad</td><td>Vice President: Healthcare Practice</td><td>P</td></tr> <tr><td>Srujith Raj Yatelly</td><td>B&L Faculty Rep (Cambridge)</td><td>P</td></tr> <tr><td>Louise Still</td><td>HEMS Faculty Rep (Chelmsford)</td><td>A</td></tr> <tr><td>Graydon Thorpe</td><td>HEMS Faculty Rep (Chelmsford)</td><td>A</td></tr> <tr><td>Natas Senakh</td><td>S&E Faculty Rep (Cambridge)</td><td>A</td></tr> <tr><td>Jeffin Francis</td><td>S&E Faculty Rep (Chelmsford)</td><td>P</td></tr> <tr><td>Emma Wong</td><td>Disabled Students Rep (Chelmsford)</td><td>A</td></tr> <tr><td>Murthy Peddinti</td><td>International Students Rep (Cambridge)</td><td>A</td></tr> <tr><td>Ramees Nazar</td><td>Mental Health Rep (Cambridge)</td><td>P</td></tr> <tr><td>Swetha Amoolya Malladi</td><td>Women's Rep (Cambridge)</td><td>P</td></tr> <tr><td>Madji Carvalho</td><td>AHSS Faculty Rep</td><td>A</td></tr> <tr><td>Jade Campbell</td><td>Disabled Students' Rep (Cambridge)</td><td>A</td></tr> <tr><td>Lucy Barton</td><td>HEMS Faculty Rep (Cambridge)</td><td>P</td></tr> <tr><td>Haritha Nair</td><td>HEMS Faculty Rep (Cambridge)</td><td>Ap</td></tr> <tr><td>Merin Clare Manoj</td><td>B&L Faculty Rep (Chelmsford)</td><td>P</td></tr> <tr><td>Paige Palframan</td><td>LGBT+ Students' Rep (Cambridge)</td><td>P</td></tr> <tr><td>Hephzibah Oppong</td><td>Race Equality Rep (Cambridge)</td><td>A</td></tr> <tr><td>Ridley Green</td><td>Trans Students' Rep (Cambridge)</td><td>A</td></tr> <tr><td>Nana Boakye</td><td>Women's Rep (Chelmsford)</td><td>A</td></tr> <tr><td>Connie Battram</td><td>Mental Health Rep (Chelmsford)</td><td>A</td></tr> <tr><td>Arjun Murali</td><td>International Students' Rep (Chelmsford)</td><td>P</td></tr> </table> <p>1.1.2 Observers</p> <table border="1" data-bbox="204 1944 1326 2029"> <tr><td>Fraser Luther-Yarwood</td><td>Democracy and Campaigns Coordinator</td><td>P</td></tr> <tr><td>Jo Bunkle</td><td>Campaigns and Representation Coordinator</td><td>Ap</td></tr> </table>		Shankar Sreenath	President	Ap	Akshay Kumbalath	Vice President: Arts, Humanities and Social Sciences (Chair)	P	Nithin-Raj Govindan-Krishnan	Vice President: Business & Law	P	Rohit Dhyan	Vice President: Health Education Medicine & Social Care	P	Rahman Abdul-Salam	Vice President: Science and Engineering	Ap	Sharmeen Jawad	Vice President: Healthcare Practice	P	Srujith Raj Yatelly	B&L Faculty Rep (Cambridge)	P	Louise Still	HEMS Faculty Rep (Chelmsford)	A	Graydon Thorpe	HEMS Faculty Rep (Chelmsford)	A	Natas Senakh	S&E Faculty Rep (Cambridge)	A	Jeffin Francis	S&E Faculty Rep (Chelmsford)	P	Emma Wong	Disabled Students Rep (Chelmsford)	A	Murthy Peddinti	International Students Rep (Cambridge)	A	Ramees Nazar	Mental Health Rep (Cambridge)	P	Swetha Amoolya Malladi	Women's Rep (Cambridge)	P	Madji Carvalho	AHSS Faculty Rep	A	Jade Campbell	Disabled Students' Rep (Cambridge)	A	Lucy Barton	HEMS Faculty Rep (Cambridge)	P	Haritha Nair	HEMS Faculty Rep (Cambridge)	Ap	Merin Clare Manoj	B&L Faculty Rep (Chelmsford)	P	Paige Palframan	LGBT+ Students' Rep (Cambridge)	P	Hephzibah Oppong	Race Equality Rep (Cambridge)	A	Ridley Green	Trans Students' Rep (Cambridge)	A	Nana Boakye	Women's Rep (Chelmsford)	A	Connie Battram	Mental Health Rep (Chelmsford)	A	Arjun Murali	International Students' Rep (Chelmsford)	P	Fraser Luther-Yarwood	Democracy and Campaigns Coordinator	P	Jo Bunkle	Campaigns and Representation Coordinator	Ap	
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2.	<p>2. Items for Discussion</p> <p>2.1. Bye Law Change – Faculty & Campaign Rep Election Period</p> <p>The Committee received a paper proposing that Faculty Reps and Campaign Reps move to be elected in line with the October rep election, meaning that the Spring election will only be for the Executive Officers.</p> <p>Pros and Cons were given for, and members were asked for any questions.</p> <p>No questions were asked, and the proposal was passed with 13 votes cast (12 in room and 1 via email) and 13 approvals</p> <p>2.2 Student Trustee recruitment</p> <p>The committee received a paper following the interview for a student trustee. Having read through the document and the response of the interview panel the committee approved the recruitment with 13 votes cast (12 in room and 1 via email) and 13 approvals.</p>	
3.	<p>3. Faculty Rep Updates:</p> <p>3.1. LB – It has been quite a busy month so has not been able to make as much progress but is looking to at starting to plan a Faculty Forum for HEMS course reps this semester as well as planning a HEMS Ball</p>	

	<p>FLY – A meeting took place between FLY, LB & SJ so while the faculty forum will be planned there will be a live survey over the winter break for HEMS students to provide feedback regarding their communication experience with the faculty particularly around placements. With escalating issues coming from Paramedics and Social Work we want to address the issues.</p> <p>JF – Feedback has been received from students about losing data on the cloud and asking about regular access to Marconi</p> <p>JB – There was an update on the Heron about lost data, are these linked</p> <p>JF – They are but when IT came to help deal with some of the issues they found that they were unable to recover some data for some students and the only feedback they received was to make more storage space. But students have still lost large pieces of work and whole submissions</p> <p>FLY – You can refer them to SU advice, if IT are not able to recover their work, we can at least help them apply for exceptional circumstances and get an extension on their submission so they can catch up.</p>	
4.	<p>4. Campaign Rep Updates</p> <p>4.1.</p> <p>PP – Arranging for a speaker to come in and talk about issues and leaving university as a queer student. The guest speaker has also done work with the alumni office – The ‘Seeing myself project’</p> <p>Also looking to arrange a Coffee evening & Poll survey for stats on who identifies as what to tailor to specific needs, as well as being involved with the AHSS newsletter for more visibility</p> <p>ACTION – FLY to arrange meet with PP, JB and RG to look at developing space on the website</p> <p>SM – Working with CUSU on a Lighting campaign to improve the lighting situation in the Cambridge area as students are worried for their safety and there was an incident not too long ago.</p> <p>RN – Has been planning on holding mental health events but submission deadlines has made it difficult so will schedule time with FLY & JB to arrange.</p> <p>ACTION – RN to schedule catch up with FLY & JB to look at mental health events for semester 2</p>	
5.	<p>Executive Officer Updates:</p> <p>5.1 President</p> <p>It is becoming increasingly apparent that some faculties are not keeping to the Keep Wednesday Afternoon Free commitment so is looking to meet with Roderick to reinstate the commitment.</p> <p>FLY - It would be good to see if Officers, not including HEMS, could enquire about whether Keep Wednesday Afternoons Free is still being followed within the faculty as we had a few accounts of S&E, AHSS and B&L students unable to attend the Student Summit due to lectures at 2pm, 3pm and 4pm</p> <p>ACTION – NR, AK & RS to bring up, Keep Wednesday Afternoons Free issues at FPT</p> <p>PDT – Some issues that students experience lead them to go to a range of different service only to</p>	

wait several days before being signposted somewhere else when they could have just gone to their PDT to get an answer or resolution. Looking ahead at Jan welcome having faculties clearly promote the role and what students can go to their PDT for while also developing the PDT hub on canvas which currently does not work

ACTION – All officers to discuss PDT visibility and PDT Hub at FPT

Following from last years' good speech policy we are looking to develop a good speech guide in line with university guidance and code of conduct to promote healthy discussion and debate without room for hate speech.

5.2 VP AHSS

The Cost of Living project works is continuing and some of the areas we are looking at the moment is the Hardship fund in terms of its accessibility, eligibility and funding. Also looking to have CoL added to the website navigation bar as so far articles and progress is not easily accessible or visible on the home page.

2 of the Mental Health podcasts have been filmed and are looking ahead to schedule the next videos. It has been really nice to be involved and having other students a part of the process.

With SSLCs being completed and course reps elected and trained we are getting feedback to help support advanced training in AHSS supporting students to develop essential skills to help them complete their portfolios

5.3 VP B&L

Looking ahead with the faculty to have Business panels as part of entrepreneurship week in Jan

CV building sessions happened as part of the futures festival but will now looking ahead to continue these sessions

The article around UK driving for International students is ready to be published on our website and through the International Office

The SU has decided to screen the World Cup

SJ - Further to Nithin's mention of the World Cup screening, we are fundraising for 2 human rights charities: Human Dignity Trust (LGBTQ+ rights) and Amnesty International (Human Rights)

5.4 VP S&E

The design work has come back for the Student Renter's Guide and barring a few minor amendments it is ready for printing, we will have the digital guide available but will also look to print guides for each campus.

LB - Are these going to be kept in SU spaces or given out to students?

They will be kept in the SU space for students to look at but if they need to take one away with them if they are having issues they can.

	<p>All of the pushing and campaigning for the university to revise their accommodation and recruitment tactics is starting to pay off as they have capped their international recruitment for January, emails have gone out to applicants to say that there is no accommodation available at ARU and there are plans ahead to look at how we can further grow developing accommodation while keeping recruitment numbers to capacity.</p> <p>5.5 VP HEMS The Online Gaming Tournament will be postponed till next semester</p> <p>Awareness videos are being picked up in the Broadening your Horizons project and we are looking at 10-15 topic areas</p> <p>Plagiarism & misconduct – Working with the DoS within HEMS to look at how we can address misconduct in HEMS through providing a module for students to complete to make sure they have all the information and awareness they need</p> <p>There is also work being done to address companies that offer to sell assignments to students by making students aware that they will be caught and will receive a penalty, so it is best to just do the work their selves.</p> <p>5.6 VP Healthcare Practice Feedback and proposals have been given for the prayer space development plan so just awaiting confirmation for proposed changes. Have met with all HoS except one, and they are on board but have expressed concern at the university being able to fund this. In the meantime, I am working on a placement travel guide (due to be released soon). Practice hub is in process of being improved/accessible to all healthcare students (partnering with ME and Student Opportunity team in HEMS).</p> <p>Canvas site to be used instead of newsletter for sharing updates with students</p>		
6.	<p>6. Budgets Student Renter's Guide - £320 – Approved with 13 votes cast (12 in room and 1 via email) and 13 approvals</p>		
7.	<p>7. AOB FLY – As this is the last committee of the year, a big congratulations to the committee for a good semester so far with many campaigns well under way and already working to bring big wins to students so I look forward to what the next semester brings</p> <p>Looking ahead planning a get together for the executive committee for the new year.</p> <p>ACTION FLY to contact committee to get interest and availability for a get together/away day</p>		
ITEM	ACTION	OWNER	UPDATE
Actions Carried Over:			
2.4	Action for all members to complete their exec update reports before the next committee	All	
3.1	Action for NS to take SCI and equipment concerns to FPT	NS	

4.1	Action SM to contact charities; research mechanics of screening; talk with medical societies and others (dance society has done things historically)	SM	
4.1	Action Exec Members to contact FLY & JB for website profiles and social media showcasing	All	
New Actions: October 2022			
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5.1	All officers to discuss PDT visibility and PDT Hub at FPT	Officers	
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Executive Committee (FVC and LEDIC) Minutes; 22nd November 11:00 – 13:00

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2.	<p>2. Items for Discussion</p> <p>2.1. Bye Law Change – Faculty & Campaign Rep Election Period</p> <p>The Committee received a paper proposing that Faculty Reps and Campaign Reps move to be elected in line with the October rep election, meaning that the Spring election will only be for the Executive Officers.</p> <p>Pros and Cons were given for, and members were asked for any questions.</p> <p>No questions were asked, and the proposal was passed with 13 votes cast (12 in room and 1 via email) and 13 approvals</p> <p>2.2 Student Trustee recruitment</p> <p>The committee received a paper following the interview for a student trustee. Having read through the document and the response of the interview panel the committee approved the recruitment with 13 votes cast (12 in room and 1 via email) and 13 approvals.</p>	
3.	<p>3. Faculty Rep Updates:</p> <p>3.1. LB – It has been quite a busy month so has not been able to make as much progress but is looking to at starting to plan a Faculty Forum for HEMS course reps this semester as well as planning a HEMS Ball</p>	

	<p>FLY – A meeting took place between FLY, LB & SJ so while the faculty forum will be planned there will be a live survey over the winter break for HEMS students to provide feedback regarding their communication experience with the faculty particularly around placements. With escalating issues coming from Paramedics and Social Work we want to address the issues.</p> <p>JF – Feedback has been received from students about losing data on the cloud and asking about regular access to Marconi</p> <p>JB – There was an update on the Heron about lost data, are these linked</p> <p>JF – They are but when IT came to help deal with some of the issues they found that they were unable to recover some data for some students and the only feedback they received was to make more storage space. But students have still lost large pieces of work and whole submissions</p> <p>FLY – You can refer them to SU advice, if IT are not able to recover their work, we can at least help them apply for exceptional circumstances and get an extension on their submission so they can catch up.</p>	
4.	<p>4. Campaign Rep Updates</p> <p>4.1.</p> <p>PP – Arranging for a speaker to come in and talk about issues and leaving university as a queer student. The guest speaker has also done work with the alumni office – The ‘Seeing myself project’</p> <p>Also looking to arrange a Coffee evening & Poll survey for stats on who identifies as what to tailor to specific needs, as well as being involved with the AHSS newsletter for more visibility</p> <p>ACTION – FLY to arrange meet with PP, JB and RG to look at developing space on the website</p> <p>SM – Working with CUSU on a Lighting campaign to improve the lighting situation in the Cambridge area as students are worried for their safety and there was an incident not too long ago.</p> <p>RN – Has been planning on holding mental health events but submission deadlines has made it difficult so will schedule time with FLY & JB to arrange.</p> <p>ACTION – RN to schedule catch up with FLY & JB to look at mental health events for semester 2</p>	
5.	<p>Executive Officer Updates:</p> <p>5.1 President</p> <p>It is becoming increasingly apparent that some faculties are not keeping to the Keep Wednesday Afternoon Free commitment so is looking to meet with Roderick to reinstate the commitment.</p> <p>FLY - It would be good to see if Officers, not including HEMS, could enquire about whether Keep Wednesday Afternoons Free is still being followed within the faculty as we had a few accounts of S&E, AHSS and B&L students unable to attend the Student Summit due to lectures at 2pm, 3pm and 4pm</p> <p>ACTION – NR, AK & RS to bring up, Keep Wednesday Afternoons Free issues at FPT</p> <p>PDT – Some issues that students experience lead them to go to a range of different service only to</p>	

wait several days before being signposted somewhere else when they could have just gone to their PDT to get an answer or resolution. Looking ahead at Jan welcome having faculties clearly promote the role and what students can go to their PDT for while also developing the PDT hub on canvas which currently does not work

ACTION – All officers to discuss PDT visibility and PDT Hub at FPT

Following from last years' good speech policy we are looking to develop a good speech guide in line with university guidance and code of conduct to promote healthy discussion and debate without room for hate speech.

5.2 VP AHSS

The Cost of Living project works is continuing and some of the areas we are looking at the moment is the Hardship fund in terms of its accessibility, eligibility and funding. Also looking to have CoL added to the website navigation bar as so far articles and progress is not easily accessible or visible on the home page.

2 of the Mental Health podcasts have been filmed and are looking ahead to schedule the next videos. It has been really nice to be involved and having other students a part of the process.

With SSLCs being completed and course reps elected and trained we are getting feedback to help support advanced training in AHSS supporting students to develop essential skills to help them complete their portfolios

5.3 VP B&L

Looking ahead with the faculty to have Business panels as part of entrepreneurship week in Jan

CV building sessions happened as part of the futures festival but will now looking ahead to continue these sessions

The article around UK driving for International students is ready to be published on our website and through the International Office

The SU has decided to screen the World Cup

SJ - Further to Nithin's mention of the World Cup screening, we are fundraising for 2 human rights charities: Human Dignity Trust (LGBTQ+ rights) and Amnesty International (Human Rights)

5.4 VP S&E

The design work has come back for the Student Renter's Guide and barring a few minor amendments it is ready for printing, we will have the digital guide available but will also look to print guides for each campus.

LB - Are these going to be kept in SU spaces or given out to students?

They will be kept in the SU space for students to look at but if they need to take one away with them if they are having issues they can.

	<p>All of the pushing and campaigning for the university to revise their accommodation and recruitment tactics is starting to pay off as they have capped their international recruitment for January, emails have gone out to applicants to say that there is no accommodation available at ARU and there are plans ahead to look at how we can further grow developing accommodation while keeping recruitment numbers to capacity.</p> <p>5.5 VP HEMS The Online Gaming Tournament will be postponed till next semester</p> <p>Awareness videos are being picked up in the Broadening your Horizons project and we are looking at 10-15 topic areas</p> <p>Plagiarism & misconduct – Working with the DoS within HEMS to look at how we can address misconduct in HEMS through providing a module for students to complete to make sure they have all the information and awareness they need</p> <p>There is also work being done to address companies that offer to sell assignments to students by making students aware that they will be caught and will receive a penalty, so it is best to just do the work their selves.</p> <p>5.6 VP Healthcare Practice Feedback and proposals have been given for the prayer space development plan so just awaiting confirmation for proposed changes. Have met with all HoS except one, and they are on board but have expressed concern at the university being able to fund this. In the meantime, I am working on a placement travel guide (due to be released soon). Practice hub is in process of being improved/accessible to all healthcare students (partnering with ME and Student Opportunity team in HEMS).</p> <p>Canvas site to be used instead of newsletter for sharing updates with students</p>		
6.	<p>6. Budgets Student Renter's Guide - £320 – Approved with 13 votes cast (12 in room and 1 via email) and 13 approvals</p>		
7.	<p>7. AOB FLY – As this is the last committee of the year, a big congratulations to the committee for a good semester so far with many campaigns well under way and already working to bring big wins to students so I look forward to what the next semester brings</p> <p>Looking ahead planning a get together for the executive committee for the new year.</p> <p>ACTION FLY to contact committee to get interest and availability for a get together/away day</p>		
ITEM	ACTION	OWNER	UPDATE
Actions Carried Over:			
2.4	Action for all members to complete their exec update reports before the next committee	All	
3.1	Action for NS to take SCI and equipment concerns to FPT	NS	

4.1	Action SM to contact charities; research mechanics of screening; talk with medical societies and others (dance society has done things historically)	SM	
4.1	Action Exec Members to contact FLY & JB for website profiles and social media showcasing	All	
New Actions: November 2022			
4.1	FLY to arrange meet with PP, JB and RG to look at developing space on the website	FLY	
4.1	RN to schedule catch up with FLY & JB to look at mental health events for semester 2	RN	
5.1	NR, AK & RS to bring up, Keep Wednesday Afternoons Free issues at FPT	NR, AK & RS	
5.1	All officers to discuss PDT visibility and PDT Hub at FPT	Officers	
7.1	FLY to contact committee to get interest and availability for a get together/away day	FLY	

Faculty Voice Committee (FVC) and Liberation, Equality, Diversity and Inclusion Committee (LEDIC)

10th January 2023, 11:00 – 13:00

1.1 Welcome, apologies and absences, including newly elected members	Shankar Sreenath	<i>To note</i>	Verbal
1.2 Terms of reference*	Shankar Sreenath	<i>To note</i>	
1.3 Minutes of the last meeting	Shankar Sreenath	<i>To approve</i>	01/23
1.4 Actions & matters arising from last meeting	Shankar Sreenath	<i>To discuss</i>	01/23
2. Items for Discussion			
2.1 Conferences	Fraser Luther-Yarwood	<i>To discuss</i>	Verbal
2.2 Budgets	Fraser Luther-Yarwood	<i>To discuss</i>	Verbal
2.3 History Months	Fraser Luther-Yarwood	<i>To discuss</i>	Verbal
3. Faculty Rep Updates			
<i>All representatives to introduce their projects and campaigns and seek support and input from others</i>	All Faculty Reps	<i>To discuss and action</i>	Verbal 02/23
4. Campaign Rep Updates			
<i>All representatives to introduce their projects and campaigns and seek support and input from others</i>	All Campaign Reps	<i>To discuss and action</i>	Verbal 03/23
5. Executive Officer reports			
<i>Officers may select one or two campaigns to update on and seek support and input</i>			
5.1 President	Shankar Sreenath	<i>To discuss</i>	Verbal 04/23
5.2 Vice President (Business & Law)	Nithin Raj	<i>To discuss</i>	Verbal 05/23
5.3 Vice President (Arts, Humanities & Social Sciences)	Akshay Kumbalath	<i>To discuss</i>	Verbal 06/23
5.4 Vice President (Health, Education, Medicine & Social Care)	Rohit Dhyani	<i>To discuss</i>	Verbal 07/23
5.5 Vice President (Science & Engineering)	Rahman Abdul-Salam	<i>To discuss</i>	Verbal 08/23

6. Budget Requests			
6.1 Entrepreneurship Week	Nithin Raj & Rohit Dhyani	<i>To approve</i>	Verbal 09/23
7. Any Other Business			
Date of next meeting: TBC February 2023			

Executive Committee (FVC and LEDIC) Minutes; 14th February 13:00 – 15:00

Item			Action
1.	1.1 Attendance P = Present, Ap = Apologies, A = Absent		
	1.1.1 Members		
	Shankar Sreenath	President	P
	Akshay Kumbalath	Vice President: Arts, Humanities and Social Sciences (Chair)	P
	Nithin-Raj Govindan-Krishnan	Vice President: Business & Law	P
	Rohit Dhyani	Vice President: Health Education Medicine & Social Care	P
	Rahman Abdul-Salam	Vice President: Science and Engineering	P
	Sharmeen Jawad	Vice President: Healthcare Practice	Ap
	Srujith Raj Yatelly	B&L Faculty Rep (Cambridge)	A
	Louise Still	HEMS Faculty Rep (Chelmsford)	Ap
	Graydon Thorpe	HEMS Faculty Rep (Chelmsford)	A
	Natas Senakh	S&E Faculty Rep (Cambridge)	A
	Jeffin Francis	S&E Faculty Rep (Chelmsford)	A
	Murthy Peddinti	International Students Rep (Cambridge)	P
	Ramees Nazar	Mental Health Rep (Cambridge)	Ap
	Swetha Amoolya Malladi	Women's Rep (Cambridge)	P
	Madji Carvalho	AHSS Faculty Rep	A
	Jade Campbell	Disabled Students' Rep (Cambridge)	P
	Lucy Barton	HEMS Faculty Rep (Cambridge)	P
	Haritha Nair	HEMS Faculty Rep (Cambridge)	A
	Merin Clare Manoj	B&L Faculty Rep (Chelmsford)	A
	Paige Palframan	LGBT+ Students' Rep (Cambridge)	Ap
	Hephzibah Oppong	Race Equality Rep (Cambridge)	A
	Ridley Green	Trans Students' Rep (Cambridge)	A
	Nana Boakye	Women's Rep (Chelmsford)	A
	Connie Battram	Mental Health Rep (Chelmsford)	A
	Arjun Murali	International Students' Rep (Chelmsford)	A
	1.1.2 Observers		
	Fraser Luther-Yarwood	Democracy and Campaigns Coordinator	P
	Jo Bunkle	Campaigns and Representation Coordinator	P
	Bethan Dudas	Director of Membership Services	P

	<p>1.2 Terms of Reference</p> <p>1.3 Minutes of the lasting meeting The Minutes were approved as accurate</p> <p>1.4 Actions & matters arising from the last meeting Action for all members to complete their exec update reports before the next committee Not Complete Action for NS to take SCl and equipment concerns to FPTNS Not complete Action Exec Members to contact FLY & JB for website profiles and social media showcasing Not Complete Action for RN to schedule catch up with FLY & JB to look at mental health events for semester 2 Not Complete</p> <p>New Actions: January 2023 Any reps that would like to attend the Sustainability Summit, Liberation Conference, or any other conference please let Fraser know to look at registration. Not Complete Shankar to email estates and facilities regarding the cold spaces in the library Complete Rohit/Sharmeen/Jade to meet up to discuss and share progress around the use of AI to write assignments Not Complete Rahman to chase up Natas regarding outstanding actions Not Complete</p>	
2.	<p>2. Items for Discussion</p> <p>2.1. Liberation Conference If anyone is interested in attending please contact FLY to find out more information and to get registered for the conference. Details of the conference was shared to the group.</p> <p>2.2. Student Summit While there were members of the Executive Committee who were present and engaged at the Student Summit, a majority did not and did not complete their written updates either. Members were encouraged to re-engage themselves with the upcoming Student Summit at the ned of March be ensuring they attend if they can and at least submit their written reports and support the SU's promotion of the event.</p> <p>2.3. Democracy Review Through the democracy review we are seeking to ensure that: Students and staff have confidence in their reps, students engage with their reps, our roles & structures reflect the needs of students and reps are accountable for their work. The timeline, current set up and headline results were shared to the group and 3 proposals were received. Members were reminded these are not set in stone and are open for discussion and alterations.</p>	

	<p>Proposal 1 looked at paid advocates with pre-defined liberation and academic roles</p> <p>Proposal 2 looked at paid open portfolio roles</p> <p>Proposal 3 looked at society campaign reps which would be elected from within the society</p> <p>Pros and cons for each proposal were also discussed.</p> <p>ACTION: All members to share feedback to either FLY, BD or EH regarding feedback on the proposals and review</p>	
3.	<p>3. Faculty Rep Updates:</p> <p>3.1. LB – Nursing & Midwifery ball will likely be a smaller than originally planned. After raising concerns about student capacity to complete a placement, dissertation and an additional essay that faculty have allowed an extension for the submission, so students are given fair time to complete.</p>	
4.	<p>4. Campaign Rep Updates</p> <p>4.1. SM – Over 30 responses have been received from the safer streets/lighting campaign, now need to plan next steps to build communication with Cambridge SU and the local council</p> <p>Also working on Women’s history month with Aliza and Jo and part of the budget request is to look at meet ups, food and drinks for the events, 200 goody bags to give out plus stocking up on badges.</p> <p>4.2 JC – Wants to meet with JB and FLY to look at possible plans for British Sign Language Week (13th -19th March) so far charities have not been very responsive to support. Also looking at potential activity for Purple Day on 26th March to raise awareness for epilepsy.</p> <p>ACTION: JC to meet with JB & FLY to discuss upcoming activity</p>	
5.	<p>Executive Officer Updates:</p> <p>5.1 President</p> <p>Looking to recruit AHSS students to paint a mural and will get a list of equipment they will need for it so they can get started.</p> <p>5.2 VP AHSS</p> <p>The first Mental Health Podcasts has now been published and was shared with the group, will continue to ensure the remaining series is recorded and published in a timely manner.</p> <p>The SU should soon (march-ish) be getting new directional stickers to help give the SU a more visible presence and help students to find our office.</p> <p>With exam and deadline period being in April/May, would like to bring back the exam support packs as well as hold a couple of different events for students to de-stress and relax around that period.</p> <p>5.3 VP B&L</p> <p>Student Entrepreneurship Week events had taken place with the guest speaker events having over 30 attendees.</p> <p>Has drafted the next stage of the driving awareness articles to also cover electric scooters and bikes.</p>	

	<p>5.4 VP S&E The renters' guide has been printed and distributed on both campuses; the guides were a hit during one of the universities recent accommodation fairs so will look to print more copies out. A recent survey also saw decent results with FLY completing the analysis of the data and will start planning for follow up actions.</p> <p>5.5 VP HEMS Looking at creating a signposting and awareness guide for students to know what services to go to with contact information for different issues.</p> <p>5.6 VP Healthcare Practice Not present</p>		
6.	<p>6. Budgets Voting was not quorate so voting went online for Women's History Month & Valentine's Movie Night</p>		
7.	<p>7. AOB This will be FLYs last Executive Committee meeting so will likely be facilitated by EH</p>		
ITEM	ACTION	OWNER	UPDATE
Actions Carried Over:			
2.4	Action for all members to complete their exec update reports before the next committee	All	
3.1	Action for NS to take SCI and equipment concerns to FPT	NS	
4.1	Action Exec Members to contact FLY & JB for website profiles and social media showcasing	All	
4.1	RN to schedule catch up with FLY & JB to look at mental health events for semester 2	RN	
2.1	Any reps that would like to attend the Sustainability Summit, Liberation Conference, or any other conference please let Fraser know to look at registration.	All	
4.3	Rohit/Sharmeen/Jade to meet up to discuss and share progress around the use of AI to write assignments	RD/SJ/JC	
5.4	Rahman to chase up Natas regarding outstanding actions	RS/NS	
New Actions: February 2023			
2.3	All members to share feedback to either FLY, BD or EH regarding feedback on the proposals and review	All	
4.2	JC to meet with JB & FLY to discuss upcoming activity	JC/JB/FLY	