### **Date & Time**: Tuesday 19th November 2021, 11am

### **Location**: SU Meeting Room / MS Teams

**Attendees (in person):**

* Ed Fairey (EF)
* Martha Meara (MM)
* Megan Ballard (MB)
* Gina Perry (GP)
* Jenny Beech (JB)
* Ryan Narewal (RN)
* Rachel Smith (RS)
* Annas Mazhar (AM)
* Mike Kay (MK)

**Attendees (online):**

* Charleigh Kunzmann (CK)
* Raiyan Hossain (RH)
* Amandeep Singh (AS)

**Attendees (External):**

* Paul Jordan - Commercial Development Manager, SU (PJ)

**Excused:**

* Nadine Al-Kudcy (NA)

#### **Agenda:**

1. Aims for Achievement and Legacy of SA Exec 21/22
2. Update on Christmas Party and AU Ball
3. Club and Society Rep Allocated Groups
4. Club and Society of the Month
5. Alumni Memberships and Live Streaming
6. Commonwealth Games Projects
7. Events on Campus and Processes
8. SA Exec SU webpage and Clothing
9. Any Other Business or Questions

#### **Minutes**

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| Item | Discussion | Action Points |
| **1.** | **Aims for Achievement and Legacy of SA Exec 21/22** | **Moved to next meeting** |
| **2.1**  **2.2** | **Update on Christmas Party**   * (PJ) happy to facilitate us in the lounge area, option of £8 finger food (with a drink) or £10 for slightly better food option * Can facilitate 200 people for food * Pool table, Karaoke, Photobooth, Mechanical reindeer, glitter and face paint stall * Chris is putting together menu for finger food to be sent by End of week * Some Decorations (inflatables) already available   **Update on AU ball**   * Unanimously voted for East side rooms as chosen venue * Would like for Photographer to be prepaid if possible * Similar pricing strategy as 2019 (Early bird & Final release) | * (RS) to get quote for mechanical reindeer and Photobooth * (PJ) to quote Finger food and send over by Friday (12/11) * (JB) To sort out Glitter and Face paint stand * (EF) To organise follow up Meeting for Friday (12/11) * ALL to find a raffle prize * (AM) to investigate an event sponsor * (MK) to get a quote for Photographer |
| **3.** | **Club and Society Rep Allocated Groups** | * (MM and MB added to Club chair GC) * (RH and AS to be added to Society Pres GC) |
| **4.** | **Club and Society of the Month** | * (AM to send out Survey Monkey) * (MM,MB, RH, AS to tell their clubs and societies) |
| **5.** | **Alumni Memberships and Live Streaming**  Majority felt Alumni memberships were not value for money due to the £15 AU memberships and that uptake would be low | * (RS, AM, MK to revisit the logistic of alumni memberships) * (MM, MB, AM to determine which clubs are interested in live streaming) |
| **6.** | **Commonwealth Games Projects** | * (All to think about what we can do to facilitate commonwealth game activities) |
| **7.** | **Events on Campus and Processes** | * (RN and ALL to collaborate on SA calendar) |
| **8.** | **SA Exec SU webpage and Clothing** | * ALL to send Pictures and descriptions for SU webpage to Student activities email * All to send (EF) Sizes for Clothing * (RN )to upload Meeting minutes |
| **9.** | **AOB** | - |

#### **Action Summary**

1. **Christmas Party**
   1. **RS** to get quote for mechanical reindeer and Photobooth
   2. **PJ** to quote Finger food and send over by Friday (12/11)
   3. **JB** To sort out Glitter and Face paint stand
   4. **EF** To organise follow up Meeting for Friday (12/11)
2. **AU Ball**
   1. **ALL** to find a raffle prize
   2. **AM** to investigate an event sponsor
   3. **MK** to get a quote for Photographer
3. **Club and Society Rep Allocated Groups**
   1. **AM** to add MM and MB to Club chair group chat
   2. **AM** to add RH and AS to Society Pres group chat
4. **Club and Society of the Month**
   1. **AM** to send out Survey Monkey
   2. **MM, MB, RH, AS** to tell their clubs and societies
5. **Alumni Memberships and Live Streaming**
   1. **RS, AM, MK** to revisit the logistic of alumni memberships
   2. **MM, MB, AM** to determine which clubs are interested in live streaming
6. **ALL** to think about what we can do to facilitate commonwealth game activities
7. **RN** and **ALL** to collaborate on SA calendar
8. **SA Exec SU webpage and Clothing**
   1. **ALL** to send Pictures and descriptions for SU webpage to Student activities email
   2. **ALL** to send EF Sizes for Clothing
   3. **RN** to upload Meeting minutes