



Student Association Casual Meeting Minutes (3)



Date: 13th February, 2019

Time: 20:14 - 21:52

Venue: SA Office

Student Executives:

- | | |
|-----------------------------------|--|
| 1. President – Roshini | 6. Sports Officer – Nadha |
| 2. Vice President – Jane | 7. Activities Officer – Sara |
| 3. Education Officer – Saajit | 8. International Students’ Officer - Sam |
| 4. Home Students’ Officer – Andy | 9. Postgraduate Students’ Officer - Ola |
| 5. Sustainability Officer – Juman | 10. Secretary – Yasmin |

Excused Absence:

- Vice President – Jane
- Home Students’ Officer – Andy
- Sustainability Officer – Juman

Outline:

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|----|----------------------|--|
| 1. | 20:14 Roshini | Meeting Call to Order |
| 2. | 20:14 Sara | Activities Officer Updates
Spirit Week
Ball |
| 3. | 20:18 Saajit | Education Officer Updates
Game Night
Upcoming Meeting
Google Drive
Faculty Representative Issue |
| 4. | 20:24 Sam | International Students’ Officer Updates
International Cultural Night (ICN) |
| 5. | 20:29 Nadha | Sports Officer Updates
Upcoming Weekend
Womanathalon |



- Sports Award Night
Sports Grant
Tri-Campus Games
- 6. 20:44 Ola Postgraduate Students' Officer Updates**
Coffee & Cake Session
New Drop-In Session with Graduate School
LINK Conference
Survey
- 7. 20:56 Roshini Excused Absences Updates**
Vice President Updates
Home Students' Officer Updates
- 8. 20:59 Roshini President Updates**
Let's Talk UNM
SA Executives Training
Finance Officer / Treasurer
Meeting with SA Staff
Vice Chancellor Visit
SA Executives Alumni
Other
- 9. 21:52 Roshini Meeting Concluded**



No.	Time	Matters Discussed	Action By
1	20:14	<p><u>Meeting Call to Order</u></p> <ul style="list-style-type: none"> - First meeting for Semester 2 	Roshini
2	20:14	<p><u>Activities Officer – Updates</u></p> <p>A) Spirit Week</p> <ul style="list-style-type: none"> - The first UNM Spirit Week is taking place next week. The promotional video has already been released and the response has been very good so far. - The pool party for Friday’s theme has been approved. There will be food trucks, fairy lights, floaties, etc. near the Sports Complex and possibly water balloons. - Looking for student participation since this is a new concept being introduced to Nottingham. To increase participation, a cash prize has been included. - What is most important is that people enjoy the week. We will have to see how it turns out on the actual week! <p>B) Ball</p> <ul style="list-style-type: none"> - Currently have two options for the location of the ball - Considering meeting Ms. Mavis (Director of Student Experience) for further opinions on events . 	Sara
3	20:18	<p><u>Education Officer – Updates</u></p> <p>A) Game Night</p> <ul style="list-style-type: none"> - The education network will be working on a Game Night where UG and PG students can mix around and get to know each other more. Platform for UG and PG students to mix around and get to know each other. - Will include party games that have been referenced from online websites. - Possibly collaborating with Gaming Society to increase student participation. - Take place on March 14, 2019. <p>B) Upcoming Meeting</p> <ul style="list-style-type: none"> - Will have a meeting on Friday with Faculty Reps for feedback discussion. <p>C) Google Drive</p> <ul style="list-style-type: none"> - Planning on uploading all LCF files on a shared google drive so that the next Education Officer has access to a record of all the LCF for a better understanding. - Thinking of making this public to all students as well, however still unsure whether this will be approved. 	Saajit



		<p>D) Faculty Representative Issue</p> <ul style="list-style-type: none"> - Since the faculty of science and engineering has merged together, a decision must be made regarding the new faculty representative. - <i>Does the SC want two counselors or one?</i> - Will have a future meeting regarding this issue with Roshini, Saajit, and Sasha. 	
4	20:24	<p><u>International Students' Officer – Updates</u></p> <p>A) International Cultural Night (ICN)</p> <ul style="list-style-type: none"> - External support in the control room is not allowed due to risks and so the only option is to collaborate with Music Society. - Hoping that Music Society will leave the stage early for performers to be able to rehearse before the event. - New chairs will be arranged in the Great Hall so that the seating capacity will increase drastically from previous times (~450 seats). Thus, Sam is hoping that there will be as many people attending the event – <i>marketing is a priority!</i> - Ticket sales begin next week: <ul style="list-style-type: none"> - Normal: ~RM15 - Front 3 Rows: ~RM18 - Balcony: ~RM20 - Marketing: posters have been released and a new promotional video will be made soon. Still finding a way to get mass publicity for the event. 	Sam
5	20:29	<p><u>Sports Officer – Updates</u></p> <p>A) Upcoming Weekend</p> <ul style="list-style-type: none"> - New Castle University - The sports complex agreed to sponsor 4 teams: volleyball, soccer, basketball, frisbee. - Table tennis and basketball will still be participating but members are paying for themselves. - The event will take place in Johor. - Accommodation and transportation has been settled. <p>B) Womanathalon</p> <ul style="list-style-type: none"> - The budget for this event is being changed. - Still figuring out the pricing and package options. - Trying to make the price as cheap as possible since Nadha is not planning on making any profit out of this event. <p>D) Sports Grant</p> <ul style="list-style-type: none"> - Still processing 	Nadha

		<ul style="list-style-type: none"> - Nadha requested for a meeting but there is still not response. <p>E) Tri-Campus Games</p> <ul style="list-style-type: none"> - Flood lights are finally being fixed. - Nadha will help out to find volunteers. 	
6	20:44	<p><u>Postgraduate Students' Officer - Updates</u></p> <p>A) Coffee & Cake Session</p> <ul style="list-style-type: none"> - Small scale inductions will be introduced to the Coffee & Cake sessions since PG students can join any time during the year. - Planning on having an induction every 2 months during the Coffee & Cake sessions. During the first hour, new PG students will get an introduction to UNM from graduate school. Afterwards, Ola will talk about the SA and the Post Graduate Network. - School representatives will obtain a list of new PG students one month prior to the event, and then Ola will send out a personalized invitation to the event. <ul style="list-style-type: none"> - Have found that personalized invitations have gotten more responses. - There will be 4 sessions – the first will be on Friday the 22nd of February. <p>B) New Drop-In Session with Graduate School</p> <ul style="list-style-type: none"> - PG students will get one hour with the head of the graduate school to discuss about the student's progress and experience. This will help people to have another outlet for any concerns. - The trial run will take place on the 7th of March. <p>C) LINK Conference Update</p> <ul style="list-style-type: none"> - Was supposed to be on the 25th of April but this is no longer possible. This was later changed to the 25th of May, however, this is also the month of Ramadan. Currently will take place in June. - Ola has drawn the first draft of the proposal, a new draft of the executive summary and themes. - One thing Malaysia is doing that UK is not is Crops for the Future (CFF) – "<i>Securing and...the future of food</i>"; will be specifically targeting post grads who are doing research on agriculture, crops, etc. The problem is that CFF is not doing so well with only five people left on the project. - The call for abstracts will go out in March. 	Ola



		D) Survey <ul style="list-style-type: none">- Planning on doing a postgraduate research and experience survey in order to see what the students want / how they would like us to serve them.- The survey was ready to be sent out on the 22nd of December, however the graduate school said they want to do it via Moodle. However, they never got it done and have decided that they will “no longer be helping”.- Supposed to be completed by 22nd March, however, it usually gets done by February.	
7	20:56	<u>Excused Absences – Updates</u> A) Vice President – Jane <ul style="list-style-type: none">- Reminder to label network photos in the Google Drive.- The website is currently down and will take around one month to get fixed. As a result, the SA will engage through social media.- A video about the responses received from the SA feed will be made soon. B) Home Students’ Officer – Andy <ul style="list-style-type: none">- Referring to what has been discussed in the previous Student Council meeting, a motion has been sent in already.<ul style="list-style-type: none">- “A vacant position in the SA Executive team as a result of an officer resigning or a vote of no confidence is passed during the spring semester. The position shall be filled by the SA President. Therefore, this person shall be the acting officer and will assume all duties.”- Motion will be pushed forward by Roshini by the next meeting.- Planning of restructuring SAFAS.	Roshini
8	20:59	<u>President – Updates</u> A) Let’s Talk UNM <ul style="list-style-type: none">- Planning on bringing back Let’s Talk UNM.- Will be discussing this more with Jane.- This time it will be more casual and concise (not just Roshini talking, but also anyone who is dealing with their portfolio). B) SA Executives Training <ul style="list-style-type: none">- Still in the process of planning- Training might be done differently this time	Roshini



		<p>C) Finance Officer / Treasurer</p> <ul style="list-style-type: none"> - Staff suggests having a finance officer since current execs are unaware of the financial procedures sometimes (since they did not get financial training). - Would come under the President portfolio. - Will take over the paperwork and compile all data. - Majority of members feel like this will be redundant / the role is unnecessary since training could be provided to the execs from the very beginning. <ul style="list-style-type: none"> - Speaking of training, Ola proposed the idea to include a role-playing simulation during the SA Exec Training where the new members will be given a scenario and will have to carry out different projects associated to their position. <p>D) Meeting with SA Staff</p> <ul style="list-style-type: none"> - Thinking of having a monthly meeting with the SA staff since Roshini found it very useful in their previous meeting. - Will allow clear communication between the two bodies; increase efficiency. <p>E) Vice Chancellor Visit</p> <ul style="list-style-type: none"> - The VC will be visiting UNM on Thursday at 11:30am to 12:30pm (1 hour presentation + Q&A session). - 12:30-2pm will be lunch at the outdoor cafeteria so that the VC can see students interacting with each other. - The presentation will be similar to the powerpoint during Induction. - Each officer will have to make 2-3 slides regarding the Sa's goals, objectives, mission, vision, etc. Will also include a slide about where we were, in, and going towards. Talk about challenges faced. - Attire: smart casual (formal attire but no blazers, close-toed shoes, blouse, etc.). <p>G) SA Executives Alumni</p> <ul style="list-style-type: none"> - The 20th Anniversary of the SA body will take place next year (2020) and so an alumni reunion is being planned. - Will invite all previous SA executives to a nice dinner. - Current SA executives will just have to initiate it but the new executives will have to plan and carry it out. - Will get feedback on the idea through a small survey before taking action to see if people will actually be interested in attending. <p>H) Other</p> <ul style="list-style-type: none"> - SA meetings will take place on Wednesdays. 	
9	21:52	<u>Meeting Concluded</u>	Roshini

