



# University of St Andrews Students' Association Student Services Council

## MINUTES

Tuesday 16<sup>th</sup> April 2013 – Committee Room, 7.30pm

### **Present**

Maxwell Baldi	Association Chair
Freddie fforde	Association President
Meg Platt	Director of Student Development and Activities
Daniel Palmer	Association Director-Elect of Events and Services (Ents Convenor)
Teddy Woodhouse	Association Director-Elect of Representation
Kelsey Gold	Association Director-Elect of Student Development and Activities
Sadie Hochfield	Association Community Relations Officer
Dominyka Urbonaite	Association Environment and Ethics Officer
David Norris	Association LGBT Officer
Oscar Swedrup	SSC Broadcasting Officer
Joseph Tantillo	SSC Charitable Development Convenor
George Parker	SSC Charities Officer
William Lord	SSC Debates Officer
Stephanie Ekanayaka	SSC Design Team Convener
Robert Dixon	SSC Member for Societies Elections
Keith Cordrey	SSC Member without Portfolio
Anna Merryfield	SSC Music Officer
David Patterson	SSC Performing Arts Officer
Courtney Lewis	SSC Societies Officer

### **In Attendance**

Jess Walker	Athletic Union President-Elect
Scott Schorr	Association Postgraduate President-Elect
Iain Cupples	HR Manager/Student Advocate (Education)
Mark Hamid	
Sam Mellish	
Fay Holland	
Shelley Talbot	

### **1. Adoption of the Agenda**

The agenda was adopted without dissent.

### **2. Apologies for Absence**

Jules Findlay	Association Director of Events and Services
Amanda Litherland	Association Director of Representation
Dani Berrow	Association Postgraduate President

Chloe Hill  
Maia Krall-Fry  
Emily Dick

Association President-Elect  
SSC Film Production Officer  
SSC Member for Societies Grants

The apologies were accepted without dissent.

### **3. Adoption of the minutes of the previous meeting**

These had been circulated and adopted by electronic mail, pursuant to Standing Orders § 7.2.2.

### **4. Matters arising from the minutes of the previous meeting**

There were no matters arising.

### **5. Open Forum**

No members had registered for the open forum.

### **6. Reports of the Sabbatical Officers**

#### **6.1 Report of the Association President**

Mr fforde reported that he had been working on rebranding for the redeveloped Union with the Design and Marketing Officer. He had also been working on the Association Bursary Fund, and associated with this the idea of bringing the Class Gift into the Association, which subject he would return to under item 9.10 on the agenda. He had also put in some time on a book associated with the 600<sup>th</sup> anniversary and a presentation to Court on the Association's activities this Friday (19<sup>th</sup> April), in which he was being assisted by Meg Platt. Finally, he drew the SSC's attention to the ongoing Governance Review being conducted by the Board: any relevant conclusions would be brought to the SSC as appropriate.

#### **6.2 Report of the Association Director of Services**

Not present.

#### **6.3 Report of the Association Director of Student Development and Activities**

Ms Platt discussed the On The Rocks festival that had just finished, and minuted thanks to the officers who had helped. The previous evening she had attended the 'St Andrews Gives Back' event, at which representatives from SVS and the Charities campaign had celebrated student activity in the community. Finally, she had been participating in a number of subcommittee AGMs and interview processes and this would continue over the next week or two.

#### **6.4 Report of the Association Director of Representation**

Not present.

#### **7.1 Report of the Association Community Relations Officer**

Ms Hochfield reported that she was in the process of handover with her predecessor and they had met the day. She planned to hold community 'open house' events before and after the May Dip, which she viewed as the major community relations issue in the near future.

### **7.2 Report of the Association Environment and Ethics Officer**

Ms Urbonaite informed the council that Green Week would be held in Week 7 of Semester 2. A Green Day would be held on the final Saturday of Week 1 in Semester 1 next academic year. She would be looking at the Interhall competition in the near future. There was a planned event by students to campaign against plastic bag use outside Tesco this Friday: the E&E Committee would offer support.

Mr Hamid asked about the fact that there had previously been two Green Weeks, one in each semester. Ms Urbonaite confirmed that the 'Green Day' in Week 1, semester 1 was intended to replace the first of these, as had been the case this year.

### **7.3 Report of the Association LGBT Officer**

Mr Norris reported the LGBT committee had held their AGM and elected several committee positions, although some were currently under review (see item 9.8). He was pleased with the diversity of the new committee.

### **7.4 Report of the Association Postgraduate President**

Mr Schorr presented in the absence of the Postgraduate President. He notified the Council that there was a Postgraduate Forum to be held on Wednesday 17<sup>th</sup>. There would be a service celebrating the anniversary of St Leonard's College this Sunday (21<sup>st</sup>). Finally, postgraduate gowns would be on sale in the Association shop from September.

### **7.5 Report of the Athletic Union President**

Ms Walker presented in the absence of Ms Griffiths. She reported that interviews for the AU Executive would be held on 29<sup>th</sup> April: applications had been received and the panel was in the process of shortlisting.

### **7.6 Report of the SSC Broadcasting Officer**

Mr Swedrup reported that, following interviews, a new Broadcasting Committee had been chosen. Handover would take place on Monday 22<sup>nd</sup> April. The annual STAR Awards would be given out shortly.

Mr fforde asked how discussions were going with IT Services regarding server provision. Mr Swedrup said that STAR had moved back to its old server as a temporary measure. Discussions continued with IT Services as to a permanent solution.

### **7.7 Report of the SSC Charities Officer**

Ms Parker had also attended the 'St Andrews Gives Back' event. She told the Council that the total raised by the Charities Campaign in the year to date had been reported at that event as around £108,000: over the last two decades, over £1 million had been raised by Charities. Interviews would be held this week for a new Charities Committee with a view to handover following the AGM on Monday 22<sup>nd</sup> April.

### **7.8 Report of the SSC Charitable Development Convener**

Mr Tantillo reported that he had held a handover meeting with his predecessor and interviews for the new committee would be held on 1<sup>st</sup> May.

### **7.9 Report of the SSC Entertainments Convener**

Mr Palmer told the Council that this would be his last meeting as Ents Convener. The new Ents Convener had been selected and it would be Fiona Woodhall: she would attend the next meeting. Mr Palmer had completed, in conjunction with relevant staff and volunteers, a long document reviewing current practise and anticipated moving this forward as Director of Services.

### **7.10 Report of the SSC Debates Officer**

Mr Lord reported that Debates had held a competition for freshers and this had gone well. The Board of Ten would be holding their AGM on Thursday and handover would occur then.

### **7.11 Report of the SSC Film Production Officer**

Not present.

### **7.12 Report of the SSC Member Without Portfolio**

Nothing to report.

### **7.13 Report of the SSC Music Officer**

Handover was held today. There would be an AGM next week. The committee would be looking into rescheduling a gig that was intended to form part of On The Rocks but had to be cancelled. The committee also intended to add a new position: Ms Merryfield would bring an amendment to SSC regarding this in the future.

### **7.14 Report of the SSC Performing Arts Officer**

Mr Patterson reported that it had been a very busy week, with ten productions staged as part of On The Rocks. He felt that the standard had been very professional in both organisation and performance. Interviews had been held yesterday (Monday 15<sup>th</sup>) and the AGM held in the evening, and Mermaids now had a full committee.

### **7.15 Report of the SSC Societies Officer**

Ms Lewis reported that the Societies committee AGM had been held. Two SRC members had been delegated to the committee at the last SRC meeting.

### **7.16 Report of the SSC Member for Societies Elections**

Mr Dixon had attended numerous societies' AGMs in recent weeks.

### **7.17 Report of the SSC Member for Societies Grants**

Not present.

### **7.18 Report of the SSC Volunteering Officer**

Post vacant – see item 9.1

### **7.19 Any other competent reports**

Ms Ekanayaka, the Design Convener, reported that the Design Team would hold their AGM on Tuesday. She was very keen to work more closely with societies this year and was seeking suggestions on how to integrate more with societies. A training session with societies' publicity officers was planned.

Mr Baldi noted the omission of the Design Team convener's report from the agenda and promised to rectify this for the next meeting.

### **8. Unfinished General Business**

None.

### **9.1 Co-option of SSC Volunteering Convener**

Following the resignation of Ms Talbot two weeks ago, the vacancy had been advertised widely. Two candidates had come forward: Ms Fay Holland and Mr Sam Mellish.

Each candidate was given three minutes for a speech and three minutes to answer questions, following which a vote was held by secret ballot using the AV system. The result was as follows:

	<b>1st Round</b>
Fay Holland	10
Sam Mellish	3
RON	0
Spoiled/Expired	0
Total Votes	13
Total Valid Votes	13
Quota	8

Ms Fay Holland was therefore co-opted as SSC Volunteering Officer, effective immediately. She took her position and participated in the subsequent business.

### **9.2 Election of the SSC Senior Officer**

Mr Baldi explained the duties and responsibilities of the Senior Officer, and took questions on this. The Council was then asked for nominations. The following nominations were received:

Ms Courtney Lewis (nominated Kelsey Gold, seconded Meg Platt)

Mr David Paterson (nominated Will Lord, seconded Freddie fforde)

Mr Joseph Tantillo (nominated Freddie fforde, seconded Teddy Woodhouse)

Candidates were given three minutes for speeches and three minutes to answer questions, following which a vote was held by secret ballot using the AV system. The result was as follows:

	<b>1st Round</b>
Courtney Lewis	8
David Patterson	6
Joseph Tantillo	0
RON	0
Spoiled/Expired	0
Total Votes	14
Total Valid Votes	14
Quota	8

Ms Courtney Lewis was therefore elected as SSC Senior Officer.

### **9.3 Election of the SSC Deputy Senior Officer**

Mr Baldi explained the duties and responsibilities of the Deputy Senior Officer, and took questions on this. The Council was then asked for nominations. The following nominations were received:

Mr Keith Cordrey (nominated Meg Platt, seconded Freddie fforde)

Mr Robert Dixon (nominated Courtney Lewis, seconded Teddy Woodhouse)

Mr David Paterson (nominated Courtney Lewis, seconded Teddy Woodhouse)

Mr Joseph Tantillo (nominated Teddy Woodhouse, seconded Daniel Palmer)

Candidates were given three minutes for speeches and three minutes to answer questions, following which a vote was held by secret ballot using the AV system. The result was as follows:

	<b>1st Round</b>	<b>2nd Round</b>	<b>3rd Round</b>	<b>4th Round</b>	<b>5th Round</b>	<b>6th Round</b>
Keith Cordrey	1	2 (CV)	1	1	0	0
Robert Dixon	1	2 (CV)	1	2 (CV)	1	0
David Patterson	5	5	6	6	7	7
Joesph Tantillo	6	6	6	6	6	6
RON	1	1	0	0	0	0
Spoiled/Expired	0	0	0	0	0	1
Total Votes	14	16	14	15	14	14
Total Valid Votes	14	16	14	15	14	13
Quota	8	9	8	8	8	7

Mr David Patterson was therefore elected as SSC Deputy Senior Officer.

#### **9.4 Election of the SSC Nominee to Debates Committee**

Mr Lord explained that this position had not been filled in recent times: however, after discussion with the Board of Ten it had been decided that it served a useful purpose.

The following nominations were received:

Mr Keith Cordrey (nominated Freddie fforde, seconded Teddy Woodhouse)

Mr David Patterson (nominated Will Lord, seconded Teddy Woodhouse)

Candidates were given two minutes for speeches and two minutes to answer questions, following which a vote was held by secret ballot using the AV system. The result was as follows:

	<b>1st Round</b>	<b>2nd Round</b>	<b>3rd Round</b>
Keith Cordrey	6	6	7 (CV)
David Patterson	6	6	6
RON	1	0	0
Spoiled/Expired	1	2	2
Total Votes	14	14	15
Total Valid Votes	13	12	13
Quota	7	7	7

Therefore Mr Keith Cordrey was elected as SSC Nominee to the Debates Committee.

#### **9.5 Election of the SSC Nominee to Music Committee**

The following nominations were received:

Mr Oscar Swedrup (nominated Anna Merryfield, seconded Joseph Tantillo)

No other nominations were received and no objections were raised to Mr Swedrup's candidacy. Therefore Mr Oscar Swedrup was elected as SSC Nominee to the Music Committee.

#### **9.6 Election of the SSC Nominees to Societies Committee**

Ms Lewis introduced the posts and explained the commitment involved.

The following nominations were received:

Mr Keith Cordrey (nominated Robert Dixon, seconded Teddy Woodhouse)

Ms Stephanie Ekanayaka (nominated George Parker, seconded Kelsey Gold)

Mr Joseph Tantillo (nominated Meg Platt, seconded Teddy Woodhouse)

Candidates were given two minutes for speeches and two minutes to answer questions, following which a vote was held by secret ballot using the STV system. The result was as follows:

	<b>1st Round</b>	<b>2nd Round</b>
Keith Cordrey	2	4
Stephanie Ekanayaka	4	9
Joseph Tantillo	8	0
RON	0	0
Spoiled/Expired	0	1
Total Votes	14	14
Total Valid Votes	14	13
Quota	6	7

Therefore Ms Stephanie Ekanyaka and Mr Joseph Tantillo were elected as SSC Nominees to the Societies Committee.

### **9.7 Motion to Update the Charities Consitution**

Ms Parker explained that this amendment followed the recent update of the constitution. Following this update, STAAG had decided that they did not want to formally become part of the Charities Campaign and so the new constitution had to be amended to remove references to STAAG.

No objection to the motion was raised and it was passed without dissent.

### **9.8 Motion to Amend the Composition of the LGBT Committee**

Mr Norris explained that the Committee believed that there were too many similar roles with overlapping remits, and so an amendment was proposed to merge some positions, and replace the merged positions with more active, portfolio-based roles. In addition the amendment added new subcommittees to manage particular areas.

No objection to the motion was raised and it was passed without dissent.

### **9.9 Motion to Add University Charities Campaign Societies Coordinator to the SSC Societies Committee**

Ms Lewis explained that the Charities Campaign had added this role as part of their new constitution. Societies Committee felt that this role had valuable knowledge of the charitable societies that would contribute to the work of Societies Committee in considering grant applications, and that adding the position to Societies Committee would fulfil a valuable liaison function.

No objection to the motion was raised and it was passed without dissent.

### **9.10 Motion to Incorporate Class Gift into the Association**

Mr fforde explained that it had been suggested in discussions with the University that Class Gift should be run by the Association, and in principle both parties believed this was a good idea. However, he now proposed to postpone this motion indefinitely, as there was discussion underway regarding a potentially better way to achieve this than creating a new

subcommittee as laid out in the motion. He nevertheless encouraged members to consider the content of the motion as it laid out the activities of Class Gift and the reasons for taking it in as part of the Association. Mr Baldi explained for the benefit of members the effect of an indefinite postponement – the motion would not be voted on, but could be brought back before the Council without further notice at any time.

Teddy Woodhouse seconded the motion to postpone. No objection was raised to postponing the motion indefinitely, and it was therefore postponed.

#### **10. Any other competent business**

Mr fforde reminded members of the Association AGM on the 25<sup>th</sup> April and encouraged all members to attend and to publicise the event to ensure good attendance. It was proposed to make the format a 'question time' event. He stressed the vital importance of the AGM and his disappointment that previous AGMs had not been quorate.

Mr Baldi informed members that SSC/SRC branded clothing would be ordered in time for Fresher's Week. Some subsidy would be available for members. The intention was to make members visible during Freshers and the rest of the week.

#### **Adjournment**

The meeting adjourned at 21:50.