



University of St Andrews Students' Association Student Services Council

MINUTES

Tuesday 15th October 2013 – Committee Room, 7.00pm

Present

Maxwell Baldi	Association Chair
Daniel Palmer	Association Director of Events and Services
Edward Woodhouse	Association Director of Representation
Kelsey Gold	Association Director of Student Development and Activities
Scott Schorr	Association Postgraduate President
Chloe Hill	Association President
George Parker	SSC Charities Officer
Joseph Tantillo	SSC Charitable Development Convenor
William Lord	SSC Debates Officer
Stephanie Ekanayaka	SSC Design Team Convenor
Fiona Woodhall	SSC Entertainments Convenor
Robert Dixon	SSC Member for Societies Elections
Emily Dick	SSC Member for Societies Grants
Keith Cordrey	SSC Member without Portfolio
Anna Merryfield	SSC Music Officer
Courtney Lewis	SSC Societies Officer
Fay Holland	SSC Volunteering Officer

In Attendance

Robin Van Mulders	
Tierney Riordan	The Saint

1. Adoption of the Agenda

The agenda was adopted without dissent.

2. Apologies for Absence

Maia Krail-Fry	SSC Film Production Officer
Oscar Swedrup	SSC Broadcasting Officer
David Norris	Association LGBT Officer
Jess Walker	President of the Athletic Union
Dominyka Urbonaite	Association Environment & Ethics Officer

3. Adoption of the Minutes of the Previous Meeting

Pursuant to Standing Orders §7.2.2, the minutes of the Student Services Council meeting held on the 1st of October 2013 were laid before the members of the Council on the 8th of October 2013. With no objections registered within 24 hours, the minutes were considered adopted by electronic mail.

4. Matters Arising from the Minutes of the Previous Meeting

There were no matters arising from the previous minutes.

5. Open Forum

There was no business from the open forum.

6. Report of the Sabbatical Officers

6.1. Report of the Association President

Ms Hill informed the Council that she has been working on the Association's governance review and the results of which would hopefully be made available in the near future.

Ms Hill informed the Council that she would be meeting with the Redevelopment core group on the 16th of October. Ms Hill noted that the core group was the best time to have questions about the redevelopment answered and requested that members submit any questions they might have to her before the meeting.

Ms Hill informed the Council that she'd be attending academic court on the 18th of October.

Ms Hill informed the Council that planning for Raisin Weekend was on going and requested that members volunteer to help clear up the Quad after the foam fight. Ms Hill noted that she had volunteered in the past and that it was a lot of fun and also that a free breakfast would be provided for the volunteers.

6.2. Report of the Association Director of Events & Services

Mr Palmer informed the Council that Music is Love had a gig scheduled for the 17th of October, a Hollywood themed bop was scheduled for the 18th of October, and that roller disco was scheduled for the 19th of October

Mr Palmer informed the Council that footfall had increased indicating that students were again returning to the Union.

Mr Palmer informed the Council that a Commercial Manager was to be hired to oversee the reopening of the commercial spaces after redevelopment. Mr Palmer noted that the application process for this position was to close on the 18th of October.

Mr Palmer informed the Council that, due to timetabling constraints, he was the only Sabbatical Officer that could attend their radio show and requested that other members volunteer to participate in the radio show with him. Mr Palmer stated that the radio show was on Fridays at 4pm and that members could use the time to advertise their events.

Ms Hill stated that Ms Woodhall often contributed more to the discussion on the radio via the buzzbox than she did and should volunteer.

Mr Schorr stated that he could volunteer for 45 minutes of the radio show.

Ms Hill stated that, as the show was an hour long, this would still result in Mr Palmer being on air alone for 15 minutes.

Mr Baldi vacated the chair. Ms Lewis assumed the chair.

6.3. Report of the Director of Student Development & Activities

Ms Gold informed the Council that 87 societies had affiliated on time and that was the highest figure in recent years. Ms Gold informed the Council that the new societies clinic was going well.

Ms Gold informed the Council that Rachel Colman was now the head of Class Gift and would be running committee recruitment both this and next week.

Ms Gold informed the Council that the Scott Lang Dinner now had a three-person committee. Ms Gold thanked Mr Patterson for his assistance in putting the committee together.

Ms Gold informed the Council that preparation for On The Rocks were going well and that it would be held next semester.

Ms Gold informed the Council that she was looking for people to assist during Raisin Weekend and promised that it would be a lot of fun.

Ms Gold informed the Council that she was looking for opinions on the redevelopment, in particular there were furniture samples available that the members should comment on.

Ms Gold informed the Council that people had been experiencing difficulties booking Younger Hall and discrepancies had been found between quotes. Ms Gold requested that those members who had worked with Younger Hall in the past or who had quotes from Younger Hall make those available to her to strengthen the case against Younger Hall.

6.4. Report of the Association Director of Representation

Mr Baldi returned to the chair.

Mr Baldi announced that his phone call had been to organise the Students' Representative Council/Student Services Council Christmas dinner as money had been found in the budget to hold one.

Mr Woodhouse stated that if any member had representational issues they should work with him.

Mr Woodhouse thanked the members for sending representatives to the Learning and Teaching Event.

Mr Woodhouse informed the Council that the Academic Representation in the 21st Century conference was to be held on 19th of October and that Sienna Parker would be in attendance alongside his counterparts from other Scottish Universities.

Ms Gold stated that the conference was about technology in teaching and that any member interested in that should attend the meeting.

7. Report of Officers

7.1. Report of the Association Community Relations Officer

The position of Association Community Relations Officer is vacant.

7.2. Report of the Association Environment & Ethics Officer

There was no report from the Association Environment & Ethics Officer.

7.3. Report of the Association LGBT Officer

There was no report from the Association LGBT Officer.

7.4. Report of the Association Postgraduate President

Mr Schorr informed the Council that the society had held a postgraduate gala last Monday.

Mr Schorr informed the Council that a movie night had been held in the Salad Bowl on Saturday night. Mr Schorr expressed his hope that this event would return to the Barron Theatre, where it had been held over the summer, in the near future.

Mr Schorr informed the Council that the general terms for the Postgraduate Society's constitution had been drawn up.

Mr Schorr informed the Council that the plans for the Postgraduate ball were being evaluated.

7.5. Report of the Athletic Union President

There was no report from the Athletic Union President.

7.6. Report of the SSC Broadcasting Officer

There was no report from the SSC Broadcasting Officer

7.7. Report of the SSC Charities Officer

Ms Parker informed the Council that sign-ups for Race2Berlin had went well and that all spots had been filled. Ms Parked expressed her disappointment that there would be no Sabbatical Officer team.

Ms Parked stated that most events were in the planning stages, such us RAG week.

Ms Hill asked if the rumour that she would be gunged was true.

Ms Parker stated that she had not heard that rumour but that she might gunge all the Sabbatical Officers.

Ms Parker informed the Council that she had ordered 4000 cans of foam, to be sold in the Halls of Residence, for charity.

7.8. Report of the SSC Charitable Development Convenor

Mr Tantillo stated that he was in the processes of filling a spot on his committee as a member had resigned. Mr Tantillo stated that anyone interested in the position should email him with a CV and a statement of interest.

Mr Tantillo stated that, for those who had submitted a request, he was working on securing grants.

7.9. Report of the SSC Entertainments Convenor

Ms Woodhall informed the Council that the first cycle of Saturday night events had been completed. Ms Woodhall stated that the Rewind event the previous Saturday had been a big success and had received a round of applause at the end of the event.

Ms Woodhall informed the Council that early stage planning for RAG week had started and she had met with various people in relation to that.

Ms Lewis stated that Rewind had been amazing.

7.10. Report of the SSC Debates Officer

Mr Lord informed the Council that there had been a great debate on austerity two weeks ago that had packed out the venue.

Mr Lord informed the Council that there had been a competition event for first years.

Mr Lord informed the Council that there was an upcoming debate on Millennials.

7.11. Report of the Design Team Convenor

Ms Ekanayaka informed the Council that she ran a PR team and noted that, while the team was there to support Mr Palmer in particular, it was there to support events. Ms Ekanayaka stated that the team had been working hard to keep numbers up and that photographers had been at events almost every week and Facebook promotions were on going.

Ms Ekanayaka informed the Council that she had spoken to Rachel about putting a stock photograph database online. Ms Ekanayaka noted that Rachel was on a break so that wouldn't be happening soon.

Ms Ekanayaka informed the Council that the first workshop was to be held on the 16th of October and that would be open to all. Ms Ekanayaka noted that a graduate of Design and Illustration from London would run the workshops and that she would be holding a full semester's worth of events.

Mr Patterson asked when the first workshop would be held.

Ms Ekanayaka answered that the workshops would be held every other Wednesday from 1500 to 1700 but the first one would be held from 1430 to 1630.

Ms Lewis stated that societies had been contacting her about promotions. Ms Lewis asked whether she should refer them to Ms Ekanayaka.

Mr Palmer answered that it might be time to create a Facebook group and that if there were signs of societies wanting help they could coordinate with them.

Ms Ekanayaka stated that the team could coordinate with marketing officers and people on the members' committees and that societies were a longer-term goal.

7.12. Report of the SSC Film Production Officer

There was no report from the SSC Film Production Officer.

7.13. Report of the SSC Member without Portfolio

Mr Cordrey informed the Council that he had been live-tweeting the meetings of the Students' Representative Councils and Student Service Councils.

Mr Cordrey informed the Council that he was available to help with other projects should the members require his assistance.

7.14. Report of the SSC Music Officer

Ms Merryfield informed the council that a weekly jam session had been started in the Barron theatre from half nine and had proved to be quite successful.

Ms Merryfield informed the Council that the first open mic session had now been held and the second would be in cooperation with Coppa Feel in the beer bar.

Ms Merryfield informed the Council that the last gig had been a success. Mr Merryfield stated that another gig was held in Aikman's for Nightline. Ms Merryfield stated that another gig was to be held in Venue 1 the next day.

7.15. Report of the SSC Performing Arts Officer

Mr Patterson informed the council that planning for the Christmas Ball was now well underway. Mr Patterson noted that there was a poor gender balance on the committee but that the preparations were still going well.

Mr Patterson informed the Council that a new subcommittee had been established, called the Golden Seashells, to organise an awards ceremony. The judges would be members of staff, students and members of the student press. Their identities would be kept secret. The awards categories had been decided today. Mr Patterson stated that the ceremony would be held in the Scores Hotel with wine, canapés, guest speakers and performances from the comedy troupes.

Mr Patterson informed the Council that there would be nine performances this semester starting on Friday.

Mr Patterson informed the Council that there had been a large push to promote the events to members of the local community and flyers had been sent out in cooperation with the St Andrews Preservation Trust. Mr Patterson stated that a forum was to be held with local businesses to encourage them to promote the Mermaids' work to their customers and send their clientele to events.

Mr Patterson informed the Council that the student writing competition, called SAND, had been reprised.

Mr Patterson informed the Council that a discount card was being rolled out.

Mr Patterson informed the Council that there would be events put on at the Community Council.

Mr Patterson informed the Council that the Students' Representative Council Member for Students with Disabilities had approached him about putting on a play.

Mr Patterson informed the Council that Ms Fennella Henderson-Howatt had contacted him about staging a play during RAG week.

Mr Patterson informed the Council that he would be meeting with Ms Hill to discuss possibilities about the Byre Theatre.

7.16. Report of the SSC Societies Officer

Ms Lewis informed the Council that an EGM had now been held and a secretary and marketing officer had been elected. Ms Lewis stated that the committee now had a minutes clerk and so that members of the committee no longer had to take minutes.

Ms Lewis informed the Council that the Societies' Clinic was going well and that lots of questions had been brought to them in that forum.

Ms Lewis stated that reaffiliation deadlines had now passed and that several societies had been granted extensions. Ms Lewis stated that more societies should reaffiliate by the 21st of October.

Ms Lewis stated that a few societies had been granted leave to proceed in the reaffiliation procedure including the Liberal Democrats, Venture Capital, and the Christian Union. Ms Lewis stated that new societies, including a Sherlock Society, a Yoga society, and Women for Women society, had also been affiliated.

Ms Hill asked to confirm whether Christian Union were affiliating.

Ms Lewis stated that they had been granted leave to proceed and appropriate due diligence would be performed on their affiliation application.

Ms Gold stated that the process for affiliation included a long conversation after which a society would be granted leave to proceed followed by a lot of paper work.

Ms Lewis stated that the leave had been granted based on their aims as a society and not based on their current constitution that was under review.

7.17. Report of the SSC Member for Societies Elections

Mr Dixon stated that his report was what Ms Lewis said.

Mr Lord asked whether decisions had been made about which societies would be reaffiliated or not.

Ms Lewis answered that the extended deadline was on the 21st of October and that 87 societies had reaffiliated by the initial deadline of the 11th of October. Ms Lewis stated that those societies that were working on their first affiliation had as long as they needed to affiliate.

Ms Gold added that the process for initial affiliation was essentially rolling.

Mr Dixon informed the Council that the new model constitution would be mostly compatible with the current model constitution.

Ms Woodhouse asked whether the deregulation of societies had result in a decreased requirement to comply with equal opportunities.

Ms Lewis answered that the point of the deregulation was to allow societies to run themselves as they saw fit. The rules on quorum, executive committees, etc. had been removed. Ms Lewis stated that requirements on free, fair, and democratic elections hadn't been removed. Ms Lewis also stated that no amendments had been made to the Equal Opportunities chapter of the Laws.

Mr Dixon stated that if there were issues of reputational harm to the Association it was possible to disaffiliate the society.

7.18. Report of the SSC Member for Societies Grants

Ms Dick informed the Council that four grants had been given out since the last Student Services Council meeting: One to Classics Society, for a lecture by Gordon Cockburn, for the value of £65.00; one to Feminist Society, for transport to the Edinburgh Reclaim the Night event, for the value of £374.00; one to Catholic Society, for their lecture series, for the value of £561.00; and another to Biology, for a lecture by Robert Burton, for the value of £110.00.

Mr Patterson stated that Dance Society had asked him which body they should apply for a grant from: Mermaids or the Societies Committee.

Ms Lewis stated that this question had come up before and that if the society was furthering their aims they should apply to the Societies Committee.

Mr Patterson asked whether Mermaids could keep the props if they paid.

Mr Palmer stated that the idea behind the creation of Mermaids was that performing arts would have a dedicated funding body. Mr Palmer added that they could apply to either but not both and that an event like this should probably be through the Societies Committee.

Ms Gold stated that for capital expenditure the society should probably come to the Societies Committee.

7.19. Report of the SSC Volunteering Officer

Ms Holland informed the Council that volunteers were currently being allocated to different projects and that targeted recruitment had been carried out to fill a particular roll.

Ms Gold asked whether the Saltire scheme was open to everyone.

Ms Holland answered that there would be a talk about Saltire at 5pm in Venue 2 on the 23rd of October.

Mr Woodhouse stated that this was open to volunteers, class reps and members of the Council.

Ms Hill asked whether this scheme was open to the Sabbatical Officers.

Ms Gold answered that as the positions were paid it would not be.

Ms Holland stated that the scheme could be backdated by up to a year.

Mr Patterson stated that the scheme also covered volunteering carried out while at Scottish high schools.

7.20. Any Other Competent Reports

There were no other competent reports.

8. Unfinished General Business

There was no unfinished general business.

9. New General Business

9.1. J. 12 A Motion to Provide for the Co-Option of the Association Community Relations Officer

THIS SRC AND SSC NOTE:

1. A casual vacancy exists in the office of Association Community Relations.

THIS SRC AND SSC RESOLVE:

1. To co-opt a new Association Community Relations at a special joint meeting of the Association Councils on 22 October 2013.
2. To mandate the Association Community Relations to advertise the same.
3. To express its gratitude to Sadie Hochfield for her service as Association Community Relations Officer

Proposed by Ms Hill, seconded by Mr Woodhouse.

Mr Baldi noted that Ms Hochfield had resigned her position before the meeting of the Students' Representative Council meeting was held the previous week.

Mr Woodhouse proposed an amendment to J. 12

This SRC and SSC Resolve:

[...]

1. **To mandate the Association Community Relations Director of Representation to advertise the same.**

Ms Hill stated that the effect of this amendment would be for the motion to resolve that Mr Woodhouse advertises the position rather than Ms Hochfield.

With no objections, the amendment passed in the Student Services Council.

The councils concurring, the motion was amended.

Ms Hill introduced the motion as such: I'm sorry to say that Ms Hochfield is no longer working for us. Unfortunately, she has some personal problems and on longer feels like she can put in the required time. I'm very disappointed to lose Ms Hochfield. Ms Hochfield was in the process of establishing a Community Relations subcommittee and there were around six people interested in joining. Hopefully they will be people who are willing to be co-opted to the Councils. If this motion passes, we'll be able to co-opt someone. This is an important role right now with the housing issues and HMO problems.

Mr Baldi noted that resolving clause one would call a joint meeting of the council on the following Wednesday.

Ms Hill stated that the Students' Representative Council would meet first, then the Joint meeting would be held followed by a Joint Councils social.

The motion, as amended, was laid before the Student Services Council.

With no objections, the motion was adopted in the Student Services Council.

The councils concurring, the motion was adopted.

10. Any Other Competent Business

10.1 Announcements

Mr Baldi announced that there would be a joint meeting of the councils the following Tuesday. The Students' Representative Council will give their reports, then there will be the Joint Council Meeting, and that will be followed by a social.

Mr Baldi announced that, as the budget allowed, there would be a Christmas Dinner held for the members of the Students' Representative Council and Student Service Council. This would be held on the 3rd of December.

Mr Patterson announced that he intended to organise a paintballing trip for the Students' Representative Council and Students Services Council. Mr Patterson asked whom he should speak to regarding the budget for the event.

Mr Baldi answered that Mr Patterson should speak to Mr Baldi.

Mr Woodhouse announced that the LGBT pub quiz was that evening at 2030 and that other members should attend.

Ms Gold enquired how many subcommittees had treasures yet to receive training.

By show of hand, Mr Lord and Mr Schorr indicated that their treasurers had not yet received training.

Ms Gold clarified that there was a different training procedure for treasurers of subcommittees and treasurers of societies.

Mr Palmer announced that those members who didn't know how to carry out risk assessments should speak to him.

Ms Gold announced that those members who were unsure about whether they could hold events outside the union should speak to the Sabbatical Officers first.

Adjournment

The meeting was adjourned at 1950.