



# University of St Andrews Students' Association Student Services Council

## AGENDA

Tuesday 12 April 2016 - Committee Room - 6.00 pm

- 1. Adoption of the Agenda**
- 2. Apologies for Absence**
- 3. Adoption of the Minutes of the Previous Meeting**
- 4. Matters Arising from the Minutes of the Previous Meeting**
- 5. Open Forum**
- 6. Reports of Sabbatical Officers**
  - 6.1. Report of the Athletic Union President
  - 6.2. Report of the Association Director of Events & Services
  - 6.3. Report of the Association Director of Representation
  - 6.4. Report of the Association Director of Student Development & Activities
  - 6.5. Report of the Association President
- 7. Questions for Subcommittees**
  - 7.1. Questions for Association Alumni Committee
  - 7.2. Questions for Association Community Relations Committee
  - 7.3. Questions for Association Environment & Ethics Committee
  - 7.4. Questions for Association LGBT Committee
  - 7.5. Questions for SSC Postgraduate Committee
  - 7.6. Questions for SSC Broadcasting Committee
  - 7.7. Questions for SSC Charities Committee
  - 7.8. Questions for SSC Entertainments Committee
  - 7.9. Questions for SSC External Funding Committee
  - 7.10. Questions for SSC Debates Committee
  - 7.11. Questions for SSC Design & PR Committee
  - 7.12. Questions for SSC Music Committee
  - 7.13. Questions for SSC Performing Arts Committee
  - 7.14. Questions for SSC Societies Committee
  - 7.15. Questions for SSC Volunteering Committee
  - 7.16. Questions for SSC OTR Committee
  - 7.17. Any Other Competent Questions
- 8. Unfinished General Business**
- 9. New General Business**
  - 9.1. J.16-11 Motion to Add New Positions to the STAR Committee

- 9.2. J.16-12: Motion to Restructure Societies Committee
- 9.3. S.16-3: A Motion to Include Alumni Engagement in the Constitution of All SSC Subcommittees.

**10. Open Discussion**

**10. Any Other Competent Business**

## SSC REPORTS

### **Director of Services –Chris MacRae**

I am working with the AU to bring a fantastic mariachi band to play the final Sinners on 20th April as one big last sendoff. Battle of the Bands is taking place on 30th April - the same night as May Dip! We have filled our lineup, with 5 bands competing and now it's just a matter of promoting the event as much as possible. The proceeds are going to the Charities Campaign, so they've agreed to collaborate on the event as far as promotion goes. The majority of Grad Ball tickets have sold, and I have completed almost all logistics for the event. Events have been going well and we sold out the Bop for the first time last week - expecting the final few events of the semester to be very busy. Having the PR Team this year has been very successful, and there has been a lot of interest from people looking to join - will be a decision for my successor to decide if she wants to keep and/or expand the team.

### **Association Alumni Officer-Rebecca Ryce**

I attended the joint councils meeting, and the councils training session.

I had a handover meeting with Charlotte, following the recommended 3 meetings structure.

I sat in on the alumni committee meeting, and bounced my project ideas off the current committee.

I had a two hour introductory meeting with the development office, where I learned about how the department works, how the University manage alumni relations and fundraising, and how they would like to work together over the next year. I'll be setting up regular meetings with them next semester.

I've ordered alumni committee polo shirts to make the committee identifiable at the alumni festival. The polos will be owned by the committee, so will be re-used each year. I've also ordered business cards to hand out at the festival.

I've created application forms for the alumni subcommittee and graphics to use for the Facebook recruitment event, so we're good to go as soon as exec approves our structure.

I attended my first Societies Committee meeting, where I learned about what the committee looks for in grant applications, and some of the complications that can occur in affiliation and elections.

I've been working on an alumni strategy document, however I won't be able to finish it until after the festival post-mortem.

My focus for the rest of the semester is going to be work with the SSC subcommittees to build a database of graduating students and older alumni.

### **Association Community Relations Officer- Aine Bennett**

I went to my first Community Council meeting, Fife Council are setting up a Housing Group that Charlotte and I are looking at joining for next year. There is a Community Council coffee morning on Saturday 9th that I will be helping out at and have roped a few other people in for to talk to help out and to talk to locals a bit more about the Union. I have launched applications for the Community Relations subcommittee, they will be open online for a week and we will hopefully have interviews shortly after. May Dip will be our first priority.

### **Association Environment Officer- Mariya Simeonova**

Subcom email issue is resolved. Current email is 'eande@' but will soon be changed. Subcommittee applications will go live on April 15th and close on 22nd. Interviews will be held on 23rd. The Fossil Free St Andrews campaign is working on a motion to stop university investments in fossil fuel-extracting companies. The motion will be presented by a member of the campaign at the next Joint Councils on April 26.

### **Association LGBT Officer-Lewis Wood**

LGBT had our first event of the new committee on Monday, LGBTed Talks. It was incredibly well attended, with over 100 people coming. Our next event is a coffee social/feedback event on Sunday 3-5pm in Sandy's

Bar, which is an opportunity for students to come and have an input on the society, given that our Budget Meeting is immediately following this. If any if you can attend/share the event that would be great.

We've passed a new policy that at all of our events, when the committee are meeting new people, the committee must introduce themselves and their pronouns e.g. "Hi, I'm Lewis and my pronouns and he/him/his". This is because transgender and gender non-conforming people find it had to express their identity, and this change means that everyone expresses their gender without having to spotlight it.

We're working with Lightbox and the Design team to rebrand LGBT. It's becoming an incredibly popular society and we want chic and modern branding to reflect this.

We have a full new committee and all handovers have been complete. We're currently pooling our ideas of welfare initiatives and events for next year, and we're all very enthusiastic and keen to get started!

### **Association Equal Opportunities Officer- Robert Aston**

- Introduction – finalise weekday meeting time.
- Introduce roles and responsibilities as per standing orders and strategic plans to all officers.
- Attendance: Three-strike rule.
- Branding: update somewhat pretentious photo. Ideas. Group photo, although aware there is a photoshoot at union on Friday.
- Possibility of a biweekly or monthly email to consolidate and streamline a lot of information? – Database needed.
- Current email account is lost. - Spoke to Kyle Blain and he's getting it reset.
- Advertise for a secretary – someone external from the Equal Opps committee. Bringing foreword a motion to SRC to permit this.
- Set agenda Biweekly – Make sure everyone has something to report each session.
- YET to meeting with Omar – but should be done by tomorrow (8th April).

### **SSC Broadcasting Officer- Charlotte Flatley**

- STAR Committee applications will be open until Friday, April 8th at 12pm.
- Applicant interviews are taking place 10am-2pm on Saturday, April 9th and Sunday, April 10th in the Student's Association Committee Room
- Successful applicants will be notified on Monday, April 11th
- STAR is collaborating with the upcoming Under Canvas event on Friday, April 15th
- STAR is collaborating with the upcoming St Andrews' Summer Fayre on Sunday, April 17th

### **SSC Charities Officer-Kristen Tsubota**

We have a few things coming up within the next few weeks! Our first is our AGM, which will be held on the 18th of April. All of our interviews for our interviewed executive positions will be done on the 14th and 15th. The nominations to run for these positions end on the 8th of April.

We also have our Summer Fayre coming up on the 17th of April! Here matriculated students can vote on what the three charities the University supports.

We are in the process of planning our handover retreat. This would include all of our officers and Executive Committee members of this year and next year.

Dry Buffalo Jump, a band filled with University professors, is also performing on the Byre on April 26th. It should be really fun to see all of the professors strumming their stuff. The proceeds would support the USACC.

Battle of the Bands is happening on the 30th of April, and some of the proceeds are coming to the Charities Campaign!

### **SSC Employability Officer-Francis Newman**

Applications to join the SSC Employability Committee will be sent out this weekend. The positions to be appointed will be Outreach Officer, Treasurer, Secretary and Publicity Officer.

I have been in contact with the Careers Centre and with several current, former and future school presidents to discuss some of the issues that have arisen in previous employability events. I've also discussed potential career events next year with various school presidents and members of SRC/SSC, including potentially holding a Green Careers event during Green Week.

The new committee will, once appointed, meet to plan how to tackle the issues, how to publicise the Employability Fund, and what steps to take regarding creating an Employability Guide and putting on events early next semester.

### **SSC Debates Officer- Beckie Thomas**

The UDS has had a busy couple of weeks since my election before Spring Break. At the very beginning of the break we hosted a dinner for alumni in London that proved immensely successful, inspiring us to run a similar and larger event over the summer. Support from alumni has enabled us to launch another crowdfunding scheme on Justgiving.com, this time seeking to raise £750 to help us fund a team and a judge to this year's European Championships held in Warsaw in August.

Following an amendment to our constitution this year we are interviewing for the position of Treasurer. Applications were advertised and opened two weeks in advance and we anticipate interviews will take place in the early part of next week. Our AGM is scheduled for next Thursday at 7pm in Lower Parliament Hall, we have received a number of applications so far.

Finally, I have begun to organise an extra emergency debate for the first week in revision week on the EU referendum. Given our remit to provide a forum for discourse for students I felt it was important for us to host an event on this issue, especially given that other events seem to be being run by one side of the campaign or the other. I'm still waiting to hear back from speakers, but we have a couple already confirmed, the debate should take place on Friday 29th April from 7.15pm.

### **SSC Design Team Convener-Karla McDougall**

NO REPORT SUBMITTED

### **SSC Entertainments Convener- Hannah Jacobs**

NO REPORT SUBMITTED

### **SSC Member without Portfolio- Kate Mayer**

This week I organised the Opening SSC/SRC Mixer Social. That's it for now :)

### **SSC Music Officer-Alasdair Milne**

- We are currently in a period of evaluation and reflection following the past year of activity. I intend to produce a formal evaluative review that will allow us to make the relevant changes next year to improve the functioning of the committee.
- We are awaiting a final financial update from Jillian, which we will receive some time after her return from her break.
- We are currently focusing on student music activity, particularly the music cafes for On the Rocks.
- We have added two new committee positions – electronic music coordinator, and venue coordinator. Each does as their names suggest, and I believe they will make the committee more representative of interests in St Andrews, and more functional respectively.
- Our AGM is to be held on Wednesday the 14th of April.
- We are exploring the possibilities of different spaces that could be utilized within the student's union building. I have discussed this with Chris, and I intend to discuss it with Taryn.

### **SSC Arts Festival Convenor-Caroline Christie**

On The Rock Festival is happening and there is lots going on.

### **SSC Performing Arts Officer- Annabel Ekelund**

Everything in the performing arts is going well! We are currently in the middle of On the Rocks. On the Edge of Falling and Animal Farm went up over the last few days and were both positively received. Doctor Faustus starts tonight in the Stage and then Educating Rita is going up this weekend in the Barron. We are

organizing our AGM which will be on the 13th, as well as the Golden Seashells on the 23rd. Committee is also working towards the Shakespeare Festival which starts Week 11 and is making sure all the shows are prepared. Mermaids will also be having a radio play on STAR at the end of April which is very exciting! We are currently working on fringe affiliation to ensure organized support in August. The Barron has been newly painted as well.

### **SSC Postgraduate Officer-Aline Heyerick**

The Postgraduate Society has had a good couple of weeks, since the last report. The RAG social had a high turnout, and feedback for St Leonard's Dinner was positive, both for food and event organisation. The bus trips to Glasgow and the Falkirk Wheel both sold out and were successful despite less than ideal weather conditions. The turnout for the the ceilidh was positive with a turnout of about 50 people, and we are working to organise another one towards May-June. The election social with free pizza had an unexpectedly high turnout and will hopefully be repeated in the future. A subset of the committee have had several meetings to discuss the future of St Leonard's College and the role of the Postgraduate Committee within that. Upcoming events include the AGM + quiz (April 13), an alumni Social (April 15), a bonfire (April 16) and a bus trip to Loch Lomond (April 23).

### **SSC Societies Officer-Pia Szabo**

- This year we have reviewed 56 grants so far.
- Society Award Applications are open until Wednesday, 13th April.
- Trainings are still being restructured but we hope to have a training day set up before revision weeks.

### **SSC Volunteering Officer-Sarah Rodway-Swanson**

Having had applications open online for 2 weeks, we held interviews for Project Officer's on Monday 4th. These went really well and we now have all of the Project Officer positions filled. Our AGM is scheduled for Wednesday 13th where we will fill the other committee positions. Handovers, and an initial meeting, should be finished by revision week. We are also coordinating with the Charities Campaign for the St Andrews Gives Back event where we will give awards in recognition of our star volunteers.

## **J.16-11 Motion to Add New Positions to the STAR Committee**

### **THIS SRC AND SSC NOTES:**

1. Section 3 of Chapter Twenty-Four of the Laws outlines the current committee positions: SSC Broadcasting Officer (3.1.1), Director of Events & Services (3.1.2), Deputy Broadcasting Officer (3.1.3), Creative Director (3.1.4), News Director (3.1.5), Director of Finance & Sponsorship (3.1.6), Director of Press (3.1.7), Director of Internal Communications (3.1.8), Hearing Aid Print/Online Editor (3.1.9), Head of Music (3.1.10), Head of Events (3.1.11), Director of Technical Operations (3.1.12), Web Developer (3.1.13).

### **THIS SRC AND SSC BELIEVES:**

1. These titles are vague and prevent the committee from being as efficient as possible.
2. Director of Press has one responsibility: contacting Heads of Events from other societies to get press passes. This responsibility is not demanding and another committee member could complete this task as required.
3. The committee works tirelessly throughout the year to ensure that STAR remains one of the best outlets for student creativity, but subcommittee is still not reaching a significantly large portion of the student body.
4. Adding two new committee positions would make STAR more accessible for a maximum number of students and build a stronger sense of community.
5. A Freshers Head of Events would host informal events targeted at freshers, making it easier to find out about STAR and the many ways to get involved from the start of their university career.
6. A Head of Publicity would be responsible for all online publicity, as well as responsible for physical publicity such as putting up posters in university buildings, halls of residence, and the union.
7. This new publicity scheme would enable STAR to move beyond social media and reach individuals who are not already familiar with the committee.
8. Hearing Aid is a reputable music magazine that requires a lot of work and dedication throughout the year to regularly publish articles online and print three issues per academic year. Therefore, Hearing Aid should be headed by both a Hearing Aid Print Editor and a Hearing Aid Online Editor.

### **THIS SRC AND SSC RESOLVES**

1. A Fresher Head of Events and Head of Publicity should be added to the committee
2. Section 3.1.7 Director of Press should be removed from Chapter Twenty-Four of the Laws
3. The titles of the remaining positions should be changed to create a more cohesive subcommittee. The final list of the SSC Broadcasting Society committee positions will be as follows: SSC Broadcasting Officer, Director of Events & Services, Deputy Broadcasting Officer, Head of Creative, Head of News, Head of Finance, Head of Internal Communications, Hearing Aid Print Editor, Hearing Aid Online Editor, Head of Music, Head of Events, Freshers Head of Events, Head of Publicity, Head of Technology, Head of Web Development.

### **PROPOSED:**

Charlotte Flatley - SSC Broadcasting Officer

**SECONDED:**

Chris MacRae - DoES

Joe Tantillo - DoRep

Lewis Wood - Association LGBT Officer

Aine Bennett - Association Community Relations Officer



## **J.16-12: Motion to Restructure Societies Committee**

### **This SSC Societies Committee Notes:**

1. The current committee structure consists of one Grants Officer.
2. The laws currently don't include an Affiliations Officer

### **This SSC Societies Committee Believes:**

1. The creation of a Grants Advisor, in addition to the Grants Officer, would help efficiency.
2. Affiliations officer is an important position that has existed for the past two years even though it's not in the laws.

### **This SSC Societies Committee Resolves:**

1. To strike the current Membership structure of Societies Committee and replace it with Appendix A.

### **Proposed:**

Societies Committee

### **Seconded:**

Kyle Blain, DoSDA

## Appendix A:

# Chapter Twenty-Five: SSC Societies Committee

## 1. SSC Societies Committee

### 1.1. Membership

1.1.1. SSC Societies Officer (Convenor and Chair)

1.1.2. Director of Student Development & Activities

1.1.3. Grants Officer

1.1.4. Grants Adviser

~~1.1.4.1.1.5.~~ Elections Officer

~~1.1.5.1.1.6.~~ Secretary

~~1.1.6.1.1.7.~~ Two Elections Advisers

1.1.8. Affiliations Adviser

~~1.1.7.1.1.9.~~ Webmaster

~~1.1.8.1.1.10.~~ Events Officer

~~1.1.9.1.1.11.~~ University Charities Campaign Societies Coordinator

~~1.1.10. Marketing Officer~~

~~1.1.11.1.1.12.~~ Two SRC Nominees

~~1.1.12.1.1.13.~~ Two SSC Nominees

~~1.1.13.1.1.14.~~ Management Accountant (non-voting)

### **S.16-3: A Motion to Include Alumni Engagement in the Constitution of All SSC Subcommittees**

#### THE SSC NOTES:

1. Alumni engagement is a long term strategic priority for the Student's Association
2. Several subcommittees already have responsibilities to engage with alumni in their constitution
3. Including this responsibility in all SSC subcommittee constitutions provides consistency across the Student's Association.

#### THE SSC BELIEVES:

1. Every SSC subcommittee and all students would benefit from increased alumni engagement
2. An assigned responsibility to do so in subcommittee constitutions would ensure this engagement occurred every year

#### THE SSC RESOLVES:

1. To include the responsibility to engage with alumni, whether in a specific role's remit or as a general activity of the subcommittee, in the constitution of each SSC subcommittee
2. To allow SSC subcommittees to interpret "alumni engagement" separately, as best reflects their activities
3. To ask every SSC subcommittee to submit their constitutional amendments to the SAEC before the end of the academic year
4. To exclude the SSC Design Committee from this provision as it does not compliment their current remit

PROPOSED: Rebecca Ryce (Association Alumni Officer), Pat Mathewson (Association President) and Charlotte Andrew (Association President-Elect)

SECONDED: Kyle Blain (DoSDA), Rebecca Thomas (SSC Debates Officer), Annabel Ekelund (SSC Performing Arts Officer)