



University of St Andrews Students' Association Student Services Council

MINUTES

Tuesday 12 April – Committee Room – 6 pm

Present

Member's Name	Position
Rebecca Ryce	Association Alumni Officer
Mariya Simeonova	Association Environment and Ethics Officer
Robert Aston	Association Equal Opportunities Officer
Charlotte Andrews	Association President-Elect
Sigrid Jorgensen	Association Chair
Aine Bennett	Association Community Relations Officer
Chris MacRae	Association Director of Events and Services
Taryn O'Connor	Association Director of Events and Services-Elect
Kyle Blain	Association Director of Student Development and Activities
Caroline Christie	Association Director of Student Development and Activities-Elect/SSC Arts Festival Convener
Hannah Jacobs	Ents Convener
Charlotte Flatley	SSC Broadcasting Officer (STAR)
Francis Newman	SSC Employability Officer
Beckie Thomas	SSC Debates Officer (UDS)
Taylor Almeraz	SSC Design Team Convener
Kate Mayer	SSC Member without Portfolio
Alasdair Milne	SSC Music Officer (Music is Love)
Annabel Ekelund	SSC Performing Arts Officer
Lauchlan Hall	SSC Postgraduate President-Elect
Pia Szabo	SSC Societies Officer
Sarah Rodway-Swanson	SSC Volunteering Officer

In Attendance

Iain Cupples	Education Advisor/HR Manager
Ilaria Gidoro	Education and Representation Co-ordinator (Minutes)

Absent

Member's Name	Position
Jack Carr	Association Director of Representation-Elect
Lewis Wood	Association LGBT Officer

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1. Adoption of the Agenda

The agenda was adopted without dissent.

2. Apologies for Absence

Member's Name	Position
Joe Tantillo	Association Director of Representation
Pat Matthewson	Association President
Sarah Thompson	Athletic Union President
Ben Peddie	Athletic Union President-Elect
Kristen Tsubota	SSC Charities Officer (Charities Campaign)
Aline Heyerick	SSC Postgraduate President

The apologies were accepted without dissent.

3. Adoption of the Minutes of the Previous Meeting

The minutes of the last meeting would be circulated by email.

4. Matters Arising from the Minutes of the Previous Meeting

N/A

5. Open Forum

There was nothing in the open forum.

6. Reports of the Sabbatical Officers

6.1 Report of the Athletic Union President

Ms Thompson submitted a report in absentia and said that sports were happening.

6.2 Report of the Association Director of Events and Services

Mr MacRae was arranging to bring a mariachi band at the final Sinners on 20 April. Battle of the Bands was taking place on 30th April, whose proceeds were going to the Charities Campaign. The majority of Grad Ball tickets had sold, and Mr MacRae had completed almost all logistics for the event. The Bop happening the previous week had sold out for the first time. Having the PR Team had been very successful, and there had been a lot of interest from people looking to join.

6.3 Report of the Association Director of Representation

Mr Tantillo submitted a report in absentia and wrote that the HLM were opening at the end of this week.

6.4 Report of the Association Director of Student Development & Activities

Mr Blain informed that AGMs were going to happen soon and encouraged all to run for positions. He asked all to email the list of elected people to reception. Mr Blain was also working on the room

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booking system and the Volunteer policy. CAPOD was running an award for the student leader of the year, with a prize of £300 and recognition on the final transcript.

6.5 Report of the Association President

Ms Mathewson was not present.

7. Questions for Subcommittees

7.1 Questions for Association Alumni Committee

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7.2. Questions for Association Community Relations Committee

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7.3. Questions for Association Environment Committee

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7.4 Questions for Association LGBT Committee

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7.5 Questions for SSC Postgraduate Committee

The PG Society was having their AGM the following day and a pub quiz, and an alumni social on Friday.

7.6. Questions for SSC Broadcasting Committee

The subcommittee had re-opened nominations.

7.7 Questions for SSC Charities Committee

Nominations for new nominated charities were going to open on Sunday. The results would be announced on Thursday.

7.8 Questions for SSC Entertainments Committee

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7.9. Questions for SSC External Funding Committee

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7.10 Questions for SSC Debates Committee

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7.11 Questions for SSC Design & PR Committee

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7.12. Questions for SSC Music Committee

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7.13 Questions for SSC Performing Arts Committee

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7.14 Questions for SSC Societies Committee

The subcommittee was having their AGM on the 20th April.

7.15 Questions for SSC Volunteering Committee

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7.16 Questions for SSC OTR Committee

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7.17. Questions for Equal Opportunities Committee.

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7.18. Any Other Competent Questions

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8. Unfinished General Business

There was no unfinished general business.

9. New General Business

9.1. 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.

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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

Ms Flatley introduced the motion. There were no questions on this motion. There was no debate.

With no objections, the motion J.16-11 was adopted.

9.2 J.16-12: Motion to Restructure Societies Committee

This SSC Societies Committee Notes:

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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

a. Membership

i. SSC Societies Officer (Convenor and Chair)

ii. Director of Student Development & Activities

iii. Grants Officer

iv. Grants Adviser

~~iv.v.~~ Elections Officer

~~v.vi.~~ Secretary

~~vi.vii.~~ Two Elections Advisers

viii. Affiliations Adviser

~~vii.ix.~~ Webmaster

~~viii.x.~~ Events Officer

~~ix.xi.~~ University Charities Campaign Societies Coordinator

~~x. Marketing Officer~~

~~xi.xii.~~ Two SRC Nominees

~~xii.xiii.~~ Two SSC Nominees

~~1.1.13-1.1.14~~ Management Accountant (non-voting)

Ms Szabo introduced the motion. There were no questions on the motion. There was no debate on the motion.

With no objections, the motion J.16-12 was adopted.

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

THE SSC NOTES:

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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)

Ms Andrews introduced the motion. She explained that, stating this in the constitution would mean that it was an obligation. She suggested subcommittees could also create a Facebook group and their own newsletters. Subcommittees did not need to have a new specific position for alumni relations. Subcommittees should set up an alumni list, add this change to their constitutions, and submit a new constitution to SAEC. (Email sachair@)

Mr Blain asked if anyone foresaw any difficulty in reaching out to alumni. Lauchlan said that they had problems getting access to email lists of alumni from the University. Charlotte suggested they ask the email contact of those who would be happy to be connected as alumni and save the list in a spreadsheet. Ms Ryce said that, the subcommittees that have trouble finding email lists of alumni, can ask the University to circulate emails for them.

Ms Andrew said that constitution changes should be ready by the end of the 19th April, so they could discuss them at the next SAEC meeting. For the subcommittees that have their AGMs later

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on, they could submit their updated constitutions before the Joint Councils meeting of the 26th April.

Ms Andrews proposed Amendment One to S.16-3, to strike point 4 in SSC Resolves Section. Mr MacRae seconded.

With no objections, Amendment One passed.

With no objections, the motion S.16-3 was approved.

10. Open Discussion

There was no open discussion.

11. Any Other Competent Business

Ms Jorgensen reminded the SSC of a few points:

- Clothing order was being made soon. There was a pdf with prizes and other information.
- For those who missed headshots, there would be another happening on Friday, 4-6pm.
- Budgets: subcommittees needed to have a budget meeting before the end of June, before students would leave for the summer.
- Nominations for the PG Academic Convenor were open until Friday.

The meeting adjourned.