



# University of St Andrews

## Students' Association

### Student Services Council

## MINUTES

Tuesday 22nd April 2014 - Committee Room, 7.00pm

### Present

Joseph Tantillo	Association Chair
Zara Evans	Association Community Relations Officer
Daniel Palmer	Association Director of Events & Services
Edward Woodhouse	Association Director of Representation
Kelsey Gold	Association Director of Student Development & Activities
Madeline Belt	Association Environment & Ethics Officer
Fallon Sheffield	Association LGBT Officer
Scott Schorr	Association Postgraduate President
Chloe Hill	Association President
Kyle Blain	SSC Charities Officer
Charlotte Andrew	SSC Debates Officer
Nathalie Mitchell	SSC Design Team Convener
Lavin Ge Tian	SSC Entertainments Convener
Michael Thadani	SSC External Funding Officer
Anna Kennedy-O'Brien	SSC Member without Portfolio
Anna Merryfield	SSC Music Officer
Ben Anderson	SSC Performing Arts Officer
David van Brussel	SSC Postgraduate Officer
Courtney Lewis	SSC Societies Officer
Nicole Timpone	SSC Volunteering Officer
Leon O'Rourke	Association Director-Elect of Events & Services
Ondrej Hajda	Association Director-Elect of Representation
Fay Morrice	Association Director-Elect of Student Development & Activities

### In Attendance

H. Robert Dixon	Minute Secretary
Rachael Miller	<i>The Saint</i>
Sarah Dickins	<i>The Saint</i>

### **Absent**

Jess Walker	Athletic Union President
Sean McDonald	SSC Broadcasting Officer
Pat Mathewson	Association President-Elect
Sarah Thompson	Athletic Union President-Elect

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

The agenda was adopted without dissent.

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

Sarah Thompson submitted apologies for absence due to interviews for the Athletic Union Executive Committee.

Jess Walker submitted apologies for absence due to interviews for the Athletic Union Executive Committee

Pat Mathewson submitted apologies for absence due to illness.

The apologies were accepted without dissent.

### **3. Adoption of the Minutes of the Previous Meeting**

Mr Tantillo noted that no minutes from the previous meeting had been laid before the Council and informed the Council that minutes would be circulated by electronic mail soon.

### **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. Reports of Sabbatical Officers**

#### **6.1. Report of the Association Director of Events & Services**

Mr Palmer informed the Council that several events had been undertaken. Mr Palmer noted that Rugby Sevens and Sinners were packed out.

Mr Palmer informed the Council that there will be a free *Bop* on Friday and that *Itchy Feet* will take place on Thursday, for which that tickets are selling well. Mr Palmer explained that the final Rewind of the year will take place on Saturday, and noted that it is potentially the last ever.

Mr Palmer informed the Council that he is in discussion with Rachel Kinloch about marketing events.

Mr Palmer informed that Council that over the exam period, the union will put on a screening of *Eurovision* on 10th May.

Mr Palmer informed the Council that the only remaining event is the Grad Ball, for which tickets are selling well.

Mr Palmer noted that the decanting of the top corridor will include moving STAR to venue 1.

Mr Palmer informed the councils that he is managing the Honorary Life Membership application process and that nominations are open for graduating students who have done outstanding services to subcommittees of the association, explaining that a link would be posted in the Councils' facebook group.

Ms Gold noted that whereas in previous years, certain individuals such as some Subcommittee heads automatically received Honorary Life Membership, this year no one shall be eligible without a nomination. Ms Gold urged the Council to submit nominations.

Ms Hill noted that Sabbatical offers also require nominations to receive Honorary Life Membership.

Mr Palmer noted that the deadline for nominations will be Friday 2nd May and that the ceremony will be on the Wednesday of graduation week.

## **6.2. Report of the Association Director of Representation**

Mr Woodhouse expressed his appreciation for the Wellbeing Campaign. Mr Woodhouse informed the Council that he will be occupying a table in Rector's Café on Friday between 11am-4pm for *A Different Kind of Letter-Writing Campaign*, wherein students are encouraged to support their own mental health by giving thanks to others.

Mr Woodhouse informed the Council that SRC reform workshops are being held on Wednesday at 3pm and that the Council is invited to attend.

Mr Woodhouse informed the Council that it is invited to the 4th annual Teaching Awards ceremony and that the awards are the strongest student-led teaching awards in Scotland. Mr Woodhouse presented to the Councils a paper-copy of the shortlist of nominations for the awards.

Mr Woodhouse noted that the Association had published an information sheet about the marking boycott and presented a paper copy, noting that it was also available on the front page of the Union's website.

Mr Woodhouse invited questions from members of the Council about his representational work.

Mr Anderson inquired of Mr Woodhouse, how long SRC Reform workshops last; Mr Woodhouse informed the Council that they last 90 minutes.

### **6.3. Report of the Association Director of Student Development & Activities**

Ms Gold informed the Council that she and Mr Palmer will be attending a space allocation meeting with the University on Friday, in order to establish what space the University will be making available to the Association next year during redevelopment.

Ms Gold informed the Council that she had been working with the Charities Campaign, SVS and STAR on their space requirements. Ms Gold apologized that information from the University was sporadic.

Ms Gold informed the Council that she and Mr Palmer will be ordering storage boxes on Wednesday.

Ms Gold opined that the On The Rocks Festival was successful and that applications for next year's festival are open and close soon. Ms Gold urged members of the Council to share that nominations are open.

Ms Gold informed the Council that over 150 people are coming to the Scott Lang Dinner and that more are on the reserve list.

Ms Gold informed the Council that all Subcommittees she line-manages have completed their annual general meetings and that she had attended them all.

Ms Gold requested that all Subcommittee heads arrange meetings with the Management Accountant, along with their vice-presidents and treasurers if appropriate, in order to change the signatories on bank mandates and discuss budget proposals.

### **6.4 Report of the Association President**

Ms Hill informed the Council that she had met with the SRC officers of committees she line-manages to discuss budgets.

Ms Hill informed the Council that she met with the people building Fife Park and that she entered the meeting with complaints, and left positive, encouraged by how much student opinion had been taken on board.

Ms Hill explained that she is producing an alumni list, and requested that if subcommittees have their own alumni list, they be shared with her. Ms Hill explained that there will be an alumni event in June, so that alumni can see the new building.

Ms Hill explained that she had a meeting on Monday about decanting the middle and top floors. Ms Hill apologized for the slowness of the process.

Ms Hill informed the Council that she has been in discussion with Ms Lewis and Ms Morrice about first aid training for societies.

Ms Hill informed the Council that it would be involved in the naming and branding of the club and performance space downstairs.

Mr Hajda inquired what the new name for Venue 2 will be; Ms Hill informed the Council that the name will be “Beacon Bar”, “The Beacon” or some other title that will include the word “Beacon”.

Ms Gold noted that the space will not be called “Sky Bar”.

Mr Palmer explained that he was pleased that Mr Woodhouse had proposed the name, and opined that it was great.

## **7. Reports of Officers**

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

Ms Evans informed the Council that she attended a Community Council meeting.

Ms Evans informed the Council that she had a community engagement meeting with the Police Liaison officer and is working with them to produce leaflets for freshers’ packs on cycling and walking safety issues. Ms Evans explained that she is in discussion about abandoned bikes being donated to the Association after three months.

Ms Evans informed the Council that she had met with the chair of the Preservation Trust.

Ms Evans informed the Council that she had been approached by the Young European Society about advertising the upcoming EU elections.

### **7.2. Report of the Association Environment & Ethics Officer**

Ms Belt informed the Council that she had attended her first Sustainability Group meeting, wherein it was explained what the University had been doing with respect to EcoCampus, Environmental Management Service, and Eco Awards which may or may not go ahead.

Ms Belt informed the Council that she had been involved in discussions about Fairtrade clothing for the Association.

Ms Belt informed the Council that she had met with the previous Environment and Ethics Officer to discuss committee structure.

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

Ms Sheffield informed the Council that the LGBT subcommittee had its first big meeting, planned several events and agreed a budget proposal.

Ms Sheffield informed the Council that she had talked to the Management Accountant about the LGBT bank account, explaining that the signatories will be changed by the summer.

Ms Sheffield informed the Council that she had attended a meeting about starting an LGBT outreach program, and aims to meet with all those involved by the end of the semester.

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

Mr Schorr informed the Council of the Postgraduate Society's upcoming movie night on 3rd May and St Leonard's College's dinner in May, which the society will support.

Mr Schorr also informed the Council of the society's plans for a bonfire, a wine event in DRA, a bus trip over the summer and a music night in May.

Mr Schorr explained to the Council that there are two confirmed ball dates, the Summer Ball on 2nd July, for which the venue has been confirmed but not announced and the Grad Ball on 1st December.

Mr Schorr expressed his intention to work over Summer to organise Freshers Week activities.

Mr Schorr expressed his thanks to the Sabbatical Officers; Ms Gold thanked Mr Schorr.

#### **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**

Mr Blain explained that the vote for the new year's nominated charities had been undertaken and that 30 charities had nominated.

Mr Blain informed the Council that the Summer Fayre had been held in Venue 1, in which the charities were represented.

Mr Blain informed the Council that the Charities Campaign had worked with SVS in hosting *St Andrews Gives Back*, an event celebrating volunteering opportunities. Mr Blain noted the results of the vote for nominated charities were announced at this event.

Mr Blain noted that the nominated charities are *Families First* for the local category, *Macmillan* for the national category and *Médecins Sans Frontières* for the international category.

Ms Hill inquired whether these three charities are the same as those of last year; Mr Blain explained that two were supported last year and that one was not.

Mr Blain informed the Council that the Charities Campaign held its alumni dinner on the same night as Big Top Ball, and that people attended who were involved in the Charities Campaign from 2007. Mr Blain opined that it was nice to see the alumni.

Mr Blain opined that Big Top Ball was wonderful. Mr Blain explained that as well as raising money for the nominated charities, charitable societies were given the opportunity to raise funds at Big Top Ball.

Mr Blain explained that the Charities Campaign had held its annual general meeting on Monday and that it elected new officers and a new executive committee. Mr Blain explained that all positions had been filled.

Mr Blain explained that the Charities Campaign intends to get in touch with all the new presidents of charitable societies in the coming weeks, in order to build a foundation for next year's work.

Mr Blain informed the Council that the total money the Campaign had raised so far is £78,000 and that the total does not include the money from RAG week and from Big Top Ball.

Ms Merryfield informed Mr Blain that Music Is Love still owes the Charities Campaign money from RAG week.

Mr Blain requested that members of the Council return any charities buckets, noting that some had gone missing.

#### **7.8. Report of the SSC Debates Officer**

Ms Andrew noted that the Union Debating Society held its annual general meeting on Thursday and opined that it elected a competent board.

Ms Andrew informed the Council that she met with all new members of the board on Sunday and opined that they all had good ideas and demonstrated enthusiasm.

Ms Andrew informed the Council that she had been contacted by societies to hold joint events, and invited members of the Council to do so as well. Ms Andrew explained that invitations would be sent to speakers over summer and requested that proposals for joint events therefore be discussed before the end of the semester.

Ms Andrew informed the Council that the Union Debating Society's magistrands event will take place on Thursday, and noted that it is the last event at which this year's graduating students can speak. Ms Andrews noted that the debate will start at 8.00pm and that the port reception will be at 7.30pm.

Ms Andrew informed the Council that the Union Debating Society will be holding a *Gaudeamus Party*.

Ms Andrew informed the Council that the Union Debating Society has adopted a new format for its emails.

Ms Andrew informed that Council that she has been working with Ms Evans to improve the Union Debating Society's schools outreach.

#### **7.9. Report of the SSC Design & PR Team Convenor**

Ms Mitchell informed the Council that workshops had taken place in recent weeks. Ms Mitchell opined that Photoshop classes were going well.

Ms Mitchell informed the Council that the Design & PR Team had been making use of its new tablets.

Ms Mitchell informed the Council that the Design & PR Team was collaborating with the Art Society to plan an end-of-year exhibition.

Ms Mitchell informed the Council that the Design & PR Team intends to hold its AGM on Thursday at 7pm and potentially to hold an end-of-year meal for incoming and outgoing committee members.

Mr Anderson inquired as to whether the Design & PR Team's tablets could be borrowed; Ms Mitchell replied in the affirmative.

Ms Merryfield inquired whether she could send committee members to be trained by the Design & PR Team to make posters for Music Is Love; Ms Mitchell replied in the affirmative. Ms Gold noted that they are also welcome to regular classes on Sundays.

Mr Palmer noted that while the PR & Design Team provide training and support, they also offer design services. Ms Gold opined that it is easier for the PR & Design Team to train members of subcommittees that to undertake all their design work.

#### **7.10. Report of the SSC Entertainments Convenor**

Ms Tian informed the Council that the Entertainments Crew is having a break after the On The Rocks festival.

Ms Tian explained that the Entertainments Crew held its annual general meeting last week and opined that it went well and that the new committee is great.

Ms Tian noted that there will be a free Bop on Friday and opined that it will be '*special and different in terms of tech*'.



Ms Tian explained that training for sound technicians will be taking place on Saturday and carried out by external professionals. Ms Tian noted that Music Is Love and Mermaids had been informed.

Mr Palmer informed Ms Tian that Liam will be attending the training on behalf of Music Is Love. Ms Merryfield explained that she would send two other representatives as well.

#### **7.11. Report of the SSC External Funding Officer**

Mr Thadani informed the Council that he had coffee with Ms Gold the previous weekend and discussed the appointment of grant writers. Mr Thadani informed the council that he and Ms Gold decided to advertise the position through the Wednesday memos, and urged members of the Council to encourage their friends to apply for the role.

Ms Hill expressed that she wished she could start her report in a similar way.

Ms Sheffield inquired how to get messages put in the Wednesday memos; Mr Woodhouse agreed to show her. Mr Tantillo noted that Mr Schorr can distribute messages to postgraduate students.

#### **7.12. Report of the SSC Member without Portfolio**

Ms Kennedy-O'Brien informed the Council that she had been in bed at Ninewells hospital.

Ms Hill inquired whether Ms Kennedy-O'Brien was feeling better, or whether Ündercanvas had worsened the illness; Ms Kennedy-O'Brien confirmed that Ündercanvas had worsened the illness.

Mr Woodhouse noted that he owed Ms Kennedy-O'Brien money.

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

Ms Merryfield informed the Council that Music Is Love had been heavily involved in the On The Rocks festival, having hosted three music cafés in the Old Union Diner. Ms Merryfield informed the Council that Music Is Love had collaborated with transition on an event. Ms Merryfield informed the Council that Music Is Love had their own gig, and opined that it was big success in spite of several drawbacks in the run-up to the event. Ms Merryfield opined that the events were well-attended and fun.

Ms Merryfield informed the Council that Music Is Love held its annual general meeting and opined that it was well-attended and that the new committee is great.

Ms Merryfield informed the Council that the subcommittee hosted a vegetarian potluck dinner in collaboration with the Vegetarian Society, and opined that the food was of an 'impressively high quality'.

Ms Merryfield informed the Council that the subcommittee is planning an event at the botanic gardens, and opined that the process is proving difficult.

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

Mr Anderson informed the Council that Mermaids had been involved in the On The Rocks festival and that they are still dealing with the fall-out. Mr Anderson opined that the festival went well.

Mr Anderson informed the Council that there will be a production of 'Moby Dick: Rehearsed' taking place on Friday and Saturday, which will cost £5.

Mr Anderson informed the Council that Mermaids held its annual general meeting last week. Mr Anderson noted that the subcommittee elected most of the new committee and that it is still lacking a Fringe Representative.

Mr Anderson explained that he had been in discussions with Ms Lewis about contacting all the performing arts societies.

Mr Anderson informed the Council that Mermaids will hold an end-of-year social and awards ceremony on 2nd May at 7pm, and that it is called the Golden Seashells. Mr Anderson noted that the event will include wine, comedy, and music.

Mr Anderson noted that he had met with Blind Mirth and that proposals for shows had been worked out.

Mr Anderson informed the Council that he is in the process of reviewing the Mermaids constitution, organising rehearsal space, organising a Touring company coming in next semester and proposing a budget.

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

Ms Lewis informed the Council that the Societies Committee held its annual general meeting and that it still has vacant committee position.

Ms Lewis listed several new societies in the process of affiliation.

Ms Lewis informed the Council that she is working on the Societies Awards, which will be taking place on Saturday, wherein societies are granted money based on merit and not on need. Ms Lewis noted that the awards were preceded by a day of interviews. Ms Lewis noted that there will also be six or seven Society Volunteer Awards awarded to individuals who have demonstrated extraordinary contribution to a society.

Ms Lewis informed the Council that the societies committee had less than £1000 unallocated for grants.

### **7.16. Report of the SSC Volunteering Officer**

Ms Timpone informed the Council that SVS held a joint event with the Charities Campaign, wherein they announced their yearly total of 5000 volunteer hours.

Ms Timpone informed the Council that SVS had held interviews for seven Project Officer positions, and that it held its annual general meeting in which all positions, except one, had been filled. Ms Timpone expressed that she hoped to hold an EGM before the end of the semester, at which the final position will be filled.

Ms Timpone explained that a handbook had been put together and distributed to the new committee in order to help with the handover process.

Ms Timpone informed the Council that SVS had held a recent social, and opined that it was poorly attended. Ms Timpone expressed her disappointment with the social.

### **7.17. 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. 14-5 – A Motion to Re-Name the Ball Convener of the SSC Charities Campaign**

#### **THIS SRC AND SSC NOTE:**

1. The Ball and Socials Coordinator is a very new position of the subcommittee's executive committee that was created last year to organise the campaign's bi-weekly socials and annual Big Top Ball.
2. At the start of this academic year the Charities Campaign held bi-weekly socials that have since been reduced to ad-hoc events throughout the year.
3. The Charities Campaign has recommended re-naming the role of Ball and Socials Coordinator to 'Ball Coordinator'.
4. The Charities Campaign has recommended that the organisation of social events falls under the remit of a socials officer who will be the responsibility of the vice convener.
5. The SSC Subcommittee has recommended altering provisions of the Laws to reflect this change.

#### **THIS SRC AND SSC BELIEVE:**

1. The Ball Coordinator has a large enough remit to remove their role in social event organisation.

2. Social event organisation is not a role large enough to warrant a place on the Charities Campaign Executive Committee.
3. The Vice-Convenor's remit would allow for the addition of the responsibility of a socials officer.

**THIS SRC AND SSC RESOLVE:**

1. To strike 'Ball and Socials Coordinator' from §2.1.1.13 of Chapter Eleven of the Laws and insert 'Ball Coordinator'.

**Mr Blain proposed the motion and Ms Gold seconded.**

Mr Blain explained that he intended the title of the motion to read "A Motion to Re-Name the Ball and Socials Coordinator." Mr Tantilillo apologized for the error.

Mr Blain explained that previous executive committees included the position due to bi-weekly socials they used to hold. Mr Blain noted that these socials no longer occur and opined that the position is out-of-date. Mr Blain opined that the remit of organising socials should be given to an officer, not a member of the executive committee and expressed his intention to propose constitutional amendments to that effect.

**J. 14-5 was adopted without dissent.**

**9.2. S. 14-2 – A Motion to Renew On the Rocks, the Class Gift, and the Scott Lang Dinner as Association Projects**

**THIS SSC NOTES:**

1. In accordance with Chapter 10 of the Laws, Section 1.3, Association Projects must be: "approved or renewed in the academic year preceding the commencement of the project.
2. On the Rocks, the Class Gift and the Scott Lang Dinner were approved as Association Projects in April 2013.

**THIS SSC BELIEVES:**

1. On the Rocks Festival, the Class Gift and the Scott Lang Dinner have proved extremely valuable to the student experience.
2. The Association Project framework has allowed these groups to thrive under the line-management of the Director of Student Development and Activities and the SSC.

**THIS SSC RESOLVES:**

1. To renew On the Rocks as an Association Project for 2014/2015

2. To renew the Class Gift as an Association Project for 2014/2015
3. To renew the Scott Lang Dinner as an Association Project for 2014/2015

**The motion was proposed by Ms Gold and seconded by Ms Lewis.**

Ms Gold noted that Association Projects were introduced in April the previous year and opined that they are a very useful as a way to organise and fund projects. Ms Gold noted that projects have to be renewed annually. Ms Gold opined that all the projects listed have flourished in the past year.

Ms Hill inquired whether other projects have been approached and asked if they want to be involved; Ms Gold replied that it had been advertised and that no one had approached her about it.

Ms Hill opined that it should have been advertised more.

Mr Palmer opined that very few projects fall into the structure of Association Projects. Ms Gold stated that she did not have the resources to manage any more.

**S. 14-2 was adopted without dissent.**

*[Ms Gold and Mr Blain withdrew from the meeting]*

#### **10. Any Other Competent Business**

Mr Tantillo accepted an emergency motion from Ms Lewis.

#### **THIS SSC NOTES:**

1. The term of the four sabbatical officers elected in the spring of 2013 is coming to a close.
2. This meeting of the Student Services Council is the last meeting of councils that the four sabbaticals will be attending.
3. The four sabbatical officers dedicate an entire year of their lives to the development and wellbeing of students at the University of St Andrews.

#### **THIS SSC BELIEVES:**

1. The four sabbatical officers commit an extraordinary amount of time to assisting and mentoring members of the Student Services Council to not only reach the full potential of the individuals, but for the benefit of students as a whole.

#### **THIS SSC RESOLVES:**

1. To officially recognise the exceptional dedication and commitment of the four sabbatical officers and to thank them for their mentorship, guidance, support, and never-ending encouragement to members of this Student Services Council: President Chloe Hill, Director of Representation Teddy Woodhouse, Director of Events and Services Daniel Palmer, and Director of Student Development and Activities Kelsey Gold.

**The motion was proposed by Ms Lewis and seconded by Mr Hajda**

Mr Woodhouse expressed his thanks to Ms Walker, commenting that she is the first Athletic Union President in long history to regularly attend council meetings.

Ms Hill requested a recorded vote.

OFFICE	NAME	AYE	NO	ABS
Association Community Relations Officer	Zara Evans	X		
Association Director of Events & Services	Daniel Palmer			X
Association Director of Representation	Teddy Woodhouse	X		
Association Environment & Ethics Officer	Madeline Belt	X		
Association LGBT Officer	Fallon Sheffield	X		
Association Postgraduate President	Scott Schorr	X		
Association President	Chloe Hill			X
SSC Debates Officer	Charlotte Andrew	X		
SSC External Funding Officer	Michael Thadani	X		
SSC Member without Portfolio	Anna Kennedy-O'Brien	X		
SSC Music Officer	Anna Merryfield	X		
SSC Performing Arts Officer	Ben Anderson	X		
SSC Societies Officer	Courtney Lewis	X		
SSC Volunteering Officer	Nicole Timpone	X		

**With 12 members in the affirmative and 0 members in the negative, the motion was adopted.**

### **Adjournment**

The meeting was adjourned at 2003 hours.