



**University of St Andrews
Students' Association
Student Services Council**

MINUTES

Tuesday 24th April 2018, Large Rehearsal Room, 6 pm

Present

Member's Name

Position

Sneha Nair	Association Chair
Lauren Davis	Association Environment Officer
Morgan Morris	Association Community Relations Officer
Zachary Davis	Association Director of Education
Hannah Jacobs	Association Director of Events and Services
Charlotte Flatley	Association Director of Student Development and Activities
Claire Shirey	Association Director of Wellbeing
Zelda Tobias-Kotyk	Association LGBT+ Officer
Lewis Wood	Association President
Tom Abbott	Athletic Union President
Sneha Nair	SSC Arts Festival Convener
Laura Mueller	SSC Broadcasting Officer
Matthew Singer	SSC Debates Officer
Mika Schmeling	SSC Design Team Convener
Rowan Wishart	SSC Performing Arts Officer
Jennifer Bre	SSC Postgraduate Officer
Kevin Phelan	SSC Societies Officer
Adam Lord	SSC Volunteering Officer

In Attendance

Alice Foulis	Association Director of Education -elect
Adam Powrie	Association Director of Events and Services-elect
Jamie Minns	Association Director of Student Development and Activities -elect
Nick Farrer	Association Director of Wellbeing - elect
Paloma Paige	Association President - elect
Fiona Murray	Athletic Union President - elect
Cameron Rice	SSC Postgraduate Officer

1. Adoption of the Agenda

Accepted.

2. Apologies for Absence

Olivia Sutton	Association Alumni Officer	Apologies
Sarah Ramage	Association Lifelong and Flexible Learners Officer	Apologies
Niamh McGurk	SSC Charities Convener	Apologies
Claire Shirey	Director of Wellbeing	Apologies

3. Open Forum

No business.

4. Reports of The Sabbatical Officers

3.1. Report of the Association President

The Rector's installation was finalized, Lewis extended his gratitude to all the support from Councillors. Lewis is currently finishing the Advocacy Review for the Association Board. An open forum with principal's office was held with attendance from councillors.

3.2. Report of the Association Director of Wellbeing

3.3. Report of the Association Director of Education

Meetings with academic representatives to plan the upcoming 2018/19 year were held. Zach has been facilitating handovers for class representatives and School Presidents.

3.4. Report of the Athletic Union President

Tom as appointed new student sports teams and interns for the Saints Sports programme. An awards ceremony was held in the previous week to recognize the achievements of many students. Tom additionally noted the upcoming Sports Ball and the availability of afterparty tickets.

3.5. Report of the Association Director of Events & Services

Preparations for Grad Ball are underway, Hannah has almost filled up the entertainment schedule. The Bop theme this week is Masquerade Bop – Councillors will be attending, following the Association Board Dinner. The Union will be changing the way bookings are made in the StAge and 601 for next semester. Hannah urges students to keep an eye out in their emails for more information.

3.6. Report of the Association Director of Student Development & Activities

Charlotte has been attending meetings and running admin, including a workshop in Younger Hall with Zach. In the last week she attended an orientation meeting to gauge preparations for incoming students. The University are trying to change things to improve the orientation week for new students. Society awards were held last Monday and were a success. Charlotte will be helping run Societies Training on Thursday (14:00-15:00) and Friday (13:00-14:00) this upcoming week, she urges subcommittee heads attend to partake in Health and Safety training. In line with this, Phil will be giving a risk assessment/health and safety session to Councillors in the next academic year, but Charlotte has written up three sample risk assessments for student use in the meantime. Charlotte will also sit on the panel for CAPOD Student Leader of the Year, where five students have been

shortlisted for the award. Charlotte has also written extensive society guides documents to prepare for handovers. She reminds councillors that Association Board Dinner is on Friday.

5. Questions for Subcommittees

3.7. Questions for Association Alumni Committee

3.8. Questions for Association Community Relations Committee

Morgan extends apologies for not submitting a report. He has a new committee, including a new St Andrews Day coordinator. May Dip safety campaigns have been released.

3.9. Questions for Association Environment Committee
Committee's first meeting on Thursday, hoping to start plan Green Week.

3.10. Questions for Association LGBT+ Committee

This Saturday 1-3pm, Saints LGBT+ will hold a feedback session for the year, and asking what events people want. There will be complimentary food and coffee.

3.11. Questions for Association Lifelong and Flexible Learners Committee

3.12. Questions for SSC Postgraduate Committee

Summer Ball is happening in July. Cameron hopes to borrow props from Mermaids.

3.13. Questions for SSC Broadcasting Committee

Applications for Web Designer for STAR have gone live.

3.14. Questions for SSC Charities Committee

3.15. Questions for SSC Entertainments Committee

There is an AGM being held tomorrow.

3.16. Questions for SSC Debates Committee

Matthew is planning debate topics for the next semester. He invites councilors to email him directly with suggestions.

3.17. Questions for SSC Design Committee

3.18. Questions for SSC Music Committee

Music is Love is holding an EGM tomorrow for a few positions still available. Additionally, they are hosting a Song-A-Thon in the Large Rehearsal Room on Sunday.

3.19. Questions for SSC Performing Arts Committee

3.20. Questions for SSC Societies Committee

Mermaids held their AGM last night. They succeeded in filling every position.

3.21. Questions for SSC Volunteering Committee

SVS is still looking for a Technology Officer and an Animal Rights officer.

- 3.22. Questions for SSC On The Rocks Committee
- 3.23. Questions for SSC Member without Portfolio
- 3.24. Any Other Competent Questions

6. Unfinished General Business

7. New General Business

- 7.1 Motion to amend the SSC Volunteering Committee Solution
 - 7.1.1 Proposer (Adam Lord, SSC Volunteering Officer) speaks. Explains that the subcommittee is in need of a publicity/marketing officer to work more effectively
 - 7.1.2 Questions
 - 7.1.2.1 Charlotte Flatley (Director of Student Development and Activities) clarifies if the position aims to make publicity materials and market them. Proposer concurs.
 - 7.1.3 Debate
 - 7.1.3.1 Motion to vote made by Zach Davis (Director of Education), Seconded by Tom Abbot (Athletic Union President)
 - 7.1.3.2 No objections were made
 - 7.1.3.3 Motion passed

8. Any Other Competent Business

Lewis reminds councilors that HLM applications are open to recognize student contributions to the Union. They will remain open until 01/05/2018 and will be voted on by the SAEC. The number of applications has no effect on who receives an HLM.

Lewis additionally urges everyone to read the Fairtrade Policy for the Union that he has circulated and requests feedback.

Lewis and Charlotte urge new councilors to meet with their outgoing and incoming line managers and establish an understanding of how much support they will need in the coming year. They urge councilors to make concrete plans and goals for their terms. Charlotte clarifies that information regarding budgets will come later in the semester.

Zach reminds subcommittees that minutes from meetings must be easily accessible to the public and can be uploaded to the YourUnion website.

Zach reminds Councillors that there are official photos to be taken at the Cathedral at 11:00am on Wednesday 25 April, 2018. These are for headshots and group shots. An additional photoshoot will be scheduled for Councillors that cannot attend.

Claire has information regarding John Honey applications

Charlotte reminds councilors that they are responsible for logging their hours in the Volunteer recognition scheme. She offers support for anyone who needs help.

9. Collaborative Solutions

Not minuted.