

Date & time: 15<sup>th</sup> August 2021 1-3pm

## Committee Meeting

Meeting subject matter: monthly whole committee meeting

Alice Watts	President	/
Aarti Jalan	Placement Vice President	/
Jai Patel	Campus Vice President	/
Izzy Burr ridge	Secretary	/
Gunchit Sharma	Treasurer	/
Jemi Maliyil	Sub-societies – Academic and Representation	/
Alex Doulah	Sub-societies – Arts and Charities	
Max Shah	Alumni Director	
Joel Bevan	Colleges Director	
Polly Pittman	Sports Director	/
Murray MacKay	Sports Director	/
Sri Movva	Communications Director	/
Mary Huang	International Director	/
Tom Ferreira	Sponsorship Director	
Eliza Burdass	Events Director	
Abby Netherwood	Events Director	
Ffion Williams	Welfare Director	
Sabrina Sajjad	Equalities Director	/

**Also present:** N/A

**Apologies / absent:** Max Shah, Ffion Williams, Alex Doulah, Abby Netherwood, Eliza Burdass, Tom Ferriera, Joel Bevan

Review previous minutes

Item	Notes	Actions
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Date setting	Form sent out with zoom meeting invite, deadline to fill out 24 <sup>th</sup> August Regular meeting form still to be resubmitted with subsocieties that have asked (dance, BME, clic)	All committee to fill out updated form attached to this email IB to resubmit form Subsocs don't accept more replies on this matter
Priority placement update	IB taking lead, email draft to Karen Forbes and Eugene Lloyd being written, hoping to send out at start of September  To also include query of "me/down days" being brought into 3 <sup>rd</sup> year – blackboard document says depending on success in 4/5 <sup>th</sup> years, will be but hasn't happened yet or students have not been made aware if it has. Helical themes report (see item 5) references it.	Ongoing
Racism report	Jo Hartland currently on sick leave, no one picking up his tasks so racism report temporarily on hold <ul style="list-style-type: none"> <li>● Tools to Talk committee welfare training scheduled for <b>18<sup>th</sup> September 2021 9-3pm</b></li> <li>● Bystander training TBC</li> <li>● SS contacted by students working with Jo who are setting up academy racism offices for students to report concerns to (previously deans which wasn't working) &amp; other suggestions made by report</li> <li>● Pending further updates</li> </ul>	All committee to inform AW if absent, need to attend one of planned sessions. Deadline to inform AW 21 <sup>st</sup> August
Capping intercalation	<p><i>Hi Izzy,</i></p> <p><i>Many thanks sending this through. The feedback represents a concern that I also have, and I am trying to develop criteria that will achieve the right balance.</i></p> <p><i>My difficulty at present is that there is a period when many people are on leave, and so I will not be able to get agreed up criteria probably now until the end of August – but then my plan is to move quickly and get comms out ready for when this year applications open.</i></p> <p><i>Please don't worry that this is taking a while. After being very frustrated early in my career about the speed at which these happen, I've come to realise there is a benefit to going a bit more slowly when possible and giving people thinking time. It does not guarantee no mistakes are made, but it does reduce the changes!</i></p> <p>Recent update ^^</p>	Closed  IB will report when comms are processed

Minutes reviewed and approved for publishing:

## Welfare Committee Updates

- Committee welfare training to go ahead middle of September roughly, precise date as seen above is 18<sup>th</sup> September
- No other updates at present
- FW ready update for next meeting

## Review action register and calendar

- Nothing flagged as urgent

## Review balloon accreditation

- Gunchit completed budget, approved by SU – form linked here to fill out for balloon accreditation evidence
- All balloon accreditation documents now found in; 2021; Secretary – Izzy; Balloon Accreditation 2021-22

## Reaffiliation

Completed, budget approved. Union cloud access needed for sub societies & secretary, IB to email Union cloud for access.

## Agenda items



	Notes	Action points
<b>Item 1</b>	<p>Subsocieties</p> <ul style="list-style-type: none"><li>● Fresher's booklet to be sent to printers at end of August ∴ decided all sub societies must have completed everything by end of 21<sup>st</sup> August (1 week)</li><li>● Hard cut off, regardless of stage of reaffiliation, if not complete they will no longer be affiliated and no longer be eligible for our Medic Fresh</li><li>● Harsh however AD &amp; JM report repeatedly reminding sub societies of deadlines and requirements in line with Galenicals constitution</li><li>● Academic sub societies:<ol style="list-style-type: none"><li>1. 13 complete</li></ol></li></ul>	<p>JM to email all subsocs with updated position</p> <p>AW to send JM union cloud spreadsheet so JM can confirm all subsocieties committee members are members of Galenicals</p> <p>BSD to be informed of their failure to reaffiliate due to total lack of elections etc.</p>

	<p>2. 9 need committee checking for Galenicals membership</p> <p>3. 2 have been unresponsive</p> <ul style="list-style-type: none"> <li>● Exception: racket sports affiliation delayed due to committee comms failure ∴ they will affiliate at extra 1-hour short meeting <b>Tuesday 7<sup>th</sup> September</b> – will miss out on booklet but will receive a stall at medic fresh if they want it</li> <li>● Subsocieties meeting set for Tuesday 24<sup>th</sup> August with AD, JM discussed at end of this meeting</li> <li>● Subsocieties webinar – parked until after October due to current business of affairs</li> <li>● BSD contacted Secretary about medic fresh – reportedly no new committee and total lack of reaffiliation process although they have been reminded. Decided that they won't be allowed to reaffiliate and must affiliate from scratch again. Committee concurred.</li> </ul>	
<p><b>Item 2</b></p>	<p>Medic Fresh</p> <ul style="list-style-type: none"> <li>● <b>Anson rooms booked for 3<sup>rd</sup> October 2021 11-5pm</b></li> <li>● JP emailing all subsocieties with form to request Medic fresh stall</li> <li>● PP/MM to email captains of sports societies</li> <li>● Unsure of SU covid regulations – anticipating high attendance due to new freshers + 2<sup>nd</sup> years who missed out last year. Easy for us to ask that students come with negative lateral flow +/- wear masks</li> <li>● Committee t shirts still not ordered</li> </ul> <ul style="list-style-type: none"> <li>● Welcome talks: gateway in person Southwell Street, year 1 virtual 20<sup>th</sup></li> </ul>	<p>JP PP MM email relevant people Medic fresh stall request form</p> <p>JP confirm with SU covid regulations</p> <p>TF order t-shirts ASAP, may have to go without sponsors on. TF confirm sizes with committee, AW wants names &amp; position on back of t shirts</p> <p>AW confirm this with year leads, PP &amp; MM prepare something for this/send AW sports slides</p>

	<p>September – AW, JP, PP &amp; MM present, AW giving presentation on Galenicals</p> <p>Booklet</p> <ul style="list-style-type: none"> <li>● Deadline for all AP is <b>22<sup>nd</sup> August</b></li> <li>● <b>All committee</b> to send to SM:             <ol style="list-style-type: none"> <li>1. “This is me” paragraph containing committee position &amp; what this position means (i.e. Secretary I write the weekly newsletter &amp; I’m the person you can contact about anything Galenicals related) year group/subject, favourite Galenicals sub society</li> <li>2. Photograph (if different to website picture)</li> <li>3. Galenicals email address</li> </ol> </li> <li>● <b>Treasurer:</b> Prepare &amp; send to SM membership fees pie chart and brief summary of Galenicals budget and what we spend our money on (in relation to students)</li> <li>● <b>Colleges</b> Prepare a couple of pages contents on colleges system this year i.e. names of colleges, what they’re for, what they do, captains etc. and your rough plan for them this year to go into freshers booklet. Send to SM</li> </ul>	<p><b>APs see &lt;&lt;&lt;</b></p> <ol style="list-style-type: none"> <li><b>a. All committee</b></li> <li><b>b. Treasurer</b></li> <li><b>c. Colleges</b></li> <li><b>d. Communications</b></li> </ol>
<p><b>Item 3</b></p>	<p>IT communications situation</p> <ul style="list-style-type: none"> <li>● Recovery email for all committee emails is no longer <a href="mailto:webmaster@galenicals.org.uk">webmaster@galenicals.org.uk</a>, new email is <a href="mailto:galenicalscomms@gmail.com">galenicalscomms@gmail.com</a></li> <li>● SM updating committee contact details on website</li> </ul>	<p>All committee to change recovery email on Gmail accounts ASAP. SM send recovery code to each person</p> <p>All committee send Galenicals email to SM ASAP for website</p> <p>SM complete suggested changes &amp; fill out balloon accreditation</p>

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	<ul style="list-style-type: none"><li>● Website is to be updated for balloon accreditation. Committee to mention any other suggestions for website update:<ol style="list-style-type: none"><li>1. Remove calendar on home page -&gt; list of “coming up this month” Galenicals &amp; medical school dates / events</li><li>2. Minutes added just above this</li><li>3. Adding all committee emails to committee page</li><li>4. Hide login button as this confuses users</li><li>5. Hide course reps &amp; welfare reps pages, label “coming soon, pending elections)</li></ol></li> <li>● Social medias: access (passwords) &amp; templates made on Canva shared</li> <li>● Social media plan for September/October fresher’s period<ol style="list-style-type: none"><li>1. Event posts Uni freshers (come find us on Tuesday or something), Medic Fresh, mature &amp; international &amp; gateway dinners, mums &amp; dads night, sports socials, colleges events</li><li>2. Meet the committee (using booklet info &amp; pictures) Instagram stories &gt;&gt; highlight</li><li>3. Subsocs takeovers</li><li>4. Sneak peak fresher’s booklet</li><li>5. Medic fresh posts in week leading up: list of subsocs, “come to medic fresh” with time, location, date and covid requirement info</li><li>6. “Buy Galenicals membership” &amp; Galenicals budget &amp; pie chart stuff (from booklet) i.e. “what does Galenicals use your membership fees for”</li></ol></li> <li>● Facebook 2021-2026 group Pending student list roll over, awaiting currently.</li></ul>	<p>form with written description of changes and a few screenshots</p> <p>SM upload templates to SharePoint or insert link for access</p> <p>All committee: if you organise an event, either make the events post yourself or inform SM &amp; give her the information to include</p> <p>SM prepare Medic Fresh and known event related posts (see &lt;&lt;) any questions message IB</p> <p>AW send SM new student list when received. SM share Facebook group on Galenicals socials to attract new freshers – repeat? &amp; email Medadmin to share in weekly emails</p>
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	<p>How to know if someone is a UOB medic fresher – Facebook criteria suggested upload screenshot of UCAS track</p>	
<p><b>Item 4</b></p>	<p>Awards dinner</p> <p>Members absent, AW happy with progress, everything going according to plan. Very exciting!!</p> <p>Tickets have been released to medical school now</p>	<p>None for those present AN &amp; EB continue as are</p>
<p><b>Item 5</b></p>	<p>Email AW received:</p> <p><i>Dear Galenicals Colleagues</i></p> <p><i>I am in the process of updating the curricular map for 2021-2022 for the Self-Care and Resilience helical theme. This is a reflection of what is currently available (or planned) within each year, to meet the requirements of the GMC Outcomes for Graduates, and to help support you as you transition through early years to clinical years and onwards into your foundation roles.</i></p> <p><i>Please could you look at the two documents below and send me any thoughts via email. Particularly helpful would be identifying any gaps where you think additional curricular offerings might be useful.</i></p> <p> <a href="#">curricular and pastoral map 2021-2022 for sharing.xlsx</a></p> <p> <a href="#">Curricular document self care and resilience helical theme v1.docx</a></p> <p>This matter was returned to at the end of the meeting and was discussed briefly. Committee urged to send additional thoughts to AW. AW flagged a couple of thoughts:</p> <ul style="list-style-type: none"> <li>● Down days referenced that 3<sup>rd</sup> years have: they don't currently unless this has been changed without informing students</li> <li>● Students to challenge discrimination: committee raised issue of students having confidence to do this without training. Suggests helical themes &amp; bystander training brought into 3D weeks or included in CBLs similarly to EBM</li> </ul>	<p>All committee to send further thoughts to AW</p> <p>AW to return feedback to medical school</p>

## Finance report

Medics wine tasting

**Students reading this, please be advised that we are doing our utmost to get your refunds sorted as soon as we can, but this matter must be handled by the SU which will take some time. Your patience is greatly appreciated. Please do not contact the SU until advised to do so by either Galenicals Committee, the medical school or Bristol SU. Please send any urgent queries to [secretary@galenicals.org.uk](mailto:secretary@galenicals.org.uk).**

- Summarised situation to inform whole committee (non-disclosed)
- MWT contacted IB in May, asking to contact all medical students to send bank details in for refunds
  - IB cannot contact 5<sup>th</sup> years from 2020 (Bristol emails shut down)
  - Students may not supply bank details but are still entitled to a refund
- Plan:
  1. AW contact SU finance rep Katie (include GS)
  2. Money needs to go back to SU, and SU process refunds via union cloud
  3. Students apply for refund (full price) with proof of purchase
  4. AW & GS communicate to get adequate information to SU

## Committee updates

Committee member	Update
Sports	<ul style="list-style-type: none"><li>● Meeting this week coming to discuss events &amp; set dates</li><li>● Will prepare some Instagram posts for those events and other freshers related sports things<ul style="list-style-type: none"><li>**please send posts to SM when ready for her to share on main Galenicals Instagram</li></ul></li><li>● Contacting captains about taster sessions, medic fresh etc.</li> <li>● Sports sub societies non-medic memberships<ul style="list-style-type: none"><li>- Currently you can be on a Galenicals sports team without a Galenicals membership, as long as that sports team doesn't charge a membership fee &amp; you don't sit on the committee of that team</li><li>No way to enforce; need to make Galenicals membership appealing</li><li>- Galenicals Constitution says that Galenicals members should receive a 10% discount on all sub society fees – this isn't happening in all sports sub socs</li><li>- PP &amp; MM contact captains &gt;&gt; need to discount membership fees for Galenicals members</li><li>- If they can't afford all costs, remind of budget they can claim from Galenicals</li></ul></li></ul>



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	<ul style="list-style-type: none"><li>- If that doesn't cover the disparity, suggest raising non-Galenicals members fees to compensate</li><li>- Could consider Galenicals covering disparity but in case of medics rugby, +++ expensive</li></ul> <p>AP: MM &amp; PP contact captains &amp; treasurers and explain to them the situation, update on each situation next meeting. Comms with GS about situations</p>
Senior VP	<ul style="list-style-type: none"><li>● Been processing all fleece related queries, passing onto SU for delivery address changes etc.</li><li>● All current queries have been responded to or passed on: SU rep currently on holiday so things have slowed down temporarily</li></ul>
Equalities director	<ul style="list-style-type: none"><li>● Trying to plan EDI officer training – needs to resume comms with SU</li><li>● Regroup after medic fresh period has passed (too busy currently) with sub socs, secretary, president to organise as part of sub societies webinar</li><li>● Queries whether to make attendance mandatory for at least one person from each sub soc</li><li>● Cover topics:<ol style="list-style-type: none"><li>1. Claiming money from Galenicals, how much, etc.</li><li>2. Reaffiliation requirements and deadlines</li><li>3. Our criteria for subsocs</li><li>4. Where they can find help on SU website &amp; who on Galenicals committee to contact</li></ol></li><li>● Stethoscope bursary pending, awaiting SU approval. They estimated to give each student £50 which we are happy about. Eligibility based on whether student receives other university bursary, but need to clarify application process</li></ul> <p><b>SS prep socials post</b></p>

Date of next meeting: 7<sup>th</sup> September 2021 19:00 – 20:00