



# Executive Committee Meeting Minutes

Wednesday 28th April 2021  
11am - 1pm

**Chair:** Roza Atac

## Agenda

1. Officer Check In
2. Annual General Meeting
3. Union General Meeting
4. SU By-Election
5. Officer Handover
6. AOB

### **Apologies:**

**In attendance:** Sabrina Shah, Yasmin Elsouda, Hasan Zakria, Roza Atac, Hisham Parchment, Felix Henson, Ella Spencer, Oscar Ward, Katie Saunders, Lucia Pedroso, Josh Mock

## 1. Officer Check In

**Ella:** Justice For Workers rally is coming up as nothing has changed since our November 2020 rally. Did an event on Preventing Prevent with Yasmin on Monday, and might do one at Kill the Bill this Saturday too. If everyone could also have a look at the Kill the Bill email I drafted so we can sign it and send it around to students.

**Oscar:** There's another rent strike coming up - a bit disorganised at the moment as it's hard to coordinate. Have also been working with some students in halls who are having issues.

**Lucia:** Met with Sabrina, Monica and Lana to move the undergraduate submission date. Full time postgraduates currently don't have a summer resit period so I'm trying to get them something similar to what UG have this year, being able to transfer 30 credits to this summer instead of having to wait a year. Also lots of mitigating circumstances emails.

**Josh:** Helped someone interested in applying to the LGBTQIA+ Officer, but mostly focussing on my exams right now.

**Hisham:** Focussing on school work right now

**Yasmin:** Took a few days off over Easter. Currently getting a number of emails from students looking for help, so working with the school to try and help (e.g. essay deadlines) and help people to understand their options. Next week will be attending the SOAS Trustee Board where they'll talk about the outcome of the investigation into Adam Habib. There's also been work happening on Kill the Bill and accommodation (Urbanest). There's also work going into divestment at SOAS following a People & Planet FOI into SOAS' investments. Also started working on my handover.

**Roza:** I wrote a report for the Office for Students on the SOAS Access & Participation Plan. Anna recently wrote a funding proposal for Enough is Enough so we can have a project coordinator who will work to coordinate the workshops. We brought it to the SGBV steering group who have backed the proposal which will hopefully be approved. *Updates on recent changes/issues with the SOAS Library. Updates on Report & Support.* Have also been working with Oscar to support student issues in halls regarding SGBV.

**Sabrina:** Took some time off recently so not much to update on as I catch back up. Getting guidance from the school for student options with deadlines. Also working on handover and other arising student needs.

**Felix:** Working with the Disabled Students Society.

**Hasan:** Preparing things for the next sabbatical officers, e.g. guidance for societies, society committee role descriptions, training documents for societies, etc. Also preparing some UGM motions for the introduction of society Welfare and Inclusion Officers.

**Katie:** Mainly uni work. Attended the NUS Conference as the LGBT delegate recently - it wasn't very good.

## 2. Annual General Meeting

**Jack:** Every year charities are supposed to host an AGM in order to be accountable and transparent to their members. For SOAS SU this means telling students the work we've done that they may not have seen, identifying how our officers have got on with their manifesto aims, planning for the future, and giving transparency about our financial situation. Last year we hosted our AGM as a booklet full of reports. This year we're hoping to host the AGM as both a booklet of reports, for institutional memory, and a virtual meeting, to engage students.

Two things needed from Exec:

1. Write an Officer Report for the AGM Booklet  
*Jack summarised how to format officer reports*
2. Plan and run the AGM Virtual Meeting  
*Jack summarised what could be included in this meeting*

**Lucia:** A little concerned that students have deadlines around the time of the AGM, and so do Exec so it will be difficult to organise

**Jack:** We have to host the AGM meeting before the end of term, so it's up to you if you want to push it back after everyone's completed their deadlines

## 3. Union General Meeting

**Jack:** The next UGM is taking place Friday 7th May, 3pm - 5pm. The meeting will be run as a Zoom meeting, as we did for the Extraordinary UGM as this worked well.

For this meeting Exec need to submit an officer report to summarise the work you've been up to since the last UGM. Deadline: May 5th.

## 4. SU By-Election

**Jack:** We're holding a by-election in May to elect some of the Exec Officer roles we didn't fill in our Spring Election. Please advertise the election and the positions available to any students you know who may want to apply!

## 5. Officer Handover

**Jack:** We need to start thinking about handing over to next year's officers. We'll hopefully get something more official from you in a few weeks, towards the end of your term, but for now it would be great if you could start thinking about handover and thinking about these questions:

1. What are the main projects you've worked on this year?
2. Who have been your main contacts?

3. What do you think your role should do going forward?
4. What lessons did you learn this year? (What would've helped you going in to your role)

## 6. AOB

**Lucia:** Feedback from the last UGM is that students didn't feel there was enough time to properly discuss the motions. Would it be possible to organise something ahead of the UGM for students to have this discussion space?

**Jack:** It would be good to have a discussion space as UGMs typically don't allow for the biggest discussions, as they're mostly about voting and asking questions to clarify. I'll try and organise something hopefully ahead of next week.

**Lucia:** I've received a lot of emails from Postgraduate students who feel left out of SU activities. Has anyone else experienced this? How can we help postgraduate students?

**Sabrina:** This is sad to hear because we have tried really hard to make sure postgraduate students are included in all policy decisions of the Union. Unfortunately right now engagement is low with the union online, so it may be difficult to organise anything additional before the end of term that would be successful.