

# 2023/24 ANNUAL MEMBERS' MEETING MINUTES

**15:00 ON TUESDAY 6th FEBRUARY 2024 - VERENA HOLMES 0.04, CANTERBURY**

## In Attendance:

Zachary Woodward, Union Council Chair - Chair

## Sabbatical Officers (Sabbs):

Alice Lundy, Union President - AL

Thomas Abbott, President of Campaigns & Societies - TA

Max Elvin, President of Engagement & Sports - ME

Inés Abella Romero, President of Community, Diversity & Inclusion - IAR

## Union Staff:

Hannah Alcock, Deputy CEO - HA

Adem Djemil, Digital Communications Manager - AD

Hannah Brazier, Communications Manager - HB

Ryan Penny, Operations and Events Manager - RP

Alex Cotter, Sports Coordinator - AC

Jack Roberts, Societies Coordinator - JR

Aliosha Seraphim, Student Voice Coordinator - AS

Holly Bringes, Student Voice Coordinator - Minutes

Students in attendance: 65

Item	Title	Time	Purpose	Lead
1	<p>Welcome</p> <p>A. Introductions</p> <p>HA opens the floor to introductions.</p> <p>All contributing staff and Chair introduce themselves.</p> <p>B. Purpose</p> <p>HA explains the purpose of the meeting, before handing over to the Chair.</p> <p>C. Procedures and Voting</p> <p>Chair explains the procedure and how voting will be conducted through slips provided.</p>	5	-	Hannah Alcock  Chair
2	<p>Consideration of items for Any Other Business</p> <p>Chair reaches out to the students in the room for any questions or business they would like to raise in AOB.</p>	-	Admin	Chair

	AD solicited any questions in Medway. - No questions or business to be added to AOB.			
3	<a href="#">Minutes from the last Annual Members' Meeting</a> - 7th Dec 2022  Chair asks for approval of minutes from 2022.  Minutes approved.	5	Approval	Chair
4	The Union's 2022/23 Impact Report  HA takes students through the impact report, referring to the booklets that have been circulated.  Students are then directed to the Mentimeter to ask any questions they might have on the 2022/23 Students' Union Impact Report.  HA asks officers to respond to: - What are you most proud of? - AL: being back on Campus in Canterbury and creating a space for students and contributing to the work of previous Sabbs and the Union has campaigned for. - Where can I get period products? - IAR: these can be found in the Students' Union in Canterbury, and in the St. George's Centre. - Where can I pick up a Veg Box on Thursday? - HA: explains that these are available to collect outside Verena Holmes, and can be purchased through the union website.	10	Update	Hannah Alcock
5	Trustees Report and Financial Statements 2022/23 A. Presentation of the Union's 2022/23 finances Income: - University: £906,478 - Events: £18,506 This is created by money received from Sports Federation and Society Awards, Freshers' Weeks and Varsity. - Opportunities: £1,033 - Business: £45,969 This is made up by sponsorships, Freshers' Fayre, TOTUM cards, and merchandise. Total: £971,712	15	Update Approval Q&A	Hannah Alcock

Expenditure:

- University: £43,333  
This is money repaid to the university for IT, HR support, facilities, and rent.
  - Events: £69,616  
This is the money spent on Freshers' Weeks, Varsity, and Student Awards.
  - Opportunities: £165,843  
This is money spent by the SU to support sports clubs, societies, and student media.
  - Business: £225,960  
This is money spent on insurance, office costs, travel, audit, accountancy support, business rates, depreciation, irrecoverable VAT, bad debt.
  - Communications: £94,545  
This is money spent on promotion of the Union and our services, the website and our membership platform.
  - Voice and Support: £325,037  
This is money spent on representation, NUS, training elected officers, campaigns, and advice.
- Total: £924,334  
Surplus: £47,379

Floor opened to questions on SU finances through the Menti:

- Why are the Sports Federation Awards so expensive?
  - ME: Tickets are priced to break even and not to make a profit, they are always looking for sponsorships to subsidise the cost and bring it down as much as possible.
- How do society bank accounts work?
  - TA: money raised from memberships that are then collected together. Money is accessed by filling out a form that can be found through the portal on the website or contacting JR so that costs for events/merchandise can come straight from the account.
- What is the Union's surplus used for?
  - HA: mentions that it is recommended that charities keep a surplus for a 'rainy day', but the Union itself, each year tries to save money where they can to put towards creating a student space like the new Students' Union building.

B. Approval of Union affiliations - lead by Chair

	<p>Questions from the audience:</p> <p>What is the difference between the NUS UK and NUS Charity?</p> <ul style="list-style-type: none"> <li>- HA: NUS UK is the political body and lobbying, whereas NUS Charity provides support, including training of the Sabbs and advice on the running of the Union and its charitable services.</li> </ul> <p>The Chair asks if there are any more questions, before approving affiliations.</p> <ul style="list-style-type: none"> <li>A. National Council of Voluntary Organisations (NCVO) - £0 <ul style="list-style-type: none"> <li>- APPROVED (by majority).</li> </ul> </li> <li>B. British University and Colleges Sport (BUCS) - £6,223 <ul style="list-style-type: none"> <li>- APPROVED (by majority).</li> </ul> </li> <li>C. National Union of Students UK (NUS UK) - £12,534.70 <ul style="list-style-type: none"> <li>- APPROVED (by majority).</li> </ul> </li> <li>D. National Union of Students Charity (NUS Charity) - £3,133.68 <ul style="list-style-type: none"> <li>- APPROVED (by majority).</li> </ul> </li> </ul>			
6	<p>2023/24 Leadership Team Updates and Questions</p> <p>ME opens the conversation, highlighting the BIG 5:</p> <ul style="list-style-type: none"> <li>- Cost of Living and Learning Crisis;</li> <li>- Tackling Harassment and Being Anti-Racist;</li> <li>- Protect and Support Students' Mental and Physical Wellbeing;</li> <li>- Amplifying Less Heard Student Voices; and</li> <li>- Take Action on the Climate Emergency.</li> </ul> <p>AL - Cost of Living and Learning Crisis</p> <ul style="list-style-type: none"> <li>- Funding for the Canterbury Campus Pantry: providing 30 meal packages a week for students between paydays and loan installments.</li> <li>- Continue to work in partnership with the University to raise funds for the SU Access to Opportunities Fund: allowing students faced with hardship to join sport clubs and societies, accessing communities outside of their studies while at university.</li> <li>- Give it a Go: has been successfully launched offering free or low-cost trips and activities during the day for students to enjoy.</li> <li>- Breakfast Club and free hot drinks: the Breakfast Club was successfully launched in the previous weeks from 8:30 -</li> </ul>	20	Update and Q&A	Sabb Leadership Team

	<p>11am, Monday to Friday in the Students' Union in Canterbury, alongside the provision of free hot drinks provided.</p> <p>IAR - Tackling Harassment and Being Anti-Racist</p> <ul style="list-style-type: none"> <li>- Consent Campaign: this was started last year and has since, with continued work with the University and externals to increase awareness and visibility.</li> <li>- Athena Swan Bronze Award: this has been achieved in partnership with the University's EDI team.</li> <li>- Learning Support Plans: continuing to support the development and enhancement of these as well as student awareness and access to them.</li> <li>- Expect Respect: this is the University and Union partnership initiative to tackle all forms of harassment, ensuring both students and staff are able to raise concerns and access support from relevant services through Report &amp; Support.</li> <li>- LGBTQIA+ events planned for history month: these have been planned in partnership with various University departments including the Library and EDI team as well as staff and student networks; CCCq and the LGBTQIA+ Society and their representatives on the Union Council.</li> </ul> <p>ME - Protect and Support Students' Mental &amp; Physical Wellbeing</p> <ul style="list-style-type: none"> <li>- Got Enough on Your Plate?: highlights the purpose of the campaign to educate students on nutrition, factoring in the cost of living and sustainability when meal planning.</li> <li>- Men's Mental Health Week, hosted by TA: TA recalls the events of the week, both in Medway and Canterbury, highlighting the engaging conversations held with students on mental health and how they are being mindful of this when thinking about the men in their lives.</li> <li>- Big Wednesday: new project for 2023/24 Academic year that has been successful in showcasing sports teams and engaging students further from outside the sporting community.</li> <li>- International Food Fayre: IAR takes over, mentioning the smaller event hosted in the first term and its success as well as the upcoming event linked to One World Week.</li> </ul> <p>TA - Amplifying Less Heard Student Voices</p> <ul style="list-style-type: none"> <li>- Your Medway, Your Say: has been useful to hear from students in Medway on a greater level than before.</li> <li>- Union Council, School and Faculty Reps: 400 Course Reps have also been nominated alongside their peers and this has been instrumental in ensuring that students are</li> </ul>			
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	<p>represented at the University.</p> <ul style="list-style-type: none"> <li>- International Students - Academic Skill Support: IAR and AL have both been working to increase the support available to students, especially international students. Support also goes beyond academic, including an international focus in the campaigns being championed by the Sabb Team.</li> <li>- Creation of a Mature Students' Blackboard: a space to communicate and create a community between the mature students at the University, including consideration of student Parents' and Carers'. This has been set up by the Mature Students' Part-time Officer on the Union Council.</li> </ul> <p>IAR - Take Action on the Climate Emergency</p> <ul style="list-style-type: none"> <li>- SU Carbon Literacy training: the whole SU team took part in a two day training session over the summer.</li> <li>- Vape Bins: continuing to work on this with the University, and awaiting updates on when and where the bins will be located.</li> <li>- Eco Hope Month: AS takes over explaining the purpose of the month to raise awareness of the Climate Emergency and supporting the rising feeling of eco-anxiety among young people.</li> <li>- Continued to promote Veg Box: HA highlights that this is not run by the Union, but the University, with the support of the Union.</li> <li>- Working closely with the SGO: continue to work with the Student Green Office, involving them in campaigns and events to bring a sustainable element such as Got Enough on Your Plate? The team were invited along to the launch date of the campaign to host an activity that involved discussions on the carbon footprint of different foods.</li> </ul> <p>ME - Wins so far...</p> <ul style="list-style-type: none"> <li>- Funding for the Canterbury Campus Pantry.</li> <li>- Support for nursing students: AL mentions that the students are going through a hard time but as a Union we are continuing to do what we can to support them.</li> <li>- Got Enough on Your Plate?: the launch day saw 400 students in attendance, engaging with a variety of activities that focused on nutrition, cost of living, and sustainability.</li> <li>- Mini International Food Fayre in October: saw 370 students in attendance, providing the communities at Christ Church with the opportunity to share dishes from their culture and engage in conversation with others.</li> <li>- 3,445 free hot drinks have been accessed from the</li> </ul>			
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	<p>Students' Union in Canterbury so are this year, potentially saving students over £6,000.</p> <p>Upcoming</p> <ul style="list-style-type: none"> <li>- Lifeskills Campaign Launch: Tuesday 16th April.</li> <li>- Academic skills campaign Launch: Thursday 22nd February, 12-2pm in the Students' Union in Canterbury.</li> <li>- Varsity and Awards season: <ul style="list-style-type: none"> <li>- Varsity: Friday 22nd - Wednesday 27th March.</li> <li>- Society Awards: Thursday 18th April, The Lounge.</li> <li>- Sports Fed Awards: Friday 19th April, Westgate Hall.</li> <li>- Student Voice &amp; Golden Apple Awards: Wednesday 29th May, Augustine Hall.</li> </ul> </li> <li>- One World Week - dates subject to change as result of the week falling on Academic Development week.</li> <li>- Homesickness Campaign: TA and IAR working in partnership to consider both home and international students as everyone can feel homesick, regardless of the distance.</li> </ul> <p>Floor opened to questions.</p> <p>There were no questions.</p>			
7	<p>Any Other Business (AOB)</p> <p>Chair opens floor the floor to questions, verbal and through Menti:</p> <ul style="list-style-type: none"> <li>- What's the "adopt a society" on the SU Website? <ul style="list-style-type: none"> <li>- TA runs through the process of how students can adopt a society that is not currently running this year, but has done in previous years. Interested students should contact TA - <a href="mailto:campaigns@ccsu.co.uk">campaigns@ccsu.co.uk</a> or JR - <a href="mailto:jack.roberts@ccsu.co.uk">jack.roberts@ccsu.co.uk</a> - this also answers the later question: Who do I have to speak to, to set up a society?</li> </ul> </li> <li>- Will Big Wednesday be supporting any female clubs this year? <ul style="list-style-type: none"> <li>- ME so far it has been predominantly male sports, but the next Big Wednesday at the end of February at Polo Farm includes several fixtures for Netball and Women's Hockey.</li> </ul> </li> <li>- When are elections? <ul style="list-style-type: none"> <li>- Nominations Close: 20th February</li> </ul> </li> </ul>	5	Admin	Chair

	<ul style="list-style-type: none"> <li>- Voting opens: Mon 4th - 7th March</li> <li>- Results Night: Fri 8th March</li> </ul> <p>HA runs through the new positions, explaining that there are now three student leader positions to nominate yourself for.</p> <ul style="list-style-type: none"> <li>- Students' Union President: no longer academic, but looks after liberation groups and societies.</li> <li>- President (Academic Life): includes academic representation and societies.</li> <li>- President (Student Life): includes sports clubs and interest based societies as well as focusing on the wider sense of belonging.</li> </ul> <p>Further information can be found on the website.</p> <p>HA goes on to explain that the Nomination process has also changed. There is now a form that has sought to make it easier for candidates to nominate themselves, and asks you to highlight your key priorities for the academic year.</p> <ul style="list-style-type: none"> <li>- When is Sports Fed? <ul style="list-style-type: none"> <li>- ME: 19th April, tickets are available to buy now.</li> </ul> </li> <li>- Can the Union host a winter and summer ball like other universities do? <ul style="list-style-type: none"> <li>- HA explains that the Union does not run a winter or summer ball at present as when hosting the events previously, the uptake did not justify the costs, and we could not breakeven. As a Union, we want to ensure that the money raised from tickets is used effectively to benefit students. Also mentions that other SU's have come away from these events for the same reasons, but we are open to students presenting ideas of similar events.</li> </ul> </li> </ul> <p>HA mentions the Vice Chancellor's Q&amp;A on Thursday 8th February, 1-2pm. Highlighting that this is an opportunity to raise questions and to seek answers.</p> <p>The Chair thanked everyone for attending and closed the meeting.</p>			
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