

LGBT+ Society Committee Meeting Minutes

Date & Time: 20/05/2016, 19:00

Location: Building 34, Room 1020, Highfield Campus, University of Southampton

Members present:

In attendance: President: JS
 Treasurer: KL
 Secretary: CD
 Welfare Officer: AW
 Welfare Officer: TP
 Activities Officer: AL
 Publicity Officer: KP
 Technical Officer: TB
 Ordinary Member: PE
 Ordinary Member: TD

Chair: JS

Apologies: Vice President: JM
 Winchester Rep: KS

Absent without apologies:

Item Number	Item & Discussion	Action
1.	Apologies	
1.1	As above	
2.	Happiness	
2.1	JS asked all new committee members if they were happy about their new roles, all said yes.	
3	Finances	KL Organise the transfers described above by the end of term (11/06/2016).
3.1	As of the 18 th of May 2016 there was £1041.45 in the Society Account. AD (Welfare Officer 2015/16) has been handed a cheque for £739.80 that has yet to be deposited. ST (Activities Officer 2015/16) is to pay off the Society's debt to Union Southampton of £480, and retain money owed to her for providing the initial payments for multiple events, using money earned	KL Remove MC (Secretary 2015/16) as a named signatory on the society account. KL Enable online banking in the new academic year.

	<p>from the trip to Playzone (11/04/2016) the boat party (04/05/2016), with the remainder being transferred back to the Society. The end of year balance following this should be £650.40</p>	
4	<p>Union Rebranding</p>	<p>JS To find out whether changing our name to include the "Union Southampton" branding requires calling a General Meeting to approve by democratic vote.</p>
4.1	<p>The committee discussed the new Union Southampton branding in regards to adopting the new branding guidelines from the Union by the Society. JS clarified that any rebranded materials could be applied for during the summer funding round.</p>	
4.2	<p>Proposed: To adopt the Union Southampton branding before Freshers'. Vote: Approved by all in attendance by way of vocal support.</p>	
5	<p>Inventory</p>	<p>ALL</p>
5.1	<p>CD read a list of inventory, much of which retains the name "SUSU LGBT+ Society".</p>	<p>Any requests for materials for the Bunfight must be sent to JS before the summer funding round opens, and a detailed break down of what, how many, and the cost of those materials must be sent to KL and JS before the funding round.</p>
6	<p>Including International Students</p>	<p>JS To contact someone at the University to try and be added to the University talks.</p>
6.1	<p>There is a mini Bunfight and talks for preessional students, JS pointed out that at these events students receive information about a variety of societies and that the LGBT+ Society would be relevant under the 'Wellbeing' category as</p>	

	defined by the University of Southampton.	
7	Bunfight	TP & AW Create a Mental Health leaflet before the next funding round opens.
7.1	<p>The LGBT+ Society Bunfight stand had the following resources last year:</p> <ul style="list-style-type: none"> - Events Leaflets - Business cards with Society contact details - Rainbow Ribbon - LGBT History Month Magazines - Sweets - One poster demonstrating the Society's inclusivity - One rainbow pride flag - One roller banner <p>Propose to add:</p> <ul style="list-style-type: none"> - Sexual health packs containing one leaflet on general sexual health, one leaflet on oral dams, one condom, and one 5ml packet of lube - Mental health leaflets (to be created by Welfare Officers) - Information for International Students, and students from Religious backgrounds - Additional Pride flags, suggestions included: transgender and bisexual. 	<p>JS To find out how the Society can get posters put up in the Students' Union. To get society information put in the Freshers' Packs and our Society events added to the Union Southampton calendar.</p>
7.2	<p>Additional Idea: Infographic to be made containing details of the committee – who they are, what they do etc. And a "how the society works" leaflet.</p>	

8	Events	TP & AW
8.1	<p>Freshers' events held last year included:</p> <ul style="list-style-type: none"> - Afternoon tea and coffee - A welcome to the Society talk by the committee - The white t-shirt social <p>Propose to add:</p> <ul style="list-style-type: none"> - Sexual health talk earlier in the term - Book space in the Bridge for the first Lunch event of the year - A mental health talk - A film screening, suggestion Girl Meets Boy - International meet up - Coffee meet up in Winchester at the WSA - More campaign focused events 	To research mental health speakers.
8.2	<p>Events for the first term suggestions:</p> <ul style="list-style-type: none"> - Quiz/ team building event - Boardgames night - Charity week – week of World AIDS Day (1st December), suggestions include a free team and coffee stand where people can choose to donate any amount towards the chosen charity (tbd), and selling Krispy Kreme donuts through their charitable scheme. - Collaborations with Film Soc and Fem Soc 	

	<ul style="list-style-type: none"> - Special speakers, on topics such as LGBT history, politics, current affairs etc. - End of term Edge Trip (Summer Term) date – Wednesday the 8th of June 2016 	
9	PhD Researchers	JS To contact PhD researchers and inform them of how to progress with their research.
9.1	The Society has had two separate PhD students contact them in the last two months regarding research surrounding the LGBT+ community. Correspondence between the researchers and the society has deemed their research legitimate.	
9.2	Proposed: JS therefore proposed that we allow the two PhD students to be added to the secret Facebook group in order to organise their own research. Vote: Approved by all in attendance by way of vocal support.	
10	Committee Projects	ALL Come up with a plan for their project, and start putting them into place over the summer.
10.1	JS would like all committee members to come up with a project for the next year JS: Would like to get committee Q&A sessions up and running in order to make the society more democratic. Also plans on doing more events at the Winchester School of Arts. KP: Aims to liaise with the Staff Network, and improve on publicity for PhD students. Also make our social media accounts more	

reliably active throughout the year.

AW: Collaborate with A for more welfare based events, and get information on mental health off the ground. Additionally she plans to find a happy LGBT film (we wish her luck!)

TB: take the website and make all documents publicly accessible, including information from the minutes and other official documents. Additionally she hopes to make the website as a whole more user friendly.

PE: organise one or two meetings for International students at the beginning of the academic year, and hold a religious event.

KL: will find out the process of joining the Union Southampton "Bank" so the committee can decide whether it would be worthwhile switching accounts over. He also aims to open all committee meetings with an update on account numbers and estimated outgoing costs in the near future.

AL: would like to get the suggestions box reinstated, working with T.

TD: would like to host events for gender minorities, either bringing in a speaker or having meetings. Additionally would like to help with international and

	<p>religious events.</p> <p>CD: would like to improve the transparency between the committee and the society by creating a friendly update of what the committee are doing, what events are coming up and what costs are being made.</p>	
11	A.O.B.	
11.1	<p>“Motherly Love” sessions – KS</p> <p>Unfortunately as KS was not in attendance this discussion was a little confusing – TP met with KS earlier in the week and relayed the idea to the committee. KS hopes to run regular meet ups with tea and biscuits at both the Winchester and Southampton campuses.</p>	<p>KS To make a firm plan of the intentions of this event, particularly addressing the issue of how this event would be different from Lunch, and report it to the whole committee for discussion. Note that due to time constraints this event will not happen until the new academic year.</p>
11.2	<p>Outreach – KS</p> <p>Again through TP, KS would like to do more outreach events. The committee has discussed this and is happy to run outreach type events if we are approached by organisations (so as not to be imposing). Many outreach events would be situated in schools and colleges so this raises an issue of safeguarding, which can be dealt with by the organisations that approach the society as it is beyond the capacity of the society at this time.</p>	<p>ALL To discuss this further at the first committee meeting of the new academic year</p>
11.3	Create a society Instagram account – CD	<p>CD To draft a release form. This release form with specify that all forms will be</p>

	Obviously this creates an issue regarding both the Safe Space Policy and the Data Protection Policy. Suggestion to create a release form to get approval from anyone who is happy being in pictures. JS raised the issue of keeping identifying paperwork, CD suggested that all paperwork be kept securely by the Secretary and to be seen by no one else, and that all paperwork is destroyed at the end of the academic year.	seen by only the secretary and filed in a secure envelope, as keeping paperwork raises the issue of privacy. All forms will be destroyed at the end of the year, and all those who sign a form are within their rights to retract it at any point during the year.
12	Closing statement	
12.1	All matters were addressed and the Chair closed the meeting.	

ACTIONS

KL	Organise the transfers described above by the end of term (11/06/2016).
KL	Remove MC (Secretary 2015/16) as a named signatory on the society account.
KL	Enable online banking in the new academic year.
JS	To find out whether changing our name to include the "Union Southampton" branding requires calling a General Meeting to approve by democratic vote.
All	Any requests for materials for the Bunfight must be sent to JS before the summer funding round opens, and a detailed break down of what, how many, and the cost of those materials must be sent to KL and JS before the funding round.
JS	To contact someone at the University to try and be added to the University talks.
TP and AW	Create a Mental Health leaflet before the next funding round opens.
JS	To find out how the Society can get posters put up in the Students' Union.
JS	To get society information put in the Freshers' Packs and our Society events added to the Union Southampton calendar.
TP and AW	To research mental health speakers.
KS	To make a firm plan of the intentions of this event, particularly addressing the issue of how this event would be different from Lunch, and report it to the whole committee for

	discussion. Note that due to time constraints this event will not happen until the new academic year.
CD	To draft a picture release form. This release form with specify that all forms will be seen by only the secretary and filed in a secure envelope, as keeping paperwork raises the issue of privacy. All forms will be destroyed at the end of the year, and all those who sign a form are within their rights to retract it at any point during the year.