

October Forum Minutes

Agenda items

- **Current Covid-19 Guidelines:**

- Cambridge: Societies should be holding meetings of no larger than 6 indoors. Social distancing must be adhered to at all times and necessary precautions regarding hygiene, should be in place throughout. Students will be asked to wear a face covering (unless medically exempt) in all university buildings and rooms. Societies may have more than 6 for outdoor events. Social distancing and necessary precautions must still be in place. Both indoor and outdoor events must be thoroughly risk assessed by the society and approved by the Union before they can take place.

- Chelmsford; As per Tier 2 guidelines, societies should not be meeting with anyone outside of their immediate household. Meetings should be held online where possible

- Sport clubs:

Cambridge clubs can continue to train in sessions of larger than 6 where there is a registered coach present and is in an appropriate venue which has been agreed by the Union.

Chelmsford clubs should not be training in groups of larger than 6.

ARU SU will keep students continually informed via email of changes in guidelines and restrictions.

**Information correct as of 27/10/2020

- **Societies Inbox and ongoing email issues:**

- The SU and university are aware of a number of issues currently taking place. Students have reported that they cannot send or receive email from the main societies inbox. Committee members have been asked to email their coordinator directly until the problem is resolved.

Abi Dolan (Societies and Activities Coordinator – Cambridge) – a.dolan@angliastudent.com

Oli Gray (Course Based Societies Coordinator – Cambridge) – o.gray@angliastudent.com

Rhys Davies (Societies and Activities Coordinator – Chelmsford) – r.davies@angliastudent.com

- **Grant Spending Deadline – 20th November 2020 at midday:**

- Money allocated in the first round of the grant should be spent before this deadline. We understand that this trimester has been very difficult for clubs and societies and so we are much more flexible if you would like to move some of your allocations to different categories.

- To spend your grant allocation, please email your coordinator.

- **Accident form:**

- A reminder to clubs and societies that the accident form is stored in the important forms section of the committee hub. This form should be filled out after any and all accidents at club/society meetings or events.

- **Welcome Rhys!**

- A huge welcome to new society coordinator for Chelmsford, Rhys. Having only been here for a matter of weeks, he has already become a valued member of the team. He will be looking after all of the Chelmsford societies and will be introducing himself to you all over the next few weeks.

- **Strategy Launch Invitation:**

- All club and society presidents will have been invited to the SU strategy launch day. Please search your junk folder in case it has been misdirected. Please RSVP to the address provided in the email.

Discussion Items	Points made by attendees	Plan of Action
Club and Society Finances	<ul style="list-style-type: none"> • Difficult to keep track of your balance when you have to keep emailing your coordinator • Makes the process too long 	The Activities team are working on this and hope to have an online solution for you as soon as possible.
Cleaning Supplies	<ul style="list-style-type: none"> • Unsure of where to collect them for society events 	Email your coordinator to arrange collection
Non-members attendance at events/meetings	<ul style="list-style-type: none"> • Difficult for people to set up a guest account • Creates difficulties and puts people off attending • Clubs want non-members to be able to attend paid-for sessions 	<p>We are currently working with the comms team to make the guest account process significantly easier. We will keep you updated.</p> <p>Non-members are welcome to attend one-off events but should be paying for an associate membership if they want to attend sessions on a regular basis.</p>
Constitution Packs and Audits	<ul style="list-style-type: none"> • Committee members don't know where to download a pack from • Concerns over gaining 10 members before November deadline 	<p>Each society will be sent a constitution pack and an update on memberships etc. over the coming weeks</p> <p>Societies will be consulted on their membership numbers and offered support for their group if their numbers are still below 10 members by the deadline.</p>

<p>Events on Campus</p>		<p>All clubs and societies should still be adhering to current government guidance.</p> <p>If clubs/societies believe their event is educational and therefore exempt from number restrictions, please contact your coordinator</p>
<p>Clubs and Societies Newsletter</p>	<p>It would be good if there was a section in the newsletter where we could provide event reports, like little blog posts, for students to see what events have been going on</p>	<p>We love this idea and will be implementing it for our November newsletter. Please get in touch if you would like something to be added.</p>
<p>Training</p>		<p>Training takes place every two weeks, all sessions can be found at www.angliastudent.com/whatson</p>
<p>Relationship with the Medical School</p>	<p>For our previous events, the SU confirmed our risk assessments, but they got bounced back by the medical school as they were deemed unsafe. We sorted this eventually, but if there was a way of streamlining the process so that it is more consistent between the two it would be a little easier</p>	<p>We are working on building a better partnership with the Medical School regarding society events. We hope that this will happen quickly!</p>

Clubs and Societies in Attendance	Apologies for absence
Friends of MSF - Chelmsford	Martial Arts - Chelmsford
Cardiology and Cardiothoracic Society - Chelmsford	
Fandom - Cambridge	
Performing Arts - Chelmsford	
Surgical Society - Chelmsford	
LGBTQ+ Society - Chelmsford	
Student Led teaching Society - Chelmsford	
Anglia Ruskin Music Society - Cambridge	
Endocrinology Society - Chelmsford	
Business and Investment Society – Chelmsford	
Coppafeel! Society - Cambridge	
Cheerleading – Cambridge	
ARQ Lab – Cambridge	
Ice Skating – Cambridge	
Optics Society – Cambridge	
Bio-data Society – Cambridge	
Events Society – Cambridge	
Christian Union – Cambridge	
Biomedical Society – Cambridge	
Portuguese Society – Cambridge	
Yoga – Cambridge	
Womens' Society – Cambridge	
Labour Students' Society – Cambridge	
LGBTQ+ Society – Cambridge	
Law Society – Cambridge	

Date of next forum: Tuesday 24th November 2020 via Microsoft Teams

November Forum Minutes

Agenda items

- **Staff Leave:**

The SU is closed for the Christmas Break from 18th December until 4th January. The activities team are operating with reduced staff from 14th December until 8th January due to furloughing arrangements, so your coordinator may not be reachable in this time. For time sensitive requests during this period of furloughing, please email the team inbox at societies@angliastudent.com.

- **Group Chat:**

Your Students' Union is committed to making sure everything we do is as representative and as student-led as possible. The Group Chat is your space to discuss the big issues on campus and help us make key decisions on the things that affect you throughout your journey at ARU. Every student is invited and encouraged to come along to be an integral part of our conversation and decision making. Led by students, you will also hear updates from officers and exec committee members. You will have an opportunity to ask them questions and hold them to account.

Group Chat will be held on Wednesday 25th November, 12-1:30pm via Teams

- **Refreshers Taster Sessions:**

Your stall should be hosted live online, ideally for around 2 hours at some point during the week, but how you host it is totally up to you! You may want to consider Facebook Live, Instagram TV, Zoom or MS Teams. The more approachable your society is to new and returning students, the better!

To ensure there is an even spread of online stalls happening throughout the week, we're running a similar allocation process to September Freshers for your timeslots to ensure there aren't lots of societies streaming at the same

- **Grant Round 2:**

Grant round 2 is now open! The deadline for applications is Tuesday 5th January 2020 at midday. Remember that your money from this trimester does not automatically 'roll over', you will need to reapply for any funding.

- **Shared Zoom account:**

The SU will be closed from 5pm on Friday 18th December to 9am on Monday 4th January. During this time you will not be able to use the shared zoom accounts as staff will not be available to book your slot. If you would like to hold meetings after Christmas, please use Teams.

- **Suspension of in-person activities until Trimester 2:**

As we are just over a week away from the end of term and the student travel window is the 3rd - 9th December, we will not be lifting the restrictions on running face to face activities. We ask that clubs and societies continue to run their activities online instead during this time.

At present, we are planning instead to recommence in-person activities, in line with government and university guidance, from Monday 18th January 2021.

We will review the guidance on in-person activities the week of the 4th of January 2021 when the Student's Union reopens after the Christmas break. Any changes to guidelines for clubs and societies will be communicated as soon as we have a clearer idea of restrictions in the new year.

We appreciate that guidance has been continually changing for clubs and societies and we thank you for the hard work you have put in to running activities and events this trimester. The Student Activities team are here to support you and your group in any way we can. If you have any queries or would like any advice on postponing or moving events online, please contact your coordinator.

Discussion Items	Points made by attendees	Plan of Action
Newsletter	<ul style="list-style-type: none"> Emails from SU addresses are still appearing in the junk folder 	<ul style="list-style-type: none"> We have followed this up with IT on multiple occasions and will continue to do so until it is resolved. For now, please remember to check your junk email and 'other' inbox.

Clubs and Societies in Attendance	Apologies for absence
Vegan Society - Cambridge	Ruskin Journal - Cambridge
Optics Society - Cambridge	
Coppafeel! Society - Cambridge	
E-Sports - Cambridge	
CCTS - Chelmsford	
Surgical Society - Chelmsford	
Martial Arts - Chelmsford	
Performing Arts - chelmsford	
Endocrinology Society - Chelmsford	
Business and Investment Society – Chelmsford	
Coppafeel! Society - Cambridge	
Tamil Society - Chelmsford	
PENSA – Cambridge	
NAPS – Chelmsford	
LGBTQ+ Society – Cambridge	
GP Society - Chelmsford	
Friends of MSF - Chelmsford	
Yoga – Cambridge	
Events Society – Cambridge	
Fandom Society – Cambridge	
Student Led teaching – Chelmsford	

Arab Society - Cambridge	
Chess Society – Cambridge	
Microbiology Society – Cambridge	
HoNC Society – Chelmsford	
Social Work Society – Chelmsford	
Sunstone Society – Cambridge	
Dermatology and Aesthetic Medicine – Chelmsford	

Date of next forum: Tuesday 26th January 2021 via Microsoft Teams