

# Executive Board Summary



**11<sup>th</sup> February 2008**

Summary of the Executive Board meeting held on 11<sup>th</sup> February 2008.

## **Health & Safety**

Michele Collie reported that the Union had been visited by the Environmental Health. Michele said that various problems had been noted including problems with fridges and paperwork.

Following the visit all issues were addressed and on the follow up meeting the Environmental Health representative was impressed with what had been put in place in such a short time.

Michele said that she would continue to monitor the Café Bar in order to keep everything up to date.

## **Fire Alarm System**

Michele Collie said that she had requested that the new Fire Alarm System, which was to be installed this month, be postponed until May, because business would be badly affected by the disruption.

## **AGM**

Notices and e-mails have been sent to all Sports Clubs, Class Reps and Society Presidents to encourage them to attend the AGM on Wednesday 13 April.

Agenda points:

- Andrew Ayton to prepare an Executive Summary
- Josh Capaldi to give a shortened version of the presentation he gave to SAMAG.
- An Accounts presentation to be prepared.
- Development of new post to be discussed.

## **Elections**

E-mail has been sent to all students.

Posters and flyers have been put round sites.

The booklet which gives information on the nomination process, posts available, job descriptions and how to vote will be ready for printing soon.

The on-line voting system will be open to all students, including Distance Learners.

A live test is to be done on the system.

IT is supplying computers to be put round sites.

## **Front Door Locks**

Michele Collie requested that the front door locks be changed as an extra security measure. Committee approved the request.

## **SUEI**

Josh Capaldi reported that the first meeting regarding SUEI had been extremely useful for everyone involved, but said that he felt that many of the Managers/Sabbaticals attending had been negative about their Unions and about implementing changes.

The two main points for the first year are:

- Planning – setting objectives
- Communication

## **Bar/Entertainment/Sports**

The following points were noted regarding publicity for all three areas:

- Not enough publicity given to televised Sports programme showing in the Union.
- Better atmosphere required
- The reinstatement of a PR crew
- Flyers to be handed out in Belmont Street
- What's On page on the Web site had been updated
- Valentines Day not publicised sufficiently
- Banner to be made to publicise AGM and Valentines
- E-mail to be sent to all students publicising special events.

## **Proposal for providing water to students**

Following a discussion the following points were noted:

- Sponsorship to be looked at to cover costs
- JADAT and water companies to be approached for sponsorship
- Pilot scheme on behalf of the sponsors, to be trialled before any publicity is issued.