



**SAINTS LGBT+ COMMITTEE MEETING  
AGENDA**

DATE: 16/9/2020

Microsoft Teams

## 1.0 Adoption of the Agenda

### 1.1 Agenda

## 2.0 Attendance

### 2.1

1. President
2. Social Officer
3. Wellbeing/Policy Officer
4. Secretary
5. Treasurer
6. Marketing Officer
- 7.
8. Wellbeing Events Coordinator
9. Campaigns Officer
- 10.
11. Postgraduate Officer
12. Trans and Non Binary Officer
13. Design Officer 1
14. Design Officer 2
15. Gay Saint Head Editor
- 16.

## 3.0 Apologies for Absence

### 3.1

Glitterball Coordinator  
Queerfest Coordinator

## 4.0 Minutes from Previous

### 4.1

## 5.0 Matters Arising from Previous Meeting

### 5.1

## 6.0 Events Postmortem

### 6.1

Ace/Aro community meet-up and games

- chatty!

LGBT+ Ga(y)ming Afternoon

- Everyone had real fun

Postgrad Pub Quiz

- Not as well attended than we hoped

Saints LGBT+ Q&A

- This didnt happen

Freshers fayre

- Not a lot of people came to ask questions, got a lot of people on the mailing list

## 7.0 Upcoming Events

### 7.1

**Academic Family Finding**

- Marketing needs to remind people about filling in the form in the advertising for it

## 8.0 Committee Reports

### 8.1 President

Last Week:

- - scavenger hunt, organised it being marked and everyone did an amazing job of doing that, will post winners asap
- - emailed peer support about lgbt+ training and closeted group ideas
- - first council meeting!
- - emailed alumni officer instead of council president for the lgbt alumni network. Hopefully he gets back soon !
- - calendar drafted loosely
  - - everyone please contribute to it
- - just generally helped ppl w application and interview stuff where asked

This Week:

- - interviews
- - check in with subcomms about applications and when their interviews will be, also will be giving line managers interview slots
- - get people to look over calendar and see which events they'd like to run (please everyone do this)
- - will help out wellbeing events coordinator to draft up calendar of identity specific meetups, after interviewed

Other:

- - give design team appropriate amount of time to do work (any designs requested with less than a week's notice can't be guaranteed because they are not obligated to complete them on such short notice)
  - - one week for normal design, if its more complex design then it needs more than a week
- - go to your LINE MANAGERS! talk to your line managers frequently, and don't come to me because it gets confusing and your line managers need to be in the loop with what you're doing, they're the ones that fill me in. i'll be having frequent check-ins with line managers to make sure everything is good. if you're line managed by wellbeing officer, then i'm line managing you now
- - because we don't have a wellbeing officer for now; if you have a problem w anyone on committee then you can come to me to talk in confidence
- - general behavior on committee and with others; we're all friends etc, but be appropriate and professional w other committee members in dms or group chats, if you're talking about committee things/to committee members just be appropriate
- - emails; when writing emails remember to spell check, try and keep them brief and well mannered, and sign off with your name so secretary knows whos folder to put the reply into etc
- general behaviour on committee:
- - be respectful to other committee members, everyone obviously is friends etc but remember to still be professional

## 8.2 Social Officer

Last Week:

- Went to freshers fayre
- confirmed a few events - should be in calendar
- roughly outlined other events in calendar
- Emailing transition back and forth about and LGBT gardening group
  - Pros of Second sem: maybe more people will come
  - Pros of First sem: People want to make friends right now and want things to do, people might get busier in second semester

This Week:

- running academic family finding
- Helping with the 'how to create event'

Other:

## 8.3 Wellbeing Officer

Last Week:

This Week:

Other:

## 8.4 Secretary

Last Week:

- checked general inbox for any "read" unread messages
- make scavenger hunt inbox
- hosted the jackbox event, was fun and they want to do it again
- updated the website
- freshers fayre stall moderating + organising attendance
- scavenger hunt scoring

#### This Week:

- make a "how to create events" document with social officer
  - one thing to add: Probably needs to go on the mailing list before it happens with teams link
- add subcommittees in the "get involved" section of the website

#### Other:

- come to me first if you want any marketing/design things done! I line manage them so it's easier for the information to be communicated
- buying jackbox for saintsLGBT
  - yes when there's a sale
- more gaming events
- make sure in outlook to not read other people's emails and left them read!
- when typing on social media please put your name on it

## 8.5 Treasurer

#### Last Week:

- Had a BIG meeting with the cash office head about many things: Glitterball money, setting up a new account for items for trans people, how we go about doing reimbursements and setting up a minecraft server! Have taken many questions from people about a whole bunch of things.

#### This Week:

- Action point all the stuff from the big meeting with cash office head
- Reach out to ENTS abt minecraft server
- Messages trans and nb officer abt buying things for the trans clothing drive

#### Other:

- Message treasurer if you need reimbursements!

## 2 8.6 Marketing Officer

#### Last Week:

- Posted rest of freshers events, and scheduled the post
- Gay trivia questions not consistent- my fault for not checking the poll
- posted queerfest advertising on Instagram, all of the different year groups facebook groups, queerfest coordinator did it on facebook
- posted wellbeing subcom advertising on facebook and Instagram
- posted wellbeing and policy officer role advertising on Instagram story- president did it on Facebook
- posted about the academic family thing on the insta story – social officer posted it on facebook and I checked it.
- Got Campaigns officer to fill in the events calendar, which will allow me to make a marketing schedule so things run more smoothly

#### This Week:

- Have talked to Glitterball coordinator and I am getting advertising out for Glitterball subcommittee applications on Friday- they arranged their own graphics because design team was asked too late, Have talked to Trans and non-binary officer about getting transfest advertising out on monday (We are waiting on graphics), I need to finalize a marketing schedule now that campaigns has filled in the calendar. In general the calendar needs to be completely filled out asap
- Committee Intros posted

Other:

- have had instagram messages from various people asking about support groups ?
- Also Glitterball coordinator come to me (marketing) first before design officers so I am kept in the loop.
- In general, everyone needs to give me more notice to post things... marketing schedule should help that. We (particularly design officers) need AT LEAST A WEEK as mentioned before.

## 8.7 Queerfest Coordinator

Last Week:

- worked on the QF logo with Design officer 1 who did a stellar job
- discussed some marketing ideas with the QF Advertising Team
- publicised the QF subcom applications.
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This Week:

- try to get into contact with alumni through alt means while waiting for a Big List TM of emails.
- draft the email that I'll send to the Big List

Other:

## 8.8 Wellbeing Events Coordinator

Last Week:

- Sorted through applications for wellbeing subcommittee, worked through issues
- by extending the deadline, contacting DSN, making another announcement post etc, now have most applications filled, have begun to schedule interviews for positions, messaged social officer about scheduling events

This Week:

- Collect applications by Sunday, close applications, contact applicants for interview, begin interview and selection process, schedule meetups and discussion groups with specific dates

Other:

## 8.9 Campaigns Officer

Last Week:

- Filled in the calendar with various LGBT related awareness days, weeks and months.

This Week:

- Potentially amend the calendar based on discussion in the meeting.
- Speak to President about the LGBT STEM informative talks idea that was brought up last week

Other:

## 8.10 First Year Officer

Last Week:

This Week:

Other:

## 8.11 Postgrad Officer

Last Week:

- Postgrad Pub Quiz was great. 12 participants in total. Great help by two other postgrads in setting up and running the quiz. One participant offered to help organise future events.

This Week:

- Meetings like the pub quiz every twice a week,
- we would also make use of jackbox if we had it and netflix party

Other:

## 8.12 Trans and Non Binary Officer

Last Week:

- subcom positions written and google forms ready and design requested
- amnesty collab
- got Transition Guidelines answers and almost finished updating it
- sorted trans clothing drive things
- scored scavenger hunt things

This Week:

- subcom positions form released
- got consent edits
- meeting with Registrar and Dr Lisa Meschike about having a separate member of Student Services to support trans/nb students
  - Need to ask president and member of gender equality to hop onto that
- Meetings with member of gender equality about trans support

Other:

- would it be helpful to do a special meeting with Registry to discuss trans issues?
  - if anyone n committee wants to mention anything let the officer know
- Treasurer: fundraising separate orders of trans-specific items?
- Platform to share Transition Guidelines on/make the document accessible throughout the uni since pamphlets aren't very helpful during social distancing measures
  - add it onto the website and also link it to the saintslgbt union page

## 8.13 Design Officer 1

### Last Week:

- I assisted the president in tallying points for the scavenger hunt. I also edited the professional photographs of the committee so they now have the logo on them.

### This Week:

- There are a few graphics for events that have been implied to be coming up, but we are yet to get dates / further information. Specifically, the identity specific meetings, and the transfest subcommittee graphics
- Wellbeing subcommittee applications

### Other:

- Can we please change the names on teams this topic keeps being forgotten and I am worried about people running events or saying sensitive information in the wrong chat
- Ones pending : identity meetups, need all a list from the wellbeing events officer of all the ones that happen generally
  - Once we have everyone's availability with the applications
  - Need a document for a list of all of em with dates and information

## 8.14 Design Officer 2

### Last Week:

- Finished Queerfest applications which are now published.
- Academic family finding event cover.
- Began work on transfest committee applications.

### This Week:

- Finish transfest committee applications.
- Postgrad Facebook group header.
- Get ahead on calendar to make sure designs are done in advance.

### Other:

- Need optimistically 2 weeks for designs

## 8.15 Gay Saint Head editor

### Last Week:

- I've received all the applications for The Gay Saint and will arrange interviews/send e-mails to the applicants in the next few days.

### This Week:

- I'm going to interview the applicants and put together this year's Gay Saint team, and make a detailed plan for the October edition!

### Other:

## 8.16 Glitterball Coordinator (in camera)

8.17 Contributions from Sabbatical Officers

9.0 AOCB

10.0 Student Councils' Business

11.0 Open Forum (in camera)