

**Minutes**

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| **Meeting:** | **SU Sport Exec** |
| **Place:** | Microsoft Teams |
| **Date and Time:** | 01/09/2023 – 14:00 – 15:00 |

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| Present | Sport Officer | Abbie WATKIN |
|  | Sport Exec - Treasurer | Robert Preston |
|  | Sport Exec - Performance Sport Officer | Liam White |
|  | Sport Exec – Media Officer | Nell Powell |
|  | Sport Exec - Welfare Officer | Ellie Muir |
|  | Sport Exec - Inclusion Officer | Bart Hobson |
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| Apologies | Sport Exec - Treasurer | Jamie Cubitt |
|  | Sport Exec - Volunteer Recognition Coordinator | Matthew Houghton |
|  | Sport Exec - Marketing Officer | Lisa Shaw |
|  | Sport Exec - Events Coordinator | Kang Guo-Benson |
|  | Sport Exec - Chair | Michael Buamah |
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| In attendance | Sport Coordinator | Sam Smith |
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|  |  | Action |
| 1 | **Apologies for absence** – As above |  |
| 2 | **Introductions –** AW introduced herself to the group and explained the role of the exec committee and introduced the SU Sports team. The exec committee were given the opportunity to introduce themselves, their role within exec and why they are on the exec committee. |  |
| 3 | **What’s coming up –** The group were shown the events that are coming up throughout the year. Shown dates and explained what roles they could support with throughout the different events and what roles they could take on. Events coming up – Sports Day, Crazy Golf, Cycle Cinema, Rugby at the Rec, Snowball, Varsity and Blues |  |
| 4 | **Meetings –** Open discussion on how often these meetings will take place and the structure of the meeting. A different exec member to chair each meeting, creating an agenda, sending out the meeting invite, making sure the meeting runs smoothly and everyone has a voice.  How often and when is the best day and time for these meetings was discussed. It was agreed that it would be best to meet in person, but joining online can be used for those who are away or cannot make the meeting in person.  BH – Could we avoid the 9 – 5 and use evenings if people are free from 5:30pm – 6:30pm.  AW – Will arrange the meeting bi-monthly, meetings can be arranged at different dates and times, to suit all schedules.  All agreed to meet outside 9-5, work on the days of the meeting nearer the time.  AW - How often should these meetings run? – Potentially once a month, and having more meetings if needed?  RP – In previous years, it has been once every 2 weeks but during busier times meetings became more often e.g., once a week around things like snowball and varsity.  Once every 3 weeks/once a month and more if needed  AW – Explained the GMs that will take place each month. One member from each committee will need to attend each meeting.  AW - Over the next few meetings, we will discuss what we will discuss over the course of the meetings, what we want to achieve across the year. Be the ears for the committee, what clubs want improved. | Exec to think of topics of discussion and what they would like to achieve this year and bring this to the next committee meeting. |
| 5 | **Sports Day**  SS talked through sports day and how the exec committee could support throughout the day. Roles were explained and an excel spreadsheet will be posted onto the team’s page for everyone to put themselves forward for different roles throughout the day.  BH – Unavailable that week but would be able to help with any administration roles leading up to the event. | SS to send out document with job roles for Sports Day |
| 6 | **Task** – What do you want to achieve this year? What are the key issues with Sport that need to be addressed.  AW – Can this be completed before the next meeting. | Exec to complete before the next meeting. |
| 7 | **Any other business –** LW and BH asked on behalf of their club committee with a few things regarding Sports Day. SS to respond. | SS to respond |
| 8 | **Notifications of next meeting: Next meeting before freshers’ week** |  |