

# Academic Society Hub

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Thu 04-10-2018 5:40-6:25pm

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**Attendees** Cassandra Coakley **CC** (Vice President Activities)  
William Smith **WS** (Societies Officer)  
Lois Jones **LJ** (I Love Tour representative)  
Emma Blackburn **EB** (RAG Officer)  
Tommy George **TG** (Vice President Education)  
Jessica Skill **JS** (Societies Assistant)

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**Apologies** Classics and University of Lincoln Film Society.

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**Attended (9 Societies)** **Bio-Veterinary** (Kelly Hylton), **Zoology** (Daisy Robinson), **English** (James Buxton, Rebekah Lee), **Maths and Physics** (Alyssa Critchley, Lovedeep Bharaj), **Classics** (Elliot Luke), **Biomed** (Alexandra Marchant), **Psychology** (Jade Kinchella), **Pharmacy** (Georgina Smith, Claire Elizabeth Hodge), **History** (Christian Cowdell).

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## 1. Welcome and Apologies

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**Welcome** 1a **WS** Welcome and thanked the audience for attending.  
Welcome to our new Societies;

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## 2. Vice President Education Update

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**New Structure** 2a **TG** This year Academic Societies now fall under the Vice President Activities and the Vice President Education. This is due to the fact that Academic Societies need more support from the Schools. Academic Societies will be split into two clusters; College of Science and International Business School and College of Arts and Social Science.

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**Support** 2b **TG** Academic Societies are very valuable and there is now a Government need for them. We are aiming to help provide Societies with more support from their staff members and lecturers which could be in the form of; networking sessions, guest lectures, feedback and representation.

Questions from Academic Societies;

- How do we engage with an entire School? **TG** Get staff buy in by talking to a lecturer or staff member. Speak to VPE and VPA to help with that conversation.
  - **History-** Membership fee puts people off joining- **English** we hold free lectures for everyone to come and take part and have help which membership fee goes towards.
  - **Biomedical-** People don't care about the Society. **TG** Employability needs to be pushed to students to get them to join. Tell students what they would be gaining from joining a society. Speak to lecturers to plug the society in freshers etc.
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Actions for next meeting;

- Build a quick but effective ppt that committees can take to lecture shout out
  - Produce jargon buster/buzzword guide
  - Start the meeting process for all Academic Societies with their Schools if they have not already.
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### 3. Matters Arising

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Voting	3a	<b>WS</b> Voting is open for all by-election positions. These closed Friday 5 <sup>th</sup> October at 2pm. Only those that have paid membership will be able to vote but this is extremely important for Core Committee positions. If Societies fail to gain their Core Committee then these will be disbanded. Any non-core positions that have no votes for them will need to be updated on the constitutions.
Ratification	3b	<b>WS</b> Ratification for Societies will be November 1 <sup>st</sup> . All Societies will need to have 10 paid members on this date otherwise they will be disbanded. If members are having any issues with buying membership then ensure activities know.
Risk Assessment & Constitutions need to be uploaded onto mini sites.	3c	<b>WS</b> All Risk Assessments should be signed off by all of the 18/19 committee that are in place and should be in as much detail as possible. This includes fundraisers, socials and trips. There is a step-by-step guide on the Health & Safety online training which is now available for all of those to see on their account on the SU Website. If Risk Assessments are not up to date or contain the necessary information, then events and trips will not be approved. Alongside this please ensure that all constitutions are fully up to date and if you are needing any more committee members let us know and send in an update constitution. The Activities Department will email outstanding Societies.
E-mail Addresses	3d	<b>WS</b> The functionality to e-mail all paid members is now available on the dashboard. This is similar to the e-mail all interested. If you have any questions regarding this then please let us know.
Online Training	3e	<b>WS</b> All online training needs to be completed by committee members. This will give you access to your Dashboard but there is also a lot of vital information on the training videos. If anyone has had any trouble completing this then ensure you are e-mailing activities to be rebooked. Please also ensure you are completing the feedback fully so we are able to ensure we improve the online training annually.
Take That Photo	3f	<b>WS</b> Take that photo will be here again in November. The first day is November 16 <sup>th</sup> 9am-4pm, and the second date being November 17 <sup>th</sup> 9am-11am. These are in 10 minute slots and will be held in the Engine Shed. An e-mail has been sent around which has the log in details in order to book slots for your sports teams. To log in please follow the steps below; <ol style="list-style-type: none"><li>1. Go to this link or copy paste it into a web browser</li><li>2. <a href="https://www.takethatphoto.co.uk/index.php/services-wrapper">https://www.takethatphoto.co.uk/index.php/services-wrapper</a></li><li>3. Enter user name and password when requested –</li></ol> <p>Username: ncoln Password: An3BFKzJ</p>

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### 4. Societies Officer Update

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Cluster Reps	4a	<b>WS</b> This academic year's Cluster Reps are as follows; Faith & International - Oluwaseun Campaigns, Politics & Lifestyle - George Arts & Culture - Harrison Recreational - John
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		If you have any questions or queries please ensure you are talking to your cluster reps as they are able to feed these back to us.
Rep Forum	4b	<b>WS</b> The first Rep Forum will take place on Monday 22nd October in the Engine Shed. All the course reps will be in attendance and it will be a good opportunity to network but also help us gain more Academic Societies.
School Action Days	4c	<b>WS</b> We will also be holding School Action Days. The School Action Day scheme was created to provide students and staff with the space to explore key ideas, issues and areas for improvement by developing solutions together. Through this, all staff and students within each School will come together for a two-hour timetabled session in the Engine Shed on an annual basis with structured support, resources and activities (and refreshments!). The aim is to work together to create solutions to best enhance the overall experience within the School and to transform the learning experience. The confirmed Schools so far are; <ul style="list-style-type: none"> <li>• Architecture and the Built Environment: Wednesday 23<sup>rd</sup> January 11-1pm (Architecture and Design Society)</li> <li>• Computer Science: Monday 5<sup>th</sup> November 11-1pm (Computer Science)</li> <li>• Maths and Physics: Monday 5<sup>th</sup> November 2-4pm (MAPS)</li> <li>• Pharmacy: Wednesday 30<sup>th</sup> January 11-1pm (Pharmacy)</li> <li>• People and Organisations: Wednesday 13<sup>th</sup> March 11-1pm (Business)</li> </ul>
8 out of 10 Swans	4d	<b>WS</b> This year 8 out of 10 Swans is back! We have had our first round with; <p>20 Minute Society Vs Electronic Music  Comedy Vs Orchestra  Drama Vs ESports</p> There are still some slots remaining so if your Society is interested in winning £500 then email <a href="mailto:societies@lincolnsu.com">societies@lincolnsu.com</a>
Murder Mystery	4e	<b>WS</b> The next Murder Mystery 'Murder at the Juie Joint' will be taking place on Monday 23 <sup>rd</sup> October. This year the theme is 1920s Italian Mob. Please email <a href="mailto:societies@lincolnsu.com">societies@lincolnsu.com</a> to receive a character and get ready for a night of suspicion and murder.
Film Night	4f	<b>WS</b> There will be a film night on Monday 26 <sup>th</sup> November with free popcorn and candyfloss with deckchair seating. There will be a poll on social media for which film will be played. Ideas from the meeting are; Greatest Showman, Rocky Horror, Lord of the Rings, Lion King, Flushed Away and Wreck it Ralph.
Give it A Go	4g	<b>WS</b> The first Give It A Go is the Activity wars 1.0 which will be held in the Engine Shed on October 22 <sup>nd</sup> from 6-8pm. If you are interested in entering a team there must be no more than 10 participants, but you can enter more than 1 team. Please ensure you are e-mailing in your interest for this as spaces are filling up quickly. The deadline for interest is October 17 <sup>th</sup> .  The second Give It A Go will be held in the Platform on November 20 <sup>th</sup> and is an Escape Room that is hosted by the Drama society. Look out on social media for more information and some teasers for this.
Social Sports	4h	<b>WS</b> Social Sports for this year includes; Short Tennis (4-5pm); Badminton(5-6pm); Squash(4.45-7.15pm); Cricket(6-7pm); Netball(7-8pm); Dance(8-9pm); Gymnastics(9-10pm); Hockey(9-10pm); Volleyball(9-10pm); Basketball(8-9pm); Football (Monday 6-7pm &

		Tuesday 6-8pm); Lacrosse(Saturday 10-11am). Please keep promoting this to all members as it is free for them to attend. This could be an opportunity to organise a sober social for your members to attend free of charge. If you are wanting any more information head over to <a href="http://www.lincolnsu.com/socialsport">www.lincolnsu.com/socialsport</a>
<b>Strength &amp; Conditioning</b>	4i	<b>WS</b> These sessions are still running this year and will be in the Sports Centre. This could be an opportunity for your members to attend these sessions and gain fitness for the upcoming year. If any members are wanting to attend please just e-mail <a href="mailto:sandc@lincolnsu.com">sandc@lincolnsu.com</a>
<b>5. Vice President Activities Update</b>		
<b>We Are Lincoln</b>	5a	<b>CC</b> Could everyone ensure they are liking the We Are Lincoln pages on social media and ensuring that all members are also following these accounts. A lot of information will be shared on these pages including We Are Lincoln Lounge. If you are doing anything on twitter then ensure you are using the hashtag #WeAreLincoln
<b>Deadlines</b>	5b	<b>CC</b> All deadlines are available to view at <a href="http://www.lincolnsu.com/funding">www.lincolnsu.com/funding</a> It also has the documents to do with all of the funding and all of the details regarding this. The Development fund deadline is on October 31 <sup>st</sup> at 10am. Please ensure any quotes are sent alongside these as well.
<b>Volunteer Hours</b>	5c	<b>CC</b> On your account on the SU website there is a section where you can log all of your hours which is under 'employability'. On here you can log all of your volunteer hours, training hours and paid hours. This is to ensure that everyone is aware of all of the skills they are gaining throughout university. If you want more information regarding logging hours or if you would like more explanation for this please e-mail <a href="mailto:employability@lincolnsu.com">employability@lincolnsu.com</a>
<b>Footage</b>	5d	<b>CC</b> If you have events, socials etc that you would like to share with us and potentially feature on We Are Lincoln Lounge then ensure any footage is in landscape. These can be sent to this link <a href="https://universityoflincoln-my.sharepoint.com/:f/r/personal/abruton_lincoln_ac_uk/Documents/Attachments/Societies?csf=1&amp;e=nzlr7z">https://universityoflincoln-my.sharepoint.com/:f/r/personal/abruton_lincoln_ac_uk/Documents/Attachments/Societies?csf=1&amp;e=nzlr7z</a> which was also sent around to Society e-mails on Thursday (4 <sup>th</sup> ) Morning.
<b>Quack/Anthem</b>	5e	<b>CC</b> Please remember that each Society is allocated 3 free places. These would have been automatically allocated to President, Vice-President, and the Social Secretary. If you do not have Social Secretary then this would have been allocated to the Treasurer. If you would like these to be changed especially after by-elections please ensure you e-mail <a href="mailto:societies@lincolnsu.com">societies@lincolnsu.com</a> with the positions you would like to have these allocated to. Please also remember that all Societies get quack back – so the more socials you hold at quack with all of your members the more money will go back into your accounts – this is £1 per paid member. For Anthem, we are offering discounted entry to members. If you are wanting to get this it will be £3 entry but you must e-mail <a href="mailto:anthem@lincolnsu.com">anthem@lincolnsu.com</a> in enough notice to ensure that these are put on your card.
<b>Tower Bar</b>	5f	<b>CC</b> All Societies are able to hire out any SU venues for free as long as these are booked in well in advance and providing there is availability which is not guaranteed. If you would like to book venues please e-mail <a href="mailto:hire@lincolnsu.com">hire@lincolnsu.com</a> If you are wanting the bar for an event this will be free if it takes in over £100, but will be £40 if not. All Societies were sent

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		an e-mail which outlined the sponsorship that was available with the SU. There is a point system for every member that scans their card when purchasing anything, which can then give you discounts for Christmas/End of Year meals.
<b>Online Calendar</b>	5g	<b>CC</b> There will be an online calendar going live shortly which will be available to view to all sports and societies. This is to ensure that there are no clashes of events and also so everyone is able to see when there are events happening that are open to all. This will be a good way of advertising any events and fundraisers you have so everyone can get involved.
<b>Live Events</b>	5h	<b>CC</b> This will be a Facebook page that will not only show live streams of your events, but will also have pictures etc from socials so everyone can celebrate the successes together.

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## 6. I Love Tour

<b>Destination</b>	6a	<b>LJ</b> The Society tour this year will be to Prague. I Love Tour are the safest travel operators in the UK. They work alongside the SU to ensure safety and inclusion. There is 24 hour assistance available with fully trained reps on hand at all times. The trip cost (which will be announced shortly) includes fully comp insurance, breakfast, transport and accommodation. Prague offers a free place ratio, for every 15 people 1 goes free. Prague is a European hotspot and a very vibrant city. I Lve Tour oofer bar crawls with 1 hour free drinks, underground bars, mini golf, ice bar entry and entry to one of the biggest sup clubs in Prague-Karlovy Lazne.
		Societies can also plan their own trip and I Love Tour will cater to their needs anywhere within Europe. If you wish to discuss any trip ideas or want more information then please go to their website <a href="http://www.ilovetour.co.uk">www.ilovetour.co.uk</a>

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## 7. RAG

<b>About RAG</b>	7a	<b>EB</b> RAG Stands for 'Raise and Give' and she will be happy to help any Societies out with their fundraisers. This is an opportunity to get involved a lot more with the Campaigns network and to work in collaboration with these but also other activities to raise money. This can be both for yourselves but also for charities. EB is looking to get more individuals involved in charity trips abroad as well. One this year includes a trip to Machu Pichu. If you would like any more information regarding anything RAG based or more information on fundraising opportunities then e-mail <a href="mailto:rag@lincolnsu.com">rag@lincolnsu.com</a> . RAG week is next month and this is 12 <sup>th</sup> -16 <sup>th</sup> November. If you are wanting to be a part of this and see how you can be involved then please also e-mail in.
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## 8. Discussion Topic

<b>Feathers</b>	8a	<p>What would you like to get out of the Feathers Scheme? What would make you interested in taking part?</p> <ul style="list-style-type: none"> <li>• Free Quack/Anthem places- Quack ducks etc.</li> <li>• Money</li> <li>• Promo from SU about the Society</li> <li>• Application process easier</li> <li>• Pin badges to show Feather achieved</li> <li>• Greater escalation of what you can achieve.</li> </ul>
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	Matters Arising
VPE Update	<p>Actions for next meeting;</p> <ul style="list-style-type: none"> <li>• Build a quick but effective ppt that committees can take to lecture shout out</li> <li>• Produce jargon buster/buzzword guide</li> <li>• Start the meeting process for all Academic Societies with thir Schools if they have not already.</li> </ul>
Online Training	<p>If anyone needs to book in to redo online training e-mail <a href="mailto:societies@lincolnsu.com">societies@lincolnsu.com</a></p>
Take That Photo	<p>Ensure you are booking in the times you are wanting and letting all your members know when this time it. Information on how to book on has been sent to all club accounts.</p>
8 out of 10 Swans	<p>If your Society want to take part in 8 out of 10 Swans then please email <a href="mailto:societies@lincolnsu.com">societies@lincolnsu.com</a></p>
Murder Mystery	<p>If you would like to get involved in the Murder Mystery evening then please email <a href="mailto:societies@lincolnsu.com">societies@lincolnsu.com</a> to receive a character.</p>
Film Night	<p>Please send in any film ideas to <a href="mailto:societies@lincolnsu.com">societies@lincolnsu.com</a> Please keep an eye on social media to vote which film you would like to see.</p>
Give It A Go	<p>If you want to enter yourselves into activity wars please ensure you are doing this no later than October 17<sup>th</sup> to <a href="mailto:activitiesoffice@lincolnsu.com">activitiesoffice@lincolnsu.com</a></p>
Social Sport	<p>Ensure sober socials are being planned at these and that all members know these are free to attend. More information can be found at <a href="http://www.lincolnsu.com/socialsport">www.lincolnsu.com/socialsport</a></p>
Strength & Conditioning sessions	<p>If you want to book onto these they are Thursday 5-6pm and e-mail <a href="mailto:sandc@lincolnsu.com">sandc@lincolnsu.com</a></p>
Funding Deadlines	<p>If you are wanting to submit any paperwork for funding the deadline for Development Fund is October 31<sup>st</sup>. For more information please head to <a href="http://www.lincolnsu.com/funding">www.lincolnsu.com/funding</a></p>
Footage	<p>If you take any footage this can be sent here <a href="https://universityoflincoln-my.sharepoint.com/:f:/r/personal/abruton_lincoln_ac_uk/Documents/Attachments/Societies?csf=1&amp;e=nzlr7z">https://universityoflincoln-my.sharepoint.com/:f:/r/personal/abruton_lincoln_ac_uk/Documents/Attachments/Societies?csf=1&amp;e=nzlr7z</a></p>
Free Quack Places	<p>These have been allocated to President, Vice President and Social Secretary if you would like to change these please e-mail <a href="mailto:societies@lincolnsu.com">societies@lincolnsu.com</a> with the positions you would like to have these allocated to.</p>
Anthem	<p>Anthem are offering £3 entry to members, so if you are wanting to make use of this offer, e-mail <a href="mailto:anthem@lincolnsu.com">anthem@lincolnsu.com</a> but ensure this is done with plenty of notice.</p>
Tower Bar Sponsorship	<p>If you would like to be involved with this please e-mail <a href="mailto:gTelezynska@lincoln.ac.uk">gTelezynska@lincoln.ac.uk</a> for more information.</p>
I Love Tour	<p>If you would like more information regarding the Society tour or you can e-mail Lois <a href="mailto:lois.jones@ilovetour.co.uk">lois.jones@ilovetour.co.uk</a> for more information</p>
RAG	<p>If you want more information for this then please e-mail <a href="mailto:rag@lincolnsu.com">rag@lincolnsu.com</a></p>

**Next meeting is: 01/11/2018 4.50pm**

**Location: NDH0020**