**Friday 14th May, 4pm – 5pm, Microsoft Teams**

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|  | **Initials** | **09/11/2020** | **24/11/2020** | **11/12/2020** | **12/01/2021** | **09/02/2021** | **18/02/2021** | **09/03/2021** | **25/03/2021** | **20/04/2021** | **14/05/2021** |
| **Members** |
| Naomie Lebe | She/Her  SUBU President | NL | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Chiko Bwalya | She/her  SUVP Education | CB | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | A | ✓ | ✓ |
| Toluwa Atilade | She/Her  SUVP Welfare & Community | TA | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Ugo Andy-Eke | He/Him  SUVP Opportunities | UAE | ✓ | A | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | A | ✓ |
| Alexandra Cazacu | She/Her  SUBU Summit Chair | AC | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | X | X | X |
| Ayra Syamsul | She/Her  AAEM Officer | AS | ✓ | ✓ | A | A | ✓ | A | ✓ | ✓ | X | X |
| Nyasha Madhuku | He/Him  Black Student’s Officer | NM | ✓ | ✓ | ✓ | X | ✓ | ✓ | P | X | P | ✓ |
| Luci Phalp | They/She  Disabilities Officer | LP | ✓ | ✓ | ✓ | X | ✓ | ✓ | ✓ | ✓ | ✓ | x |
| Morgen Hake | She/Her  LGB+ Officer | MH | ✓ | ✓ | A | ✓ | ✓ | X | X | X | X | X |
| Lucy Fitzgerald | She/Her  Trans & Non-Binary Officer | LF | ✓ | ✓ | A | X | X | X | X | X | X | X |
| Shannon McDavitt | She/Her  Women’s Officer | SM | ✓ | ✓ | ✓ | A | X | X | X | ✓ | A | X |
| Callum Ovey | He/Him  Business School Officer | CO | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | A | ✓ | ✓ | ✓ |
| Michelle Clark | She/Her  Health & Social Sciences Officer | MC | ✓ | A | X | ✓ | P | P | A | X | X | X |
| Lauren Francis | She/Her  Media & Communication Officer | LFr | ✓ | ✓ | ✓ | ✓ | X | ✓ | ✓ | ✓ | ✓ | ✓ |
| Christian Kuziara |  Science & Technology Officer | CK | ✓ | ✓ | ✓ | ✓ | X | X | X | X | X | X |

Key: “✓”= Present, “A” = Apologies given, “N/M” = Non-member, “P” = Partial attendance, ‘X’ = Non-attendance

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| **In Attendance** | **Initials** | **Title** |
| Mata Durkin | She/Her | MD | Democracy & Campaigns Coordinator (Committee Secretary) |
| Samantha Leahy-Harland | SLH | Chief Executive |
| Emma Davies | ED | Student Opportunities Manager |

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| **Introduction** |

**Welcome and apologies**

Apologies from Charlotte Morris-Davis. The meeting is not quorate, but as we have no major items to vote on, the meeting will go ahead.

**Minutes Ratification**

* As the meeting was not quorate, we are unable to ratify the minutes – they will be pushed back to next meeting.

**Officer Updates**

1. **Naomie Lebe**

* Chaired the Student Members Meeting that was held yesterday.
* Working with BU on everything that needs to be put in place for students for September

1. **Chiko Bwalya**

* Attended a lot of faculty meetings – was great to see good attendance from the Faculty Officers.
* Working on preparation for the next academic year, and looking forward to continuing the work next year.

1. **Toluwa Atilade**

* Submitted a policy to the Student Members Meeting, which passed.
* Continuing to work on Allyship project – finishing up the website currently. Organising Allyship training for SUBU staff as a part of this.
* Working on environmenstrual/period poverty campaign.
* Looking at the wellbeing policies that were passed at previous SUBU Summits and working on everything that needs to be done for them.
* Met with deputy officer at Dorset Police.

1. **Ugo Andy-Eke** (*given via Teams chat due to technical problems*)
   * We had a meeting with the MP speaking on helping Bournemouth uni students push towards starting their own businesses.
   * Final awarding committee meeting for clubs was held last week with the opportunities to help allocate funds to societies.
   * Having an event at the velodrome next week to welcome students back to face to face events.

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| **Action Log** |

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| **Upcoming events** |

**Pride Month - June**

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| **Items Discussed** |

1. **MSL Transaction Fees (Emma Davies)**
   1. Looking to move the transaction fee on the SUBU website from Student Opportunities team to the student. Currently the fee is 12p per transaction.
   2. Will make sure there is a clear message to explain to students about the inclusion of a transaction fee.
   3. The money that would have been spent on transaction fees will then be spent on clubs and societies (for examples in grants).
   4. Please contact Emma or Ugo if there are any worries or concerns.
2. **Part-Time Officer Review (Naomie Lebe)**
   1. We are asking all PTOs to fill in this survey about their experience over the past year.
   2. <https://forms.gle/1m3YC9RpvfERGb5L6>

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| **Standing Items** |

**Any other business**

1. **Thank you to the Executive Committee!**

**Details of next meeting**

* TBD