



Weekly Sub Committee Memos and Weekly Executive Meeting Minutes

Memos submitted by Monday 14th August 1pm

Academic Affairs

Item / Action / task	Description	Noting / Discussion / Approval
USI Meeting	Had a Meeting with Bryan O' Mahony about national education issues and their stance on student survey	Noting
Comms forms for class rep recruitment	Had a Meeting with Liam about the comms for class rep recruitment and approved the form	Noting

Campus & Facilities

Item / Action / task	Description	Noting / Discussion / Approval
Blanchardstown: CCTV	Waiting for updates from System Manager	Noting
Blanchardstown: Mandate	In discussion to develop artwork	Noting
Blanchardstown: Transgender Healthcare	Contacted USI and Transgress the NGS	Discussion
Blanchardstown: Parking	Contacted NG	Noting
Blanchardstown: Access Orientation	Chaired meeting to discuss involvement and set schedules	Noting
Blanchardstown: Nurse	Introductory Meeting	Noting
Blanchardstown: Chaplain	Introductory meeting	Noting

Blanchardstown: Canteen	Request for vouchers, worked on document for developments with canteen	Noting
Blanchardstown: Societies	Contacted society about possible collaboration	Noting
City: BST Bike Storage locations	Bike locations in Bolton Street need to be reallocated – contacted sustainability and provided a more suitable location	Noting
City: AST Common Room + BST Common Room	Aungier Street common room needs a spruce up – working with the porters to paint and refurbish the Common room	Noting
City: Bolton Street and Linenhall	Both these campuses are in a state of disrepair – documenting the disrepair and working with different departments to fix this	Noting
City: Vending Machines -EQ +AST	Students have been asking for more vending machines on campus- Contacted the head of the departments to discuss new locations	Noting
City: Noticeboards (CQ, EQ)	Contacted the head of planning in order to add additional noticeboards to CQ and EQ	Noting
City: Seating in CQ + EQ Atrium	Seating is very minimum at the moment in CQ and EQ – Contacted head of planning to request additional seating	Noting
City: Post-occupancy + post-utilisation survey data	This data is required for us to plan more seating – Requested this data from head of planning	Noting
City: Campus Culture	To keep the campus culture alive I am constantly thinking of events and what to do next	Noting
City: Picnic Benches	Contacted head of planning in order to facilitate more benches	Noting
Tallaght: VapeBox	Got confirmation that they'll send one for every major campus during freshers week	Noting
Tallaght: Lab Equipment/Computers	Contacted heads of schools to find out more about the ongoing issues, and see whats being done	Noting
Tallaght: Bike Racks	Contacted Campus Planning to see if they would be okay with removing the bike racks in front of the SU building	Noting
Tallaght: Societies	Some societies reached out to see if they could possibly collaborate with us for some events	Noting

Tallaght: Sports Science Building	Contacted Christy O'Shea asking for updates about the 'non peak' free hours	Noting
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Communications and Media

Item / Action / task	Description	Noting / Discussion / Approval
Student Media Outlet	Developing proposal document for SMO based on interviews and desk research, currently around 60% completed.	Noting
Governing Body Select Committee	Part of panel to recruit new chair and four external governing body members. Two meetings held plus three hours desk assessment	Noting
Media Monitoring	Daily media monitoring of local/national news articles including government (DFHERIS and DCEYI)	Noting
Societies Meeting University Communications	Meeting with societies to discuss student media outlet and potential collaborations	Noting
PR Opportunities	Emailed and confirmed TUDSU on media lists for commercial pr list	Noting

Events and Engagement

Item / Action / task	Description	Noting / Discussion / Approval
UCD Ents Conference	Attended the UCD ents conference with the Development manager. Was a decent event in terms of networking. Linked in with like of eventbrite	Noting
Bingo Loco Meeting	Met with Claire from Bingo Loco to discuss opportunities to collaborating this year. Detailed what packages they offer etc. Very positive and got a quote for freshers	Noting
Lost Lane Meeting	Met Caoimhe from Lost Lane to discuss collaborating this year. Very positive and will be good to work together this year	Noting

Quotes	Sent out for multiple quotes for sreshers including, nore farm, wooly farm, airmax inflatables, barry balloons, workmans club and a number of other. Working with the development manager to use these to inform and finalise our freshers budget.	Noting
Activations	We now have multiple activations booked in or in planning over multiple campuses for the beginning weeks	Noting

President

Item / Action / task	Description	Noting / Discussion / Approval
Governing Body documentation	Confidential	Noting
SUT+ Preparation	TU Working Group	Noting
President's Meeting	Agenda + Documentation for upcoming meeting with President of TU Dublin	Noting
Funding Confirmation	Liaising with JF on SU budget 23/24	Noting
SU Budget Draft Finalization	Drafting budget with GM & FE	Noting
WEM TOR's	Drafting Terms of Reference for WEM	Approval
Campus + Facilities (Formalization of sub-committee)	Began weekly task list + updates from CVP's	Noting
Campaigns Weekly (TOR's)	Drafting Terms of Reference for WE;	Approval
University Introductions	Introductory emails between CVP's, W&E, and myriad of University staff required for progressing weekly tasks	Noting
Team Bonding Organization	Working with staff to plan + finalize Team Bonding (September)	Noting

Welfare & Equality

Item / Action / task	Description	Noting / Discussion / Approval
Accommodation Guide	This is a guide we developed to help incoming students get acquainted with what to expected/look out for in as far	Approval

	as their accommodation needs are concerned	
Multifaith rooms	Following a meeting with the Islamic Society, they requested that the Prayer room be equipped to suit their needs and that suitable provision is made for prayer preparation	Discussion
International Students Comms form	Run an information campaign on rights, accommodation, facilities and services for all international students	Discussion
Medical Centres	Work with CVP Tallaght to lobby for a removal of the Doctor's charge	Discussion
Sensory Rooms	Work towards the establishment of Sensory spaces on all campuses	Ongoing
Gender neutral signage	The need for signages for gender neutral bathrooms on all campus. This was actioned and a reminder with the ideal timelines sent to officer in charge. There is need for a follow up on implementation	Discussion

Executive Meeting Minutes

Name: TU Dublin SU Executive meeting

Date: 15th August 2023

Time: 3:30pm

Via: Teams

Present:

<p>Louise Kavanagh</p> <p>Nekesa Khisa Nancy</p> <p>Shauna O Toole</p> <p>Ian Kelly</p> <p>Jeremy Lawler</p> <p>Peter McCann</p> <p>Sheran Bahadir</p>	<p>Vice President for Communications & Media,</p> <p>Deputy President, Chair</p> <p>Vice President for Welfare & Equality</p> <p>Vice President for Academic Affairs</p> <p>Vice President for Events & Engagement</p> <p>Blanchardstown Campus Vice President</p> <p>City Campus Vice President</p> <p>Tallaght Campus Vice President</p>
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Apologies: **Brian Jordan** **President**

In attendance: **Anna Perho** **Representation and Engagement Executive, Clerk**

Agenda Item	Details	Action
1. Welcome	Louise Kavanagh, Chair: <ul style="list-style-type: none"> - Welcome to first meeting with memos of everyone's work - Memos to be returned weekly by Monday 1pm - Everything that needs to be approved by Executive will be done in Executive meeting Questions/Clarifications: <ul style="list-style-type: none"> - Ian Kelly: question about memos if someone is off work, to be clarified. 	Reporting procedures to be clarified in the case that someone is out. Memos to be sent every Monday 1pm to Anna or Louise (to be clarified)
2. Academic Affairs	Shauna O Toole, Vice President for Academic Affairs: <ul style="list-style-type: none"> - Comms form for Class Rep Recruitment is yet to be approved in the Academic Affairs meeting this week. 	

<p>3. Campus & Facilities</p>	<p>Peter McCann, City Campus Vice President:</p> <ul style="list-style-type: none"> - Bolton Street Facility issues worked on - Emailed TU Dublin about Grangegorman bins - Officer asked to join Green Campus Committee - Paul Horan emailed about several campus-related issues <p>Sheran Bahadir, Tallaght Campus Vice President:</p> <ul style="list-style-type: none"> - Vape Recycling boxes brought to every campus for freshers - No keys for Tallaght SU building yet <p>Jeremy Lawler, Blanchardstown Campus Vice President:</p> <ul style="list-style-type: none"> - Access orientation meeting about Tallaght and Blanchardstown orientations. Training day will be on 30th and relevant Campus Vice Presidents were invited to join. <p>Questions/Clarifications:</p> <ul style="list-style-type: none"> - Ian Kelly: clarification about Green Campus Committee (they had asked for a video last year) and Vape boxes (might need insurance/risk assessment) - Nekesa Khisa Nancy: question about sensory rooms. Bolton Street and Tallaght are missing, other campuses are in the works. 	<p>Green Campus Committee to be further discussed.</p> <p>Sheran to contact Jason about vape recycling boxes.</p> <p>Campus Vice Presidents (Tallaght and Bolton Street) to contact Deidre Staunton and Ciaran Stone about sensory rooms.</p>
<p>4. Communications & Media</p>	<p>Louise Kavanagh, Vice President for Communications & Media:</p> <ul style="list-style-type: none"> - Working on document about establishing Student Media Outlet. Research has been made and proposal for Council will be done based on this. - Working on supporting team with Comms forms. <p>Questions/Clarifications:</p> <ul style="list-style-type: none"> - Nekesa Khisa Nancy: question about recruiting student volunteers. Ian Kelly answered that they will be collectively recruited and trained in September. 	<p>Ian to communicate the date they will be releasing graphics to recruit crews to Louise for comms</p>
<p>5. Events & Fundraising</p>	<p>Ian Kelly, Vice President for Events & Engagement:</p> <ul style="list-style-type: none"> - Took part in UCD Events Conference, where linked in with Eventbrite – SU will 	

	<p>not need to pay fees for fundraising events, and new features available.</p> <ul style="list-style-type: none"> - Meetings with Bingo Loco and Lost Lane - Different quotes and budgets are in the plans and shared once finalised - Activations booked for students - Wish list for campuses in the making of things that would be needed for campuses, additions are welcome <p>Questions/Clarifications</p> <ul style="list-style-type: none"> - Louise Kavanagh: question about Comms form for freshers. Ian answered that final details are to be confirmed but finalised by Wednesday. - Peter McCann: question about speakers in common rooms. Ian answered that there are 2 big speakers and one can be used in Bolton Street 	<p>Officers to contact Ian if they want to add things to wish list.</p> <p>Ian to submit comms form for freshers (deadline this Friday 18th Aug)</p>
6. USI & National Affairs	<p>Louise Kavanagh, Deputy President:</p> <ul style="list-style-type: none"> - Governing Body meeting on 23rd August - Brian Jordan currently taking part in SUT+ Training - USI "Scamwatch" Campaign on 16th August, collaboration with Treshold and ICOS. TUDSU will share graphics once released. 	
7. Welfare & Equality	<p>Nekesa Khisa Nancy, Vice President for Welfare & Equality:</p> <ul style="list-style-type: none"> - Accommodation Guide in the works, will be published this week - Helping Islamic students with a place for prayers - International student comms form to be completed soon - Medical Centres followed up with Campus Vice Presidents (especially Tallaght & Doctor Charge) <p>Questions/Clarifications:</p> <ul style="list-style-type: none"> - Louise Kavanagh: question about Accommodation Guide social media - short video was discussed. 	
8. Any Other Business	<p>Orientation Update</p> <ul style="list-style-type: none"> - Louise Kavanagh updated that international student orientation can be done together with campaigns, Louise working on orientation presentation <p>Ikea Activation</p>	

	<ul style="list-style-type: none"> - Ian Kelly updated that there will be an Ikea giveaway that he is working on Food Vouchers: - Peter McCann updated that he has been in contact with Trinity about support from Capital Credit Union and is contacting our Credit Union in pursuit of setting up a meeting to support TU Dublin students with food vouchers. <p>Work Log</p> <ul style="list-style-type: none"> - Louise Kavanagh asked if officers know how to use Case Work Log and to be in contact with her if not. 	<p>Officers who need assistance with work log to contact Louise.</p>
<p>9. Date of next meeting</p>	<p>Next Tuesday.</p>	