

Weekly Sub Committee Memos and Weekly Executive Meeting Minutes

Memos submitted by 21st August 2023 1pm

Academic Affairs

Item / Action / task	Description	Noting / Discussion / Approval
Meetings with heads of faculty	Liam is organizing introductory meetings with him, myself and heads of faculty's	Noting
Student with exam issue	Exam Paper came late on Friday for one of the exams in CQ. I contacted Exams to make sure the disturbance to students was noted for grading purposes	Noting
Gorm For class rep training	Got a quote from gorm to speak at the class rep training and it has been approved at the last AA meeting	Approval
Desk Assessments	Student Advisors	Noting
Class Rep Recruitment	Comms form submitted and budget being worked on	Noting

Campaigns

Item / Action / task	Description	Noting / Discussion / Approval
TU Dublin Finance Deficit	Assigned to Brian	Noting
Borrowing Framework + TU Student Accommodation	Assigned to Brian	Noting
Student Centre + Levy	Assigned to Brian	Noting
Partnership Agreement	Assigned to Brian	Noting

Common Rooms (incl. Bradogue)	Assigned to Peter	Noting
Bolton + Linenhall (Direct Action)	Assigned to Peter	Noting
CQ Seating (Direct Action)	Assigned to Peter	Noting
Graduations	Assigned to Shauna	Noting
Repeat Fees	Assigned to Shauna	Noting
NTUTORR	Assigned to Sheran	Noting
Cash Cow + Money Cake	Assigned to Sheran	Noting
Blanchardstown Transport	Assigned to Jeremy	Noting
Trans-Healthcare	Assigned to Jeremy	Noting
Canteen Protest	Assigned to Ian	Noting
T-Fund	Assigned to Nekesa	Noting

Campus & Facilities

Item / Action / task	Description	Noting / Discussion / Approval
City: Vending Machines	Contacted PC (Operations, Health And Safety Lead) to set up a meeting and potential locations in EQ and AST. Contacted Development Manager regarding SU locations.	Noting
City: Bike Facilities in BST	Contacted DG (Campus Planning Senior Project Manager), got referred to Estates. Contacted Estates with ideal locations.	Noting
City: Common Rooms	AST Common Room is being painted, new furniture and speakers going in. Possible new pool table on stage, and new vending machine. Furniture from PH is being moved to LH. Still trying to figure out who to contact regarding painting BST common room.	Noting
City: Canteens	Working on a document about what can be done (eg. Meal plans, lowering prices for certain items etc). Contacted TCDSU about their deal with Capital Credit Union. Contacted DUBCO to meet and explain the	Noting

	benefits of a possible partnership	
City: Bins On Campus	Contacted Sustainability, Sustainability suggested Green Campus Committee membership + student ambassadors from each campus	Noting
City: Screen Placement in CQ	Cannot be fixed due to poor room placement	Noting
Blanchardstown: CCTV	Contacted PC, PC is seeking updates from the systems manager	Noting
Blanchardstown: Council Mandate	Contacted Universal Design piece and DG	Noting
Blanchardstown: Common Room	Reported the issue with the vending machine (mold growing) to development manager + events.	Noting
Blanchardstown: Canteens	Contacted KSG about food vouchers. Waiting for response	Noting
Blanchardstown: Parking	Contacted MG (on AL)	Noting
Tallaght: Sports Science Building	Contacted Head of Sport about free gym hours. Got Confirmation that the gym will be free from 2-4 pm at minimum. Looking into more free gym hours. Got confirmation of a user group being set up.	Noting
Tallaght: Bike Facilities	Contacted DG who referred me to Head Of Campus Planning. Awaiting response.	Noting
Tallaght: Common Room	Contacted Development Manager about the broken vending machine (card machine not working)	Noting
Tallaght: Lab Equipment + Computers	Contacted head of schools to get more information about the issue and see if somethings being done (Academic Staff on AL; will follow up in September)	Noting
Tallaght: Sensory Space + Multifaith Room	Did a walkaround on main campus to find a suitable place. Contacted Disability Operations Manager about ideas	Noting

Communications and Media

Item / Action / task	Description	Noting / Discussion / Approval
Student Media Outlet	Structure of proposal – Phase 1 complete (Meeting with other publications and collating information on structure, and operational concerns such as Governance and HR, Legal) Phase 2 – Market Research when students return but planned social media reach out week 4 to guide while no students around. Planned proposal to go to the TUDSU board by Sept 1st	Noting
Media Monitoring	TUD Student Fidelma Phillips on Ireland AM, Dublin Gazette asks President for comment re accommodation crisis.	Noting
Social Media	Supplemental Campaign, Reshare of USI campaign, VP W&E reacted to video and teased upcoming accommodation campaign.	Noting
Orientations	Planned completion of Orientation PowerPoint by end of week 4	Noting
Leaving Cert Results (25/9/23)	Social media posts – Tik Tok, Instagram Stories, Twitter	Discussion

Events and Engagement

Item / Action / task	Description	Noting / Discussion / Approval
Crew Sign Up Form	I've been going ahead with the crew planning for this year. I'm recruiting for the events and welfare crew on the one document. I've attached the blurb and form for approval	Approval Events and Welfare sign up Caption.docx

Warehaus Collaboration	Met with the folks from Warehaus to discuss freshers and the year as a whole. They run 3 nights a week and we will receive a small fee for every student from TU Dublin that attends via our code. We are also working on a vs night for Freshers. Students will be able to buy tickets for bowlane or wigwam.	Noting
Stitches Comedy Club	A similar situation as the above. They run a student night on a Monday and Tuesday and we will get a fee for every student that attends via a code that we share	Noting
Freshers	Ongoing, multiple follow ups. Met with Murray RE: Comms form and design etc. Met with 2 of the 3 CVPs to discuss the daytime activities on their campuses.	Noting
Halloween	Currently seeking quotes for halloween events including Nightmare Realm and farmaphobia	Noting

President

Item / Action / task	Description	Noting / Discussion / Approval
President's Meeting	Meeting President of TU Dublin to discuss SU funding agreement, partnership agreement, graduations, and relationship overall between UET & SU	Noting
Desk Assessments	Student Advisor Role	Noting
PTO Training Planning	Compiling list of sessions, availability, etc	Noting
Re-Union Event	Call to action, planning event	Noting
Governing Body Document Re-submissions	Confidential	Noting

Academic Governance	Assignment of Officers to AC, sub-committees, etc	Noting
Multiple 1:1's	Meeting with Officers individuals to support their various work areas	Noting

National and USI Affairs

Item / Action / task	Description	Noting / Discussion / Approval
USI SCAMWATCH	USI Campaign collaborating with ICOS and Threshold to highlight scams with accommodation. MOs asked to share content online.	Noting
Upcoming Direct Action	Late Sept, Early October	Noting
SUT+	Attended SUT+, pre-budget submission feedback provided, TU working group established	Noting

Welfare & Equality

Item / Action / task	Description	Noting / Discussion / Approval

Executive Meeting Minutes



Name: TU Dublin SU Executive meeting

Date: 22nd August 2023

Time: 4pm

Via: Teams

Present:

**Brian Jordan
Louise Kavanagh**

**Shauna O Toole
Nekesa Khisa Nancy**

**President, Chair
Vice President for Communications & Media,
Deputy President
Vice President for Academic Affairs
Vice President for Welfare & Equality**

Ian Kelly
 Jeremy Lawler
 Sheran Bahadir

Vice President for Events & Engagement
 Blanchardstown Campus Vice President
 Tallaght Campus Vice President

Apologies: Peter McCann

City Campus Vice President

In attendance: Anna Perho

Representation and Engagement Executive, Clerk

Agenda Item	Details	Action
<p>1. Matters arising</p>	<p>Brian Jordan, Chair going through matters arising from last meeting:</p> <ul style="list-style-type: none"> - Last week's minutes were approved. - Reporting procedures: all memos to be filled out in weekly files by 1pm every Monday. If officer is off work, they are to ask team to update relevant information to memo. Terms of Reference for weekly meetings and reporting procedures were approved. - Sheran contacted Jason per Vape Boxes and TU staff about sensory rooms. - Ian updated about graphics on crew volunteer recruitment - Officers contacted Ian on wish items to wish list - Ian has worked on freshers comms with Jason and Murray, still some details to be clarified. Budget to be finalised tomorrow 23rd August. Official comms form to be completed asap. 	<p>Terms of Reference for weekly meetings approved.</p> <p>Ian to fill Comms form for freshers</p>
<p>2. Academic Affairs</p>	<p>Shauna O Toole, Vice President for Academic Affairs:</p> <ul style="list-style-type: none"> - Meetings ongoing with Heads of Faculties - Case Work about exam issue - Quote for Class Rep Training from Gorm received, team approved to go ahead with it - Desk Assessment for SU Student Advisors done - Class Rep Recruitment comms form submitted 	<p>Gorm quote approved</p> <p>Shauna and Louise to discuss Class Rep comms</p>

3. Campaigns	<p>Brian Jordan, President:</p> <ul style="list-style-type: none"> - Updated ongoing work on campaigns 	Noted.
4. Campus & Facilities	<p>Sheran Bahadir, Tallaght Campus Vice President:</p> <ul style="list-style-type: none"> - Gym contacted and non peak free times are 2pm-4pm, to be expanded hopefully - Work done on bike racks to be removed <p>Jeremy Lawler, Blanchardstown Campus Vice President:</p> <ul style="list-style-type: none"> - Waiting on contact on multiple things, Parking contact is on annual leave - CCTV contact, examples to be given on antisocial behaviour. Brian to give Louise's information from last year on antisocial behaviour. <p>Questions/Clarifications:</p> <ul style="list-style-type: none"> - Ian Kelly, question: bike racks were supposed to be removed and replaced with seating? Brian: TU Dublin staff to be contacted - Brian Jordan thanked Campus Vice Presidents for their work 	Brian to send info about antisocial behaviour to Jeremy
5. Communications & Media	<p>Louise Kavanagh, Vice President for Communications & Media:</p> <ul style="list-style-type: none"> - Working on the document of Student Media Outlet. Met with UCDSU, made survey about this to student and good turnout so far - Accommodation Guide – press release could be done possibly. - ACCESS Orientation updates: 19-21st September in the evenings - Anti Racism event with TU Dublin on 6th September, SU got an invite - Meeting with Emer, Communications Executive. She will be taking care of comms goals from staff perspective. 	Brian to consider press release on Accommodation guide
6. Events & Fundraising	<p>Ian Kelly, Vice President for Events & Engagement:</p> <ul style="list-style-type: none"> - Call out for Student Crew (Events/Welfare) Volunteers – introduction text approved. - Different collaborations with companies in the works, Warehaus Collaboration and Stitches Comedy Club 	Call for Crew volunteers approved.

	<ul style="list-style-type: none"> - Met with Campus Vice Presidents about Campus-specific events 	
7. President's update	<p>Brian Jordan, President:</p> <ul style="list-style-type: none"> - President and Registrar of TU Dublin met by Brian and Louise. - SU is hiring Student Advisors, desk assessment done and interviews upcoming - Part-Time Officer Training in the planning on the week of 4th September - Re-Union Event is taking place in September, former officers invited - Officers are assigned to different TU Dublin bodies - 1-1 meetings with Officers 	
8. USI & National Affairs	<p>Brian Jordan, President:</p> <ul style="list-style-type: none"> - USI National Council is on 7th-8th September and clashes with some SU work, officers who wants to go can go. No confirmed venue yet. - Pre budget submission feedback was well received during SUT+ and all officers were sent minutes to review. Brian put forward proposal to establish TU working group. Chair elected from MTU Cork and will meet along with other working groups at NC. 	

<p>9. Welfare & Equality</p>	<p>Nekesa Khisa Nancy, Vice President for Welfare & Equality:</p> <ul style="list-style-type: none"> - Accommodation campaign planned to go live on 23rd August, awaiting graphics to launch on socials. Louise to link in with Nekesa and Comms Executive to access materials (not available yet). - Black History Month is in planning. Nekesa has reached out to African Soc, I-Soc and asked if she could reach out to EDI to collaborate. <p>Questions/Clarifications:</p> <ul style="list-style-type: none"> - Louise reminded Nekesa of alternative promotion of campaign including press releases. Nekesa to link in with Brian and Louise on Wednesday. - Meeting with Comms Exec coming up to discuss International Students Campaign. Louise asked to link this into discuss potential alternative promotional activities. - Louise suggested to reach out to general student population on social media for contributors to Black History Month, Nekesa is considering this for round 2 in planning. 	<p>Louise to link in with Nekesa and Comms Exec.</p>
<p>10. Any Other Business</p>	<p>No other business.</p>	
<p>11. Date of next meeting</p>	<p>Next Tuesday.</p>	