

## Agenda

Convener (Lisa)

- 1.1. Project Officer Interviews
  - 1.1.1. Applications for everything except animals officer
    - 1.1.1.1. This is not a big problem as we didn't have one at the start of last year
    - 1.1.1.2. Even if we open applications at the start of next year, we should be able to get someone (keen freshers!)
  - 1.1.2. No luck getting a tech officer yet
    - 1.1.2.1. Can we hire someone?
      - 1.1.2.1.1. Should speak to the union first
    - 1.1.2.2. Could get help from the university tech people
      - 1.1.2.2.1. Look into if there is somebody who can help us for free
  - 1.1.3. We do not have very many applications, so do we interview?
    - 1.1.3.1. Yes, we still want to know that people are wanting to give their time to the role
      - 1.1.3.1.1. Meeting applicants can be more of an induction than an interview, as we still want to meet them before giving them the job
    - 1.1.3.2. All applicants have been recommended by projects
    - 1.1.3.3. Interviews can be informal, with any two members of the committee
      - 1.1.3.3.1. Interview/induction panel would ideally include the previous project officer
- 1.2. Other Committee Positions
  - 1.2.1. 2 people who are currently non-committee members are interested
  - 1.2.2. How much work is it to be treasurer?
    - 1.2.2.1. Not too much
    - 1.2.2.2. Mainly tedious work which is not too frequent
    - 1.2.2.3. It is much easier if you get on with the people in the cash office!
    - 1.2.2.4. The treasurer gets training, which makes the job less daunting
- 1.3. How many volunteers do we have?
  - 1.3.1. 500 at the start of the year, but a massive amount of drop-off throughout the year
  - 1.3.2. Volunteer contracts
    - 1.3.2.1. Could draw these up to ensure volunteers show up to their volunteering
    - 1.3.2.2. Would like to say they should give at least 2 days notice for cancellations, but we do not want to tell volunteers they *have to* be there
    - 1.3.2.3. E.g. Stratheden project for Dementia patients has problems with volunteers cancelling with no notice
  - 1.3.3. Develop the volunteering training at the beginning of the year
    - 1.3.3.1. Maybe organise a meeting for all volunteers where we set out what is expected of them and what we do
  - 1.3.4. Two strike policy
    - 1.3.4.1. Could monitor when volunteers have not been to their volunteering (without notice)
- 1.4. New/Old Committee Meeting
  - 1.4.1. Old committee members talk about what they've done in the last year in their position
  - 1.4.2. New members (and old members) can discuss possible changes
  - 1.4.3. Roles are not that clear at the moment, so this could be made clearer
- 1.5. Pot Luck
  - 1.5.1. Good idea in order to get people to the AGM

15.04.19

- 1.5.2. However, several committee members cannot make it, and we have been saturated in the number of things we have posted on social media recently, so it may not be a very effective event
- 1.5.3. It is also Easter weekend, so people might be at home/busy
- 1.5.4. If we do not do the pot luck, we need to publicise the AGM more
- 1.5.5. Post about pot luck in committee group to see how many people can come before deciding whether to go ahead or not
- 1.5.6. We could wait and do a potluck with the new committee after the AGM
  - 1.5.6.1. This would give us more time to put into the event

Treasurer (Andy)

- 2.1. Question from Lisa: can we buy supplies/gifts for projects with money we have left?
  - 2.1.1. SVS has enough money
  - 2.1.2. Not sure if we are allowed to do this
    - 2.1.2.1. SVS has not claimed for any more money from the union this year because we didn't need it
    - 2.1.2.2. Money has to be spent for the general benefit of the society and its members
    - 2.1.3. We could fundraise for the projects instead
- 2.2. What has SVS spent money on in the last 5 years?
  - 2.2.1. Mainly reimbursing volunteers for transport etc.
  - 2.2.2. SVS used to fund a minibus, but not anymore
  - 2.2.3. Alcohol and food for events
- 2.3. We should look at the SVS constitution to answer questions of how we should be spending SVS money

Secretary (Aggie)

3.1.

Events officer (Martha)

4.1.

Publicity Officer (Alex) - Absent

5.1.

Development officer (James)

6.1.

Adults with Additional Needs P.O. (Simone)

7.1.

Animals P.O. (Jessie) - Absent

8.1.

Befriending P.O. (Lisa)

9.1.

Community P.O (Lauren)

10.1.

Elderly P.O. (Caroline)

11.1.

Environmental P.O. (Cara) - Absent

12.1.

Youth P.O. (Brynn) - Absent

13.1.

Youth with Additional Needs P.O. (Chloe)

14.1.

AORB

15.1. Give Back Awards

15.1.1. If any project officers have volunteers they want to invite they can send emails ASAP

15.1.2. Volunteers have been nominated for awards already