

## Agenda 11.11.19

Convener (Lisa)

- 1.1. St Andrews Day stall - 30.11.19
  - 1.1.1. People will be able to make and send Christmas cards
  - 1.1.2. We can supply materials and stamps
    - 1.1.2.1. We can buy blank cards for them to draw/create
  - 1.1.3. Good way to get the word out about SVS
  - 1.1.4. Lisa will put a poll online for people to sign up to hour slots
  - 1.1.5. Decorations
    - 1.1.5.1. We can buy closer to the day
    - 1.1.5.2. SVS banner
    - 1.1.5.3. Tinsel
  - 1.1.6. Social media
    - 1.1.6.1. Lisa will talk to Grace
    - 1.1.6.2. We should take photos at this event
- 1.2. Women for Women – Bake Off Event
  - 1.2.1. Are there any SVS projects that would like to get involved?
- 1.3. Tree Planting – 30.11.19
  - 1.3.1. We could film the tree planting
    - 1.3.1.1. If we can't find a videographer, we should go and film it
    - 1.3.1.2. We can take photos too
  - 1.3.2. Social media publicising for the days leading up to it
- 1.4. Meal Makers
  - 1.4.1. Sophie will email people wanting to sign up
- 1.5. Meeting with Sylvia
  - 1.5.1. At the moment, Jessica is going with volunteers on their first visit
  - 1.5.2. Sylvia wants a meeting with Lisa
    - 1.5.2.1. Can explain that befriending and elderly are two separate volunteering areas, which should help clear up which/when volunteers are going
  - 1.5.3. More volunteers wanted
    - 1.5.3.1. Grace goes on Wednesdays at 1pm, so could walk people there for Sylvia to have a 1-1 meeting with new volunteers
- 1.6. Logo
  - 1.6.1. Design team have sent us back the new logo for SVS
  - 1.6.2. St Andrews Voluntary Service
    - 1.6.2.1. Could we change this to St Andrews Volunteering Service?
- 1.7. Webpage
  - 1.7.1. We are going to outsource this and pay someone to make the website for us
  - 1.7.2. Nothing tied to supernova, but will be connected to yoursvs
  - 1.7.3. This could confuse how we do applications in future years
    - 1.7.3.1. We could use google docs
- 1.8. Downs Syndrome Volunteering
  - 1.8.1. Lots of people want to volunteer
  - 1.8.2. One guy started volunteering this week
  - 1.8.3. There will be another group meet up because lots of people want to continue working with him
- 1.9. Autism friendly project
  - 1.9.1. There is a girl wanting to set something up with us about autism friendliness
- 1.10. On The Rocks
  - 1.10.1. We have been asked to get involved in On The Rocks

1.10.2. We could host an event like we usually would, but it is in collaboration with  
On The Rocks

1.11. RAG Week

1.11.1. There is no date online for which week RAG week is, so it is hard for us to  
organise something

1.11.2. Alex will try to organise something for RAG week

1.11.3. Ideas

1.11.3.1. Karaoke – money for charity on the door

1.11.3.2. Open to everybody

1.11.3.3. We could do it in Sandy's

Treasurer (Flora) - Absent

2.1.

Secretary (Aggie)

3.1.

Events officer (Alex)

4.1.

Publicity Officer (Grace)

5.1. Videos

5.1.1. Best projects to make videos are environmental and animals

5.1.2. P.O.s can draft emails to volunteers and projects

5.1.2.1. Find out which volunteers are interested in being in it

5.1.2.2. What you think would be important to convey in the video

5.1.2.3. Email to projects to ask if it is okay and if they would like to be in the  
videos

5.1.3. Alex can edit videos

Development officer (Adam)

6.1.

Adults with Additional Needs P.O. (Simone)

7.1.

Animals P.O. (Georgie)

8.1.

Befriending P.O. (Jessica)

9.

Community P.O (Brooke) - Absent

10.1.

Elderly P.O. (Sophie)

11.1.

Environmental P.O. (Cara)

12.1.

Youth P.O. (Chloe) - Absent

13.1.

Youth with Additional Needs P.O. (Abbey)

14.1.

AORB

15.1.