

**SSS Member Services Committee Meeting
University of Edinburgh
06th February 2018**

Present

Cathy Gallagher (CG)
Claire Scott (CS)
Nicola Scott (NS)
Bethany Lawrie (BL)
Leah Davidson (LD)

Apologies

Craig Nicoll (CN)
Rebecca Blair (RB)
Jonathon Cranston (JC)
Habbi Linton (HL)
Ryan Mahoney (RM)

1. Welcome

2. Apologies

Craig Nicoll, Jonathon Cranston, Rebecca Blair, Ryan Mahoney, and Habbi Linton

3. Festive Gathering Feedback

LD provided overview of Festive Gathering feedback. Generally membership found value in gathering as it serves as a great networking opportunity for members. However some issues were raised regarding the structure of the development breakout sessions. Group provided the following recommendations for NS and SSS to consider:

- Would it be more useful to group people depending on position to spark better discussion and have themed mini sessions within the development group?
- How best to feedback what was discussed in each group
- Could the gathering be moved forward to the beginning of December to increase attendance?

4. Sharing Best Practice

The group identified topics which would be useful to share with the memberships via hosting a zoom session. CG recommended that her colleague Amy from Stirling could lead a zoom session to recap the BUCS Physical Activity session she had attended. NS also suggested that Mikey Webster from Edinburgh Uni may be interested in hosting a zoom session to recap the BUCS Professional & Workforce Development meeting which took place last month.

5. Communication to Membership

NS went over the current procedures of how SSS communicated with our membership. CG recommended that SSS create a similar email to BUCS Essentials to highlight key events occurring outside of competitions. Group determined that the SSS calendar should be updated with development events (including BUCS). NS to discuss with senior management about the feasibility of newsletter. If agreed, LD to coordinate with Communications Coordinator and upload newsletter template onto basecamp.

6. Volunteering

CS to hold zoom session with elected students to discuss volunteering. SSS has scheduled a meeting with Volunteer Scotland to help develop VCAs. NS to provide update via Basecamp following the meeting. CS asked about a specific participant in the SSS leadership programme. NS was unsure, will follow up with programme lead.

7. SSS Conference 2018

NS went through plans for the upcoming SSS conference. Dates were tweaked from previous years, and will now be held on a Thursday and Friday in June. Concerns were raised about having awards dinner on Friday evening as opposed to Thursday. NS to discuss internally and then feedback to group. Group then went out to discuss the scope for best practice sharing during conference. All were asked to add ideas to basecamp prior to next meeting.

8. Operational Plan - Update

NS provide group with an update on goals set forth in the operational plan. CG asked if an updated plan could be added to Basecamp. NS to upload.

9. AOCB

CG suggested that group think of ways to measure member engagement. Too soon for a survey, but it may be worth talking about mechanisms for improvement at the next meeting.

Reminder of future meetings

Week of 12th March - Date (TBC)

Tuesday 24th April, 9am – venue TBC

Action Points	Owner
<i>Connect with RDC and provide update regarding Development Toolkit</i>	NS
<i>Liaise with Amy, Mikey to determine best dates for zoom calls</i>	NS
<i>Circulate overview of BUCS Professional & Workforce Development meeting</i>	NS
<i>Pull dev. events from BUCS calendar and add to online/basecamp calendars</i>	LD
<i>Liaise with Senior SSS staff regarding feasibility of monthly newsletter</i>	NS
<i>Update Basecamp with newsletter (if applicable)</i>	LD
<i>Upload feedback from Volunteer Scotland meeting onto Basecamp</i>	NS
<i>Gather feedback from SSS RDCs on VCA</i>	NS
<i>Forward CS list of leadership participants from EM</i>	NS
<i>Check in with CG's assistant about zoom session availability</i>	LD
<i>Add ideas for best practice sharing methods for Conference onto Basecamp</i>	ALL
<i>Add updated operational plan to Basecamp</i>	NS