

Cranfield Students' Association (CSA)

Annual General Meeting 2019



Date: Thursday 14th March 2019

Time: 13:15 – 13:50

Location: CSA, Cranfield University, Cranfield

Present: Nithya Subramanian (President & Trustee)
Naomi Sandford-DeQuincey (Green Officer)
Ewelina Sowka (Residences & Services Officer)
Temitope Ogunfusika (Events Officer)
Daniel Akrofi (SWEE Education Representative)
Ankit Gupta (SATM Education Representative)
Esther Edun (SATM Research Representative)
Ayush Nuwal (Vice President (Shrivenham) & Trustee)
Eric Ehigiator (Student Trustee)
Stewart Oates (External Trustee)
Anne Granger (External Trustee)

11 student members

Martin Davey (CSA General Manager)
Alison Whaley (Director of Cranfield University Student Experience PSU)

Apologies: Dev Baisla (Vice President (Cranfield) & Trustee)
Jo Flood (External Trustee)
Harirat Yakubu (Student Trustee)

NS welcomed everyone to the meeting.

CSA Trustees and Executive Report

This was presented by NS to the meeting.

Up to July 2018

- CSA working together with the Cranfield Doctoral Network carry out a workshop. Although it was aimed to PhD students, there was some MSc attendants.

- CSA actively worked on the students' engagement and full fill of PTES
- Other activities: Cranfield Olympics (8/07), Clubs and Societies awards (20/07)
- Research student focused events: "Tea and cakes" meetings (Now Research Refresh)
- CSA Execs have participated in these kind of events, furthermore, fresher's events are on our diaries already

August 2018

- CSA arranged for Fun day for children's of all student and staffs (07/08)
- CSA organised mini Olympics for Pre-sessional Students on (08/08)
- CSA collected about boxes of unopen long life food from the students leaving Cranfield and donated to the Food bank in Milton Keynes

September 2018

- CSA identity has being enhanced with the CSA bar area refurbishment
- CSA put together a welcome team to help the new students
- CSA branded freebies were design and given away to the fresher's

Up to November 2018

- Registration week was a success, a special mention to the 'welcome team" volunteers led by Sue Richardson, more support to this initiative is required for next year
- CSA was included into the official induction of each School
- Fresher's week, Clubs and societies fair, Beach party, Halloween party and the Karaoke nights still one of the best events at CSA
- Elections were carried out successfully, special thanks to Martin and all the staff and volunteers involved
- We had 4 empty positions. Up to now we have 2 co-opted Exec for the SWEE education rep position and student trustee positions and 1 volunteers for the SOM Education rep Position.

Up to March 2018

- December was full of events at CSA, our typical CSA winter party and Kids Xmas party. Unfortunately, the snow caused the kids' party to be rescheduled.
 - We keep running the "Tea and Cake" event for research students, which has been gaining popularity.
 - Karaoke nights still running with intermittent success.
 - Coming back on January and February up to date, Sue Richardson has organized the themed event at CSA.
- December - CSA executives ran surveys on all the services provided at Cranfield University. The result of survey was presented at Uno bus complaints forum and in residential services meeting.
- Beginning of January CSA banned the use of plastic water cups and the bar is charging 20p for drinking water cups. They collected from the plastic cup sales will be donated to SAFAD
- End of January CSA president attended International students NUS conference and support to pass motion on post study work visa.
- February was the International month of CSA.

- We have held the International Week with excellent results. More than 17 countries represented, a great audience and involvement with the University staff.
- The International week was accompanied by the International Beer Festival.
- The Chinese society was held their Chinese New Year's event in the following weeks.
- SAFAD week comprised the displaying of international movies, which complements our own international displaying.
- Mardi gras party was organised by Ali Alderete and CSA executives celebrating world wide "carnival" celebration.
- CSA distributed flowers to women to celebrate international women's day. Thanks to everyone who left wonderful messages appreciating women.
- Looking forward, the VP and the Management team have started the planning of SLTA (now SCA), which might change a bit its format. Voting will take place during late February and March, data analysis on April, and the award ceremony in May.
- CSA President and NUS Observer will attend the NUS Annual Conference Mid-April.
- CSA has been present in PhDs' inductions, Open days, and in further registration days (March intake)

Continuous work of other CSA Executives

- Working along the side of Mitchell hall and Uno bus to provide bus better services for students

Minutes of the Previous Meeting and Matter Arising

There were no objections to the minutes of the AGM dated 15th March 2018.

Finance report

MD presented a summary of the CSA financial report for the year 2017-18, as given in the audited accounts for the CSA.

Overall, the CSA recorded a surplus of £16274 on the year. The reserves remain within the range required by the Trustees.

Given the healthy balance, a call has been made to Clubs & Societies to make suggestions for capital expenditure.

The report was accepted without further comment.

Approval of auditors and accountants

It was agreed that Wright Connections Ltd., (Priory Business Park, Stannard Way, Bedford, MK44 3RZ) be approved as auditors to the CSA for a further year.

This was agreed that Jonathan Vowles (114 High Street, Cranfield, Beds, MK43 0DG) be approved as accountants to the CSA for a further year.

Affiliation to NUS

It was agreed that the CSA would continue to be affiliated to the NUS for another year.

CSA Shrivenham Executive Report

1. Mr Ayush Nuwal and Ms Marleen Vetter took over as Social officer and Publicity officer from Ms Monica Estebanez Camarena and Mr James McGovern respectively in June 2018. In addition, Ms Charlotte Loy completed her term as Welfare officer. The CSA thanks them for their work and wishes the three of them the best.
2. Mr Ayush Nuwal, Mr Marco Zaccaria Di Fraia, Ms Emily Arnold and Ms Marleen Vetter have been elected as Vice President, Secretary/ Welfare Officer, Social Officer and Publicity Officer respectively. A handover was done which ensures a smooth transition into their different duties.
3. Social Events:
 - a. During the induction week for the new research and MSc students, the “Social Networking” event has become a tradition. Many students came and it works really well for the integration of the new students. The “Pizza and Beer” and “Board Game Night” events have been particularly appreciated and the CSA Shrivenham has reiterated it.
 - b. Following past successes of the CSA Movie and Cinema Nights, the following movie nights were organised, we displayed ‘3 Idiots’ and ‘Love Actually’, and went to the cinema to watch ‘The Crimes of Grindelwald.’
 - c. The Bath and Cardiff trips were successfully organised. It includes a trip to famous Bath Christmas market and Cardiff Natural History Museum. Many students showed interest and helped to make it successful.
 - d. Many students showed interest in Ice-Skating event and left with more confidence on their feet.
 - e. Laser Quest event was organised in February which allowed many student’s to show off their sharp shooting skills. All participants enjoyed drinks after the event and winners received chocolates.
4. Planned events:
 - a. CSA Karaoke night will be organised on 20th March. It will be a chance for our students to show their musical talents.
 - b. Several movie nights including a Disney and Avengers movies will be organised in upcoming months. A trip to cinema to view latest Avenger movie: Endgame will be organised.

- c. A trip will be organised to Gloucestershire Coopers Hill Cheese Rolling event.
 - d. A visit to Trampoline Park will be organised next month.
 - e. A friendly inter-centre bake off competition to help get the centres and the students together for an afternoon of good bakes. Students from all centres will be invited to the local pub for a quiz night – with entry and one round of drinks on the CSA.
 - f. CSA will be organising hiking around Avebury. The picnic lunch will also be organised after short hike.
 - g. The ‘Social Networking’ events will be reiterated for upcoming months.
5. Student Welfare matters:
- a. Considering the number of students with concerns regarding the changes that are occurring on the Shrivenham site and within Cranfield University, the Doctoral Community and the CSA Shrivenham brought back the student briefing. Any student is welcome to ask their question(s) to the Head of Research, Prof Mark Richardson and Director of Student Experience, Alison Whaley during the briefing. For any student unable to attend, the CSA represents them and forwards the question(s) on their behalf.
 - b. Election of Course Representatives is completed.
The meeting with course representatives as well as Alison Whaley was organised. It was an overall success.
 - c. The voting for Student Led Teaching Award (SLTA) nominations is currently underway and will finish on 18th April. Confirmation on the exact date of results need to be declared.
 - d. Students are keen to know the dates of Career Fair and Alumni meet which will be organised on Shrivenham site. Many students have enquired about it during our office hours.
 - e. Google feedback form was created to give students a chance for anonymous feedback to CSA events. Some useful feedback has improved our events.
 - f. An Instagram account was created to make CSA more publicly accessible and visible. Several official Cranfield accounts follow us in addition to many students at Shrivenham.
 - g. A survey on the administrative services in CDS is open. The feedback will be shared with Andrew Shortland, Head of Research.

Cranfield Executive Officer Reports

Green Officer

- Ran a reusable mug campaign (one participant)
- Ran Ecoed competition (13 people played and 4 turned up to the debrief)
- Held student green teams (maximum seven attendants)
- Introduced food caddy bins into Lanchester Hall and the biggest Chilver Hall

- Producing reusable beer cups for the CSA
- Working with intu MK Green Gym to offer more events to students
- Started up the Road Safety Working Group with Paul Bradley
- Working with student services to develop regular farmers market

SATM Research Representative

SATM Health and Safety Committee: Identified and mentioned the need for students to be carried along in all policies and more awareness to be created as students are not even aware of their benefits.

- Output has been all heads of department mandated to carry out awareness talks on health and safety policies and procedures in their respective departments.
- Notified the committee of student encounter with expired H&S~ materials. An audit has been carried out on all materials, Working on putting in place a process to ensure this is attended to as at when due.
- Representing students in
 - CUREC (Cranfield University Research and Ethics Committee)
 - Research Committee Meeting
 - Student Experience Committee
 - University Hub, student session: Among the group of students who Provided feedback and collated the outcome of the fact-finding session on what students really want as against what the university thinks students want
 - Cranfield Doctoral Network: Provided input into the need for mock vivas and reviews to boost confidence and performance before the main assessment.

SWEE Education Representative

- Attended a minimum of three Education Committee meetings as appropriate for by committee, ensuring continuity of attendance is maintained while making contributions that benefits SWEE students.
- Collated all concerns from the various Course representatives to be addressed by the Director of Education for SWEE, Dr. Tim Brewer. The thoughts from the students to improve their studies and challenges they may be facing for immediate action to be taken.
- Employed collective approach by providing a common platform for all course reps to seek their views for meetings I usually attend on the behalf of all SWEE students.
- Reports of relevant information from the Educational committee (wider) to the Cranfield Student Association (CSA) has all been done.
- Been available to all students within the school to register their concerns through their respond/or personally in order to be abreast with all issues students are confronted with in their respective courses.

Events Officer

- Have created avenue to foster more interaction between the student and some staff members through constant engagement in the CSA Building, Social Media and one-on-one interaction. I am using the contacts I got during the international Festival to achieve this
- Organized the CSA International Festival with more countries represented than last year.

SATM Education Representative

Feedback was taken from students to the Education Committee.

Work is continuing on an update to the teaching timetable.

Supporting students from differing engineering backgrounds.

Working on App improvements to ensure consistency.

Working on the student learning environment and facilities.

Questions to the Executive

AW asked about the possibility of a Transport Officer being elected to the Executive. NS replied that this will be considered by the Trustees.

AW reported that a date for the CDS career fair is being finalised.

A student asked about disposal of food waste in the CSA. NSDQ replied that it is collected by café staff for separate disposal.

AW asked if the CSA should have a staffed point in the CSA for student enquiries. ES replied that this had been tried, but that there was little engagement. It might be tried again on a weekly basis.

Any other business

None.

NS thanked everyone for attending and closed the meeting.