

Council Meeting Minutes AY 2023/2024

Semester 1, Week 3 – 26th September 2023

Agenda

1. Minutes & Apologies
 2. Matters arising
 - 2.1. Martial Arts Room Update
 - 2.2. Start-ups and wind-downs ~ various
 3. C&S Fair Feedback
 4. C&S Budget AY 22/23
 5. New Coaching Policy
 6. Sexual Policy Update
 7. Council Meeting Format
 8. Photographic Society ~ promotional material
 9. UL Wolves Social Media ~ Jennifer Purcell
 10. UL Archery - UL Sports
 11. C&S Executive
 12. AOB
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Katie Martin went through the house rules and advised meeting was recorded for the purpose of minutes.

Clubs were asked to stay behind for a brief meeting with Neasa and Noreen from UL Sport.

1. Minutes & Apologies

- 1.1. Minutes from previous meeting were passed without amendment.
Proposed: Karu (Games Society) / Seconded: Eoin Gilmartin (Musical Theatre).
- 1.2. Apologies:
 - People Before Profit
 - Windsports
 - Trampoline
 - Aisling Ryan

2. Council Meeting Format

- 2.1. Presentation by Paul Lee (Head of Student Engagement) about C&S Council System
 - 2.1.1. Paul stresses the importance of an effective communication cycle within C&S Council. C&S can only be as good as the various clubs and societies allow them to be. If you do not engage then this is a boring place to be. Engagement is encouraged.
 - 2.1.2. C&S are open to criticism but that doesn't mean that people can come in and be nasty. This is not constructive. Once you engage with the system that's when the real value kicks in.

- 2.1.3. C&S is another extension of student democracy and governance. C&S work for the people (i.e. the student body). This is a forum to use your voices and change things that matter. Who represents your club is important – think about who you send to these meetings and make sure they report back to your committee.
- 2.1.4. Attendance has skyrocketed since the introduction financial penalty system (33% attendance to 83% in 2 weeks).
- 2.1.5. History of everything the council has done including branding.
- 2.1.6. 2016 “Leave a legacy project” pitches, highest climbing wall in Ireland, and finally the new SU.
- 2.2. Katie Martin – Importance of C&S Council (additional comments)
 - 2.2.1. There are only four meetings per semester – make them count. Use it as your soundboard and use it wisely.
 - 2.2.2. Katie reminded C&S that every club and society only have one apology per semester and Lisa Ryan can be notified up to 2 hours prior to council.

3. Matters arising

3.1. Martial Arts Room Update

- 3.1.1. Paul Lee – this issue was raised in October 2022 by Robert Guest (BJJ) regarding the PESS building. The PESS had put down a new soft floor and various clubs were not allowed to use the hall.
- 3.1.2. C&S had a series of meetings with PESS. 6 weeks ago, Paul, Aisling and Neasa met with PESS reps.
- 3.1.3. **Result:** Archery net has been hung up after health and safety issues were resolved. The walls were painted. Roughly 18 matts were bought for BJJ, Karate, and Tae Kwon Do. PESS are doing us a favour. B&E were involved. All issues have been resolved.
- 3.1.4. **Update:** Neasa secured more time for clubs training until 10pm – security now stay until 10:30 and clubs MUST be gone before then as security are rostered elsewhere. Security costs have been absorbed elsewhere.

3.2. Start-ups and wind-downs ~ various

- 3.2.1. Film Society invited to come forward.
 - 3.2.1.1. President of film (Thando). Connect those interested in film.
 - 3.2.1.2. Votes needed: 50% plus 1.
 - 3.2.1.3. **Vote: Passed unanimously** ~ UL Film Society start their 15-week trial.

4. C&S Fair Feedback

- 4.1. Katie Martin opens the floor up for council to give feedback regarding the C&S Fair held in Week 1.
 - 4.1.1. Colm (Drama Society) – We only got the email letting us know specifically what day the event was to take place the Friday beforehand. Usually we get a couple of weeks.

- 4.1.2. Noreen (UL Sport) – Just as an FYI it is always Wednesday Week 1 so it must be included in handovers.
- 4.1.3. Katie seconds what Noreen said.
- 4.1.4. Lauren (Archery) – Thought it had always been held in Week 2, which gives clubs & societies more time. First years aren't back, unless it's on specific days for orientation, so not everyone is on campus.
- 4.1.5. Paul Lee – What has happened is that Covid messed up the CAO and when freshers begin their studies. Originally, freshers would arrive Week 0 for orientation and the fair, previously known as recruitment drive, would be in Week 1. Now freshers arrive after the fair. Understood that everything will be back to normal next year regarding the CAO.
- 4.1.6. **Conclusion:** This will go back to normal next year in line with the CAO.
- 4.2. Cian (Boxing Club) – Found that a significant amount of time was spent showing people how to sign up on Wolves rather than speak about their club and society. Might there be an easier way set up new members themselves that the club or soc can sign them up for you?
 - 4.2.1. Lisa Ryan – We used to have a desk and the IT department, Keith, would come down on the day and assist new students. This could potentially return if there is interest.
 - 4.2.2. Katie Martin suggested posting on social media via Student Life
 - 4.2.3. Cian agrees with Lisa and Katie that things would go a lot smoother if there wasn't a separate queue at each stall just for signing up on Wolves.
 - 4.2.4. **Conclusion:** The return of the IT desk is favoured and will be considered for the next C&S fair.
- 4.3. Eoin (Musical Theatre) – Found that a lot of people were coming up asking where stuff was. Would it be possible to have a map for attendees to know where everything is? Many people struggled to find what they were looking for.
 - 4.3.1. Paul Lee – Mentions old method of hanging signs across the top of the wires, but then when clubs & societies would wind-down, they'd have to block stuff out. Aisling had suggested using a QR code that would act as a map. He agreed with Eoin that signage is necessary and that this is already something on Aisling's agenda.
 - 4.3.2. **Conclusion:** Aisling will be looking into creating a QR code that acts as a map.
 - 4.3.3. Lauren (ULFM) – They had the same issue as Musical Theatre. Would it make more sense to group genres together, like performing socs, water sports, political societies, etc.?
 - 4.3.4. Katie Martin agrees with Lauren that this is a valuable point.
 - 4.3.5. **Conclusion:** Council will open discussion page on Wolves to get all feedback regarding this suggestion as well as others.

5. C&S Budget AY 22/23

- 5.1. Lisa Ryan – Thanks everyone for their help regarding the data loss over the summer. 90% of data has been recovered and C&S delivered 43 successful budgets this year.
- 5.2. Special application – C&S did top up the budgets this year with an additional €32,000 of unspent funds. Opportunity for clubs and societies who might have fallen out of budget. The system is to be reviewed by exec.
- 5.3. Katie Martin – This ties back to why C&S Council meetings are so important as this is how policies change. Special applications are there to be used.

6. New Coaching Policy

- 6.1. Lisa Ryan - UL Student Life as a company limited by guarantee has legal and financial compliance responsibility which apply to its clubs and societies department. During the summer months she worked with the accountant Tony and revised 2 policies (drafts from 2005 and 2008). No changes were made but a new policy was introduced for all clubs and societies coaches. C&S would like all coaches to be tax compliant with Revenue and C&S will be compliant with the department of finance.
- 6.2. New document is on the committee resource page on UL Wolves. It's a simplified document – coaches need to show that they are tax compliant and that they have a valid tax clearance number. They must sign and upload this document. There is a tab for coaches to claim this.

7. Sexual Policy Update

- 7.1. Paul Lee – There is already a grievances procedure in the constitution. In 2012, the common constitution came into effect. HR consultant and solicitor advised. In the past 10 years, we've had increasing incidents within clubs and societies with people making claims of sexually inappropriate behaviour. The policy that was already in the constitution is difficult to administer because committees are not equipped to deal with such controversy. C&S have been having this conversation with the university since March/April 2023 – they've been working on a university policy around this. From conversations with Marie Healy (UL Sexual Harassment & Sexual Violence Prevention and Support Officer), Paul understands that she is managing this side of things.
- 7.2. When reports go through the ethics committee, the university are going to have a new policy. When this policy comes into effect, UL Student Life wish that it be adopted by UL Wolves, as well as club and societies. This will make it automatically flow to all clubs and societies constitutions. This will remove anything from the common constitution related to sexual harassment, which means it won't be up to individual

clubs and societies to fix these issues. It will move across to people specialised in the area. It won't be our responsibility and will move to the university.

- 7.3. Consent – Paul mentions Emily Rosenkranz (Welfare Officer) had a great turnout for consent workshops. Something they are looking into as well. The university are looking to make workshops compulsory but for another three years as it will take time to go through.
- 7.4. UL Wolves Office is working with Shane (Student Information Support Coordinator) around consent workshops. Next semester, they expect if people within committees haven't done consent workshops that overnight trips will not be allowed.
- 7.5. People have asked questions about 17 year olds joining clubs and societies. Paul has checked this with a solicitor in 2017 and 2019 - if you are 17 and a registered UL student, you do not need to be garda vetted. Only 2-4% of incoming students are 17. According to the Children's Act, this would be an incidental membership, i.e. there isn't a requirement/concern to be garda vetted.
- 7.6. **Conclusion:** The consent piece is more of a protective piece for everybody, so hopefully that will be in place by Semester Two. People will be expected to have completed consent workshops by then if they are planning an overnight trip. The common constitution will change as a result.

8. Photographic Society ~ promotional material

- 8.1. Paul Barret (President of Photo Society) – Discusses how PhotoSoc can help clubs & societies with their events.
- 8.2. They want to take high quality pictures of our events and intervarsity's. This will boost membership numbers and social media presence.
- 8.3. To contact them, please use the facilities button on Wolves for a booking – do not message them via Instagram.

9. UL Wolves Social Media ~ Jennifer Purcell (Postponed until Week 5)

10. UL Archery - UL Sports

- 10.1. Lauren Moriarty (Archery Club) – UL Archery would like to raise the issue of the UL Sports Arena bookings. Lauren commends UL Sport, UL Wolves, and UL Student Life for their ongoing support and does not wish to cause an argument, but the situation worsens every year.
- 10.2. In March 2023, Archery booked the arena for March 2024 for their annual intervarsity. They have held their IV here for the past three years consecutively. Archery only received verbal confirmation of this booking as of today. They were quoted €6,500 - €7,000 for a two day booking (four courts and running track).
- 10.3. Prices increasing exponentially for one day – in 2022 it was €1,800 and 2023 it was €2400. For 2024, in August they were quoted €3250. Roughly €7,000 total for one IV. Due to this, Archery will have to spend at least three quarters of their budget on one IV. They can't

break even and they can't participate in the Irish league. They have been asked to host the Irish Archery Nationals as this is the only way to make money but it's a huge undertaking. Other venues are not an option as there is nobody else competing against UL Sport.

10.4. (? Society) – What can we do about this issue?

10.4.1. Lauren – Even though this is a huge blow, archery could survive. But the main thing is that no club could afford this and Lauren is concerned about smaller clubs missing out.

10.5. Daire (Aeronautical) – what was the reason for these price increases?

10.5.1. UL Sport is a separate entity so this is one of their only sources of income. The hope is for external parties to pay these prices but student clubs were not considered and they cannot afford.

10.6. Paul Lee – Ronan Cahill and Paul sit on the arena board of directors as representatives of students. Noreen also works with UL Sport. They are not involved in the day-to-day running of the arena. It's a successful business but not booming. Part of this increase is due to energy costs etc. Paul and Ronan cannot change that but would have liked to have raised it as a concern and start a wider discussion on finance at their meeting this week. Important that the Executive Committee talk about this. Strategic fund is an option for now. There is unspent money from covid (previously the enablement fund). UL ` Wolves can look at their internal funding. Paul suggests opening a discussion form on Wolves as he wants to know if other clubs and societies are experiences barriers to engagement.

11. C&S Executive Hustings

11.1 Paul Lee and Katie Martin explain to council how voting works.

11.2 All candidates present their ideas.

Name	Society	Position	Votes	Elected
Molly McNamara	Drama	Societies Officer	14	Officer
Jacky Treahy	History	Societies Officer	5	-
Eoin Gilmartin	Musical Theatre	Societies Rep	8	Rep
Paul Barrett	Photographic	Societies Rep	10	Rep

12. AOB

12.1. Ronan Cahill (Student Officer) – Introduces who he is and wishes all clubs and societies the best of luck this year. He has an open door policy if anyone has questions or needs help.

12.2. UL Sport ask all clubs to stay behind for 15 minutes.

12.3. Paul Lee as part of the Student Life strategic plan, a graphic designer has been recommended by UCD (Aisling Mooney). Please express interest by the end of the week by emailing Lisa. This is centrally funded. Aim is to grow the UL Wolves brand.

12.3.1. Eoin Gilmartin (Musical Theatre) – if were to avail of this, are we locked in? Or can we stick with our own logo?

12.3.2. Paul – Yes, but you need to decide what you want before meeting Aisling. Drop in if you have questions. If you don't want something new, you can also just improve what you already have.

12.4. Fern (Rugby) – Regarding the tax clearance certs for coaches. They have a number of players that are also working within a coaching facility. Do they have to provide the certs too?

12.5. Paul Lee – UCC have been visited by Revenue commissioners so UL also want to be compliant. If anyone is paying the same coach on a repeated bases annually, you are viewed as an employer and Revenue want the tax. The declaration is on the coach. These individuals can coach but the declaration must be made. Chat to Lisa about this.

Meeting adjourned at 19:02