

# **Council Meeting Minutes AY 2023/2024**

**Semester 1, Week 5 – 10th October 2023**

## **Agenda**

1. Minutes & Apologies
  2. Matters arising
    - 2.1. Start-ups and wind-downs – various
  3. Personalised C&S Gear – Sinead Jennings
  4. UL Wolves social media – Jennifer Purcell
  5. Room Bookings - Lauren Hever
  6. Give it a go (feedback) – Aisling
  7. Assets & Inventory – 3-year plan
  8. Socsmas
  9. C&S Executive
  10. AOB
- 

***Katie Martin went through the house rules and advised that the meeting was being recorded for the purpose of minutes.***

***Wishing everyone a happy World Mental Health Day!***

***Reminder to submit agenda items the Friday BEFORE council.***

***Reminder that there is only one apology per semester and it must be submitted at least 2 hours beforehand.***

### **1. Minutes & Apologies**

- 1.1. Minutes from the previous meeting were passed without amendment. Proposed: Jack Treahy (History Society)  
Seconded: Hannah O'Donovan (Economic & Investment Society).
- 1.2. Apologies:
  - Volleyball Club

### **2. Matters arising**

#### **2.1. Start-ups and wind-downs ~ various**

- 2.1.1. Start-ups: N/A
- 2.1.2. Wind-downs: Karate Club & Young Fine Gael
- 2.1.3. Four other clubs & societies are under review for winding down.

### **3. Personalised C&S Gear – Sinead Jennings**

- 3.1. Sinead is invited to present. Sinead works in UL Student Life and her role is to look after the personalised clubs & societies gear. She presented examples of previous work with the Kayak Club last year.
- 3.2. They offer clothing from a range of suppliers that caters for all budgets. This list is constantly being updated and deals are being expanded to make their products more affordable for students.
- 3.3. There is a dedicated service for C&S to design logos. Please reach out to Lisa Ryan to start the process of designing a new logo. Once this is

complete, contact Sinead to start designing your gear. The standard UL Wolves logo can be used but you can personalise this. Then an order can be made.

- 3.4. Suppliers: Nike, New Balance, Kukri, Casey Sports, and much more. There are generic items available too and this can suit all budgets. Your club/society set the budget.
- 3.5. Other examples are shown from the Swim Club.
- 3.6. Why order from us? – Clubs and societies are guaranteed to receive exactly what they order. You will receive a full design and order service which saves a lot of hassle. The money spent goes back into C&S and UL Student Life. Visuals are provided before ordering, so no surprise.
- 3.7. Email Sinead: [studentcentre@ul.ie](mailto:studentcentre@ul.ie) and drop-ins are available in the SU Courtyard Room every second Wednesday from 11-12 p.m.

#### **4. UL Wolves social media – Jennifer Purcell**

- 4.1. Jennifer is the Content and communications Coordinator for UL StudentLife. The UL Wolves Instagram has now been integrated into UL Student Life, so this means that going forward all UL Wolves Clubs & Societies content will go through UL SL. Jennifer is the point of contact.
- 4.2. Jennifer presents a brief history of her experience and previous work.
- 4.3. The idea is to get more exposure for UL Wolves and get people outside of the clubs and societies sphere involved – takeovers will still happen (book via UL Wolves committee panel). Please book at least 2 weeks in advance.
- 4.4. New initiatives – highlighting a different club and society each week. So far Archery Club and Fashion Society have gotten shout-outs. If you would like a shout-out for running an event, please email Jennifer.
- 4.5. Jennifer is working on creating a social media award for C&S. No information is available yet as this is still in the works, but please be more active this year. If you need help with your social media or need tips, please reach out.
- 4.6. The booking process and “Do’s and Don’ts”/ Guidelines on social media takeovers will be updated on Wolves soon. A phone and log-in will be provided. Members are being trusted to not read DMs. Be respectful as this collaboration is for the benefit of everyone.
- 4.7. Email Jennifer: [jennifer.purcell@ul.ie](mailto:jennifer.purcell@ul.ie) and Lisa will be posting a discussion on the UL Wolves Committee Panel.

#### **5. Room Bookings - Lauren Hever**

- 5.1. Lauren (ULFM) brought up last year and would like to present to the council again as this is still an ongoing issue.
- 5.2. Lauren's Society, ULFM, has noticed that it is more difficult than necessary to book rooms inside the Student Life building as they are block-booked by clubs and societies. Often, the room is not even used for said booking or the rooms are block-booked for multiple hours in the day several days a week from the beginning of the semester. This makes it difficult for other clubs and societies to plan events or

meetings even when organised weeks in advance. People wishing to book the rooms only have two rooms available: The Courtyard Room and Room 3, further limiting everyone's options. Multiple times ULFM have walked past the rooms that are booked and they are either empty or there's one person holding the room with no activities organised. With the changing nature of student timetables, one timeslot cannot be set aside at the beginning of the semester. Nevertheless, it should not be this difficult to find a room to use for an hour.

- 5.3. **Suggestions from ULFM:** Rooms can only be booked two weeks in advance unless there is a special circumstance that would require a written request to be submitted to the office for approval. Another suggestion is to submit a different booking form if the room is needed for more than two hours.
- 5.4. In general, they would like to see closer vetting of the bookings as the space belongs to everyone but sometimes it does feel like certain rooms are owned by certain clubs and societies that could be held in a block-booked room in KBS. Lauren has a list of clubs and societies that backed this last year but did not read them aloud as this needs to be recounted.
- 5.5. Katie opens the floor to questions.
- 5.6. Kye (Games Society) – They block Book Room 3 from the beginning of the semester as they physically cannot hold their events anywhere else due to the value and fragility of their equipment. They have to have Room 3 and extra care goes into booking this early on each semester.
- 5.7. Markus Lautwein (Dance UL) – While Dance doesn't use the building outside of an AGM/EGM once a semester, they do agree that this issue needs to be addressed as clubs and societies should not have to block book out of fear.
- 5.8. Joseph (Table Tennis Club) – Is it possible to book the common room for fundraisers? Specifically a table for their events.
  - 5.8.1. Aisling Ryan – Email Sinead Jennings as she manages that room.
- 5.9. Jack (History Society) – There seems to be a very small amount of rooms available to book in the SL building compared to the number of rooms that there actually are. It's a little odd that Room 2 is not available and the common area where Lisa and Aisling's offices are located also isn't available to book.
  - 5.9.1. Aisling Ryan – the common area is available to book but it is not a feature on the website as this area might be needed for Exec meetings. If you are stuck, you can book this space. You must email the office with enough notice. Crafts and Archery have used it before.
  - 5.9.2. Jack asks if this could be publicized and Aisling makes a note of this. It will be publicized for after hours use.

- 5.9.3. Katie Martin – Room 2 is used by Student Support Staff for their meetings so it wouldn't be available to C&S. There are only two small chairs in the room so it's not useful for meetings after hours either, but we can certainly look into a system.
- 5.10. Lauren (ULFM) – Another suggestion is to leave the Courtyard Room for emergency bookings, as bookings in other buildings require 5 days' notice.
- 5.10.1. Lisa – This room is used for staff meetings too.
- 5.10.2. Aisling – Do you mean during the day?
- 5.10.3. Lauren – No, the evening. Suggests that the Courtyard Room can't be booked if the event is more than a week away and be reserved for emergencies.
- 5.10.4. Noreen O'Donnell (UL Sport) – Why would you need it in less than a week?
- 5.10.5 Lauren (ULFM) – For once off emergencies like an EGM.
- 5.11. Rachel (Environmental Society) – Our society needs a KBS room and has block booked it. Is it alright if we keep it?
- 5.11.1. Aisling Ryan – The issue Lauren is raising is about booking the Student Life rooms.
- 5.12. David (Africa Society) – Mention issues their society has been having with booking rooms in the Main Building.
- 5.12.1 Katie – This discussion is about booking rooms in the Student Life building. Please contact Lisa regarding Africa Societies issue as she manages everything with the academic registry in the Main Building.
- 5.13. Katie – The Council will open a discussion tab regarding the issue of Wolves and this will be shared with the Executive Committee.

## **6. Give it a Go (Feedback) – Aisling**

- 6.1. Katie – Huge congratulations to the 19 clubs and societies who took part in this new initiative with almost 100 people taking part. How can we improve this or what would you like to see in the future?
- 6.2. Kye (Games Society) – Suggests extending the event to three weeks rather than two weeks to give people a chance to experience more events run by individual clubs and societies.
- 6.3. Rachel (Environmental Society) – Asks the council what this event was.
- 6.3.1. Katie – Give it a Go is a new initiative set up by Aisling. People could sign up to clubs and societies for a two-week period to open their doors and give people a chance to try new things without paying full membership. It ran in weeks 2 and 3 of the current semester.
- 6.4. Eoin Gilmartin (Musical Theatre Society) – A lot of MTS events are on Tuesdays and Thursdays, which are typically nights that students go out on, especially first years. We found that having the event run in Weeks

2 and 3 impacted student engagement with the event. Suggests moving it forward to avoid this issue.

- 6.5. Cian Kelly (Boxing) – Agrees with Eoin’s point. Suggests having it separate from Fresher’s Week as running club events with Give it a Go and new full members simultaneously was very difficult to manage and it was difficult to train people.
- 6.6. Markus Lautwein (Dance UL) – Seconds what Dance has said. Found that organisation it was difficult to see who was a member and who participating in Give it a Go. Suggests that clubs and societies have access to a database of who has signed up as part of the event rather than taking their word for it. It was also a lot of pressure having to run events for their own members as well as participants.
  - 6.6.1. Katie – This was only a trial so this feedback I very welcome.
  - 6.6.2. Noreen – All ‘Give it a Go’ members are listed on the Wolvesdatabase and you can view them.
  - 6.6.3. Aisling – Participants were supposed to show you their Give it a Go membership and then clubs and societies need to check this to ensure they are covered. We can make it more obvious next time.
- 6.7. Katie – We can open a discussion page if anyone thinks of anything else to add.

## **7. Assets & Inventory – 3 year plan**

- 7.1. Katie draws the council's attention to the obligation of all clubs and societies to record all assets and inventory on the UL Wolves Committee Panel. Inventory must be assessed every 3 years. This goes for anything you buy. This is there for financial and insurance purposes. It’s also a good way to keep track of everything you have, especially expensive equipment. C&S are advised to keep on top of it.
- 7.2. Aisling – It’s going to be featured in the Semester 2 Treasurer Workshops. In the past, they were mandatory since they were a part of the budget and this is going to be brought back. This means clubs and societies aren’t relying on one year to raise funds for large equipment. There is also a health and safety risk as equipment deteriorates in quality over time, so future committees know when things need to be replaced.

## **8. Socsmas**

- 8.1. The most exciting time of the year!
- 8.2. Katie – Previously mentioned in the Societies Admin Seminar. C&S are planning a huge event for societies at Christmas which allows societies

to showcase themselves in the Courtyard. We need your contribution to make this work. We can help you with ideas and finance resources are available. Katie shares a QR-Code to register your interest. Clubs are welcome to help out too.

### 8.3. Rachel (Environmental Society) – What is Socsmas?

8.3.1. Katie – It's a showcase of societies. In the past, we had SoUL Fest which was a showcase of societies across one week but this event dwindled. Katie is trying to revive it but in a different format. It gives societies a chance to showcase themselves to the general public.

## 9. C&S Executive

9.1. Katie – C&S Exec meets every week. They have various jobs:

9.2. Special Applications: Applications are assessed and they ask questions about your application to give you the best chance at funding.

9.3. Start-Ups: They ask the prospective club/society questions and help committees out so they can present their new club/society at the council.

9.4. Foreign Trip Proposals: Proposals are reviewed by Exec but this year they are also assessing the application process, system, and policy.

9.5. Katie asks if the council would be interested in bringing back C&S Good News from last year. People seem interested so Katie will bring this to Exec.

9.5.1. Aisling explains that C&S Good News is where clubs and societies submit their good news and its rounded up to be presented at council and on social media.

9.6. This will be a standing item and it's an opportunity for council to communicate with exec.

## 10. AOB

10.1. Aisling – As suggested at Admin Seminar 2, C&S have decided to have a separate council meeting for just clubs and just societies in Week 9.

10.2. Rachel (Environmental Society) – is there a position open on the Executive Committee?

10.2.1. Katie – the executive committee were elected in Week 3.

10.3. Eoin Gilmartin (Musical Theatre/Societies Rep) - Eoin is also a member of the Drama Society, who will be hosting their table quiz this evening after council in The Scholars Club and all are welcome to attend. As mentioned in the societies group chat, they booked their event with Scholars in August. There was no issue booking this day from 8pm onwards. However, yesterday they went into Scholars to ask about a PA system and Scholars claimed to not have one.

Additionally, they were also told that they would be kicked out at 9pm as they had booked a DJ on top of their event. Drama Society were not made aware of this and they had made their booking first. The owner also informed them that anyone participating in the quiz and not buying anything would be asked to leave. Eoin encourages everyone to keep this in mind when booking with the Scholars. This has caused a lot of stress for the society and he wanted to make everyone aware. Other people have also come forward with similar experiences with Scholars.

- 10.3.1. Katie offers her support and lets everyone know that if they need representation from C&S that it is there.
- 10.3.2. Aisling – Eoin came into the office earlier to let C&S know about this. If anyone else has had a similar experience, please get in touch. Two other societies have come forward. They are going to contact the Scholars on behalf of C&S and ask how it got to this point and why these restrictions weren't communicated at the time of booking. If they don't want societies to come to the business then they shouldn't take the booking would be her view. Aisling wanted to wait until after Drama Societies event to have this conversation in case there was any backlash. Email Aisling or Lisa if you would like to share your feedback or experiences.
- 10.3.3. (Unknown Club/Society) – Second this issue.
- 10.4. Lauren (ULFM) – Could the council get a reminder regarding the alcohol policy? Lauren was under the impression that clubs/societies were not allowed to post anything or hold events involving alcohol, but then Student Life posted a story earlier where they are being sponsored by Schweppes. An event is being run with them where anyone who buys a ticket gets two free drinks. Finds this action hypocritical.
  - 10.4.1. Katie and Aisling – we will recirculate the alcohol policy to everyone.
  - 10.4.2. Lauren (Archery/Clubs Officer) – Schweppes itself is a tonic/seltzer, not an alcoholic drink.
  - 10.4.3. Lauren (ULFM) – While true, the ticket included two free alcoholic drinks.
  - 10.4.4. Katie – They are organizing a paint & sip night.
  - 10.4.5. Aisling – Alcohol can't be central to your event but we also distribute drink tokens after seminars.
  - 10.4.6. Katie – The C&S constitution differs from the Student Life constitution.

- 10.4.7. Lauren (Archery/Clubs Officer) – Archery also have a pub quiz coming up this Thursday so we will come back with how it goes (*reverting to point 10.3.*).
- 10.4.8. Noreen (UL Sport) – have you also been told you will be kicked out after an hour?
- 10.4.9. Lauren (Archery/Clubs Officer) - They haven't been made aware that there is no PA system or that they are kicking people out.
- 10.4.10. Eoin (Musical Theatre/Societies Rep) – Believes this issue pertains to Tuesdays in particular. They have a techno DJ on Tuesday nights to compete with Stables Techno Tuesday. When trying to organise karaoke nights for Musical Theatre, they said that they were looking to expand into bands and DJs to compete with Stables.
- 10.4.11. Aisling – Context: Stables and Scholars used to be run by the same people. Stables was for large events and gigs, whereas Scholars was a more relaxed place for comedy nights, cabaret, karaoke, or open mic. Now Scholars is being run by different people and being in competition with Stables could *potentially* be the reason for this behaviour. The new sports bar has now reopened as The Terrace and they are interested in interacting with clubs and societies. Aisling will be meeting with the owner next week.
- 10.4.12. For any queries related to Scholars, please contact Aisling.
- 10.4.13. Lauren (ULFM) – It's not just Tuesdays. We had a table quiz on a Thursday and Scholars had an event on at 5 p.m. They told ULFM that they could sell 20 tickets, which they did. Then they refused to ask people not participating to leave. They struggled to fit everyone in and it was very noisy.
- 10.5. Noreen (UL Sport) – Asks all clubs and societies planning an event to email them so they can add it to their calendar. Additionally, she agrees with Aisling that The Terrace is another great place to host events. They only opened Thursday so pop in to have a chat with him.
- 10.6. Eoghan (Tae Kwon Do) – They are having different issues. They went in last week and were told that in order to book a quiz, they would have to pay for the venue and buy a €7 drink voucher for every participant.
- 10.6.1. Aisling – asks Eoghan to email her this information asap.
- 10.6.2. Eoghan (Tae Kwon Do) – we don't have physical proof, this was a conversation in person.
- 10.6.3. Aisling – it's alright we will take your word for it.

- 10.6.4. Eoin (Musical Theatre/Societies Rep) – Seconds what Eoghan has said. When the Drama Society went in yesterday, they were also asked to buy vouchers. Drama Society dismissed this and so the owner dismissed it too. It was in relation to people getting kicked out for not drinking.
- 10.7. (Unknown) – are meetings taking place only in person or will there be virtual meetings.
- 10.7.1. Aisling and Katie – No, they are in person. Engagement isn't great online or sometimes even in person. Today has been the best engagement.
- 10.8. Adam (Ultimate Frisbee) – is there a deadline for the risk assessment form?
- 10.8.1. Aisling – Waiting for the health and safety consultant to get back to her with one final part. By Thursday or Friday, it will be up on the resource tab.
- 10.9. Katie – events support and grievances/disputes training will be taking place next week so make sure to attend. Drop-ins will be going ahead tomorrow in the C&S office.

**Meeting adjourned 18:50**