



Minutes

Name of Committee: RAG (Raise and Give) Committee

Date: Wednesday 22nd February 2012

Time: 13:00

Location: Meeting Room 2

Members Present:

RAG Officer (Chair)
Events Coordinator
Treasurer
Union Council Rep
Union President
VP Student Engagement

Adam Moloney
Louisa Johnson
Sarah Haig
Brendan Westhoff
Sam Ling
Shane Murphy

In Attendance:

Student Activities Assistant
Student Activities Coordinator

Alexandra Cunningham
Kim Webster

Apologies received from:

Equality and Diversity Officer
Ethical & Environmental Officer
External Events Coordinator
Publicity Officer
Your RAG team coordinator

Chloe Green
Joshua Davies
Anjali Dwesar
Chloe Whitfield
Shannon Ainslie

Absent without apologies:

Corporate Sponsorship
Union Council Rep

Maria Perry
Alice North

No.	Item & Discussion	Action/ Date
53	Agenda Adam announced that Tom Fowler had resigned from his position as RAG social secretary. His position will be elected at the RAG committee elections in May.	

54	Minutes 22.2.12 <ul style="list-style-type: none"> - Passed for accuracy - 45.4. Food Safety Training. Kim explained that there was not currently the budget to cover food safety training for RAG committee but it would be included when compiling next year's budget. - 49. Shane is progressing on liaising with events on RAG week events. - 51. Monthly RAG JCR meetings are now underway. 	
55	Update on fundraising and budget figures <p>Kim explained that presenting these figures, is still a work in progress with the Business Intelligence system and that figures would be available at the next meeting.</p>	
56	Budgets <p>56.1</p> <ul style="list-style-type: none"> - <u>New Money counting process</u> <p>Kim explained that a new system had been put in place for processing RAG money. She explained that when student groups bought money in, RAG would now be responsible for taking the money directly to Natwest rather than having to process it through the accounts department first. Sam raised concern over students having to cross campus with large amounts of money. Kim will build in additional measures to cover any risks to students. This will include risks associated with student safety and also with money going missing It was also suggested that perhaps student groups could take the money to Natwest themselves rather than RAG having to do so. Kim will look into this possibility. Kim will also speak to John Mills regarding what insurance we have in place for students transferring money.</p> <p>Shane asked about what process there would be for students who don't wish the money to go into the RAG account but directly to their charity. Adam explained that these groups can do this, but they will need to get proof of the money that has gone to the charity and that this will then be given to Kim, who will ensure it is recorded under RAG. A meeting will be held with these groups tonight (22.02.12).</p> <p>It was clarified that any money raised directly by RAG would still go through accounts, including the shakers.</p> <p>56.2</p> <ul style="list-style-type: none"> - Budget request for BBQ kit <p>Kim put forward a proposal for putting together a BBQ kit bought by RAG</p>	Kim

	<p>which they could use every time they wanted to hold a BBQ. This could also be hired out to other societies/clubs which would enable RAG to get a return on the money spent. The total cost would be £125. Shane also suggested that RAG could organise the BBQs for clubs and societies and in this way generate additional fundraising opportunities. The total cost would be £125 and the current budget left for RAG spending is £278.</p> <p>PASSED</p>	Kim
57	<p>Update on events</p> <ul style="list-style-type: none"> - Varsity. Adam explained that the minimum order for Varsity merchandise is very large and so it would be difficult to make profits on this. There is the possibility of making profit on food though. Adam has been assured by Jonny that RAG could be the only food supplier at Varsity and so they could get profit this way. Shane expressed concern that RAG would not be able to cope with the demand for food. It was suggested that instead of having a BBQ, RAG could buy in refreshments to sell, which would be easier – a RAG tuck shop. Adam will ensure that this is ok with Jonny and will liaise with Kim on ordering in food. - Elections. A place has been sorted to hold a pancake stall on the red brick area on the first day of SUSU elections. This will be easier than the prior plan of a BBQ. It was decided that donations would be asked for rather than a set price. 	Adam and Kim
58	<p>Ideas for future events</p> <p>An ideas meeting was held last night (21.2.12). It was decided that there would be a group of volunteers planning each event during RAG week.</p> <p>Adam also said he would like to have a RAG AGM question and answer session before the AGM where people would be able to come and ask questions about running for the committee. Adam will put this together.</p> <p>Louisa said that they'd like to plan a summer fete event after the AGM in week 12. They would also like to order a bouncy castle for it. Kim and Louisa will start planning this.</p>	Adam Louisa and Kim
59	<p>Any Other Business</p> <p>RAG Calendars - Adam explained that there quite a large number unsold and asked for ideas for selling the rest. Louisa suggested that we sell them reduced at £2 for the pancake sale on campaign day. Decided that the price will be slashed</p>	

	until they are sold.	
60	Date and time of next meeting Wednesday 16 th March, 13:00 in Meeting Room 2, Level 2, Building 42.	