



RICHMOND
THE AMERICAN INTERNATIONAL
UNIVERSITY
IN LONDON

RAIUL SGA EXECUTIVE BOARD MEETING AGENDA

Friday, 11 November 2016

Time: 3:30-5:30 p.m.

Location: Board Room, Asa Briggs Hall, Kensington Campus

Present: Damien Ashton-Wellman - Chair (DAW); Synthia Hynes (SH); Eduardo Hernandez (EH); Gonzalo Diaz-Rio Varez (GDRV); Bobby Marinov (BM); Alexandria Holcomb (AH); Arielle Medrano (AM)

Also Present: N/A

Apologies: N/A

1. Approval of the Minutes of the last meeting held on 04 November 2016

- 1.1 The minutes from the previous meeting held on 4 November were reviewed and subsequently approved.

2. Matters Arising

- 2.1 N/A

3. Presidents Report – Board of Trustees Feedback

- 3.1 Met on Tuesday and reviewed student opinions.
- a. DAW informed the Board of Trustees that students would prefer more structure within the Careers department.

4. VP for Academics Report

- 4.1 Research and Ethics procedure
- i. Approved by members of the SGA Executive Board.
- 4.2 Course representative meeting on Wednesday in Richmond went well.

5. Events Calendar

5.1 Careers Evening – 17th November

- i. Events Team will be here to help out with Heythrop College joint event to set up in Starbucks in Kensington and help distribute prosecco and wine.

5.2 Winter Ball – 25th November

- i. Ticket prices will increase the 21st of November to £25.
- ii. Budget:
 - i. Wine:
 - a. £1,517.51
 - i. AH to request credit card from Allison Cole-Stutz to get credit card and purchase the wine.
 - ii. £1,857.44 remaining to use on:
 - a. Lighting
 - b. DJ and Equipment
 - c. Paying photographers
 - d. Decorations
- iii. Pre-Parties
 - i. Budget: £400 (including both parties).
 - ii. Richmond preparty
 - a. 5:00 PM-7:00 PM
 - iii. Kensington preparty
 - a. 4:30 PM-6:00 PM
- iv. Food
 - i. Need to clarify with venue precisely how much food they will be providing.
 - ii. AM to look into acquiring a chocolate fountain.
 - v. DJ

- i. Potentially have a student to DJ.
 - a. Need a Spotify playlist for when the DJ eats, etc.
 - b. Equipment
 - i. AM to look into using the AV equipment in Richmond.
 - vi. Decorating
 - i. AM to be going to Pound Land with Events Team to purchase items for the decorations.
 - ii. Centre pieces and other decorations were presented by AM and approved by other members of SGA.
 - iii. Victoria can get two or three people to help build the Photo booth.
 - iv. AM to ask venue if we can have fake snow.
 - v. Backdrop
 - a. AM to speak with venue to see if they can provide a frame for the backdrop.
 - vii. Winter Ball King and Queen and Prince and Princess.
 - i. DAW to look into sending an email to all students asking for a nomination.
 - viii. Bus from Kensington to the Ball.
 - i. DAW to look into getting the bus.

5.3 SGA members agreed to not have an end of term party.

6. Fall Team Bonding Day

6.1 SGA members potentially doing a wine tasting for the bonding day.

7. Spring 2017 Orientation – Be back by Sunday 8th January

7.1 DAW informed SGA Executive members that they will need to be back the 8th of January for Spring Orientation.

8. Task List Review

- 8.1 DAW to look into a wine tasting for the fall team bonding day.
- 8.2 DAW to look into going about the nomination for King and Queen and Prince and Princess for the Winter Ball.
- 8.3 SH to speak with Colin about being DJ for Winter Ball.
- 8.4 SH to help AH with the wine for the Winter Ball.
- 8.5 BM to keep track of the finances for the Winter Ball.
- 8.6 EH to look into lights and DJ equipment.
- 8.7 EH to meet with the electrical department.
- 8.8 AH to handle the Winter Ball wine and sell tickets.
- 8.9 GDRV and AM to monitor the rest of the Winter Ball.
- 8.10 All SGA members to help promote the Winter Ball, post on all of the social media accounts and help put up posters.
- 8.11 All SGA members to ask students about the music they would like to hear.
 - i. AM to put a suggestion box in Richmond.
- 8.12 EH to speak to Dominic Alessio to discuss getting Richmond merchandise to be sold in the Starbucks in Kensington campus.
- 8.13 All SGA members (except AM) to send biographies to EH for the website.

9. AOB

- 9.1 Final Exam schedule to be released by Registry next week (Week 10).
- 9.2 Student Experience Committee met this Tuesday (08/11)

- i. AM presented the information that was discussed at the Student Experience Committee:

1. Approximately 100 students withdraw from the University every year.

a. 50% US students.

b. 25% UK students.

c. General reasons for leaving:

i. Too expensive, would like to be closer to home, or unhappy with their course (liberal arts especially).

1. Precautions:

a. Introduction of the Student

Finance Committee to support students that are struggling financially.

b. Engagement measures.

c. Promote Liberal Arts and its relation to career development.

i. "You Said, We Did" campaign was successful.

1. Changes included:

a. Dining hall

b. Academic advising

c. Social/study spaces

d. Less expensive events and activities

e. RLA

ii. Student Satisfaction Surveys from Spring 2016

1. 78% total student satisfaction.

2. Areas that need improvement:

a. Student Government

b. Food offerings

c. University property

i. Withdrawals: April to October 2016

1. 26- US students
2. 14- EU students
3. 12- UK students
4. 3 international students
 - a. 46% withdrew for medical/health/family reasons
 - b. 25% financial reasons
 - c. 20% unhappy with their course

i. External Student Satisfaction and Leavers Stats

1. NSS- 85% overall student satisfaction
2. DLHE- 82% employment rate (92% including postgrad)

i. RLA to start promoting career-related training.

1. Potentially beginning to promote career advice in the Transitions classes.

ii. Potentially starting to sell Richmond merchandise in the Kensington Starbucks.

10. Reserve Agenda

11. Date of Next Meeting: Friday 18 November 2016