



# CGCU

City and Guilds College

*Union Council*

*Start of year Report*

By Claudia Caravello, CGCU President

## ***CGCU Overview***

This report covers the CGCU activity from August until end of October on the following topics:

- Finances
- Freshers
- Engagement with Students
- Events
- Management Group

The report ends with a summary of the CGCU's future plans.

## ***Finances***

### ***CGCU Exec Finances***

Following a detailed application over summer, we have secured a grant donation from the Faculty of Engineering for £8,500. A portion of this money is set aside for the Dep Socs, awarded based on application process, to help them fund new events to increase engagement. On top of this we have also received donations from the CGCA for the Annual Dinner.

This year, we have Shell as a sponsor, helping fund the printing of the Spanner and Bolt. In return, we have published their ads and articles, and shall be sending out a few emails on their behalf. Our sponsorship officer is also currently contacting other companies.

### ***CGCU Grant for Dep Socs***

Dep Socs are invited to apply to the CGCU for money to partially fund any new event which will help increase engagement with the students. Applications have already opened and are being assessed on a rolling basis. Dep Socs have till the 17<sup>th</sup> November to apply, before a second round of applications will open in the Spring term.

## ***Freshers***

### ***Freshers Guide – "The Spanner"***

This year we revamped the Spanner design. It includes a brief introduction to the CGCU, the committee, as well as included information on our clubs, societies, and alumni. We ordered 1,300 copies of the Spanner, as last year we were short, and emailing all UG departments, this is the figure we came to. These guides were handed out, and also referred to, in the departmental welcome talks, making it very easy for students to see what the CGCU does. Overall, we have had great feedback about the new design and content. Students found it very useful to find out what clubs they could join.

### ***Welcome Talks***

This year the CGCU President, and other CU Presidents, joined the ICU President and Provost to give the Provost Welcome Talks in the Great Hall on the first day of term. It was a great opportunity to engage with students right from the first day and really made an impact to the Freshers, who have been coming up to me since, asking how they can get more involved with the CGCU, in particular Mascotry.

The CGCU President, AAO and Welfare Officer then gave talks throughout first week to each first year class in the 8 CGCU Departments. The talks went into more depth of what the CGCU is, how it came about, and how it fits into the Union structure. We also explained our Academic and Welfare support networks and clearly stated what they can run for in elections, as well as the responsibilities of each role.

### ***Freshers Fair***

Our position in the main entrance was a prime spot to attract lots of students. We had CGCU students from all year groups, as well as other UG and PG students wanting to know how to get involved with engineering activities which interested them. We advised they follow our Facebook page where all our info is posted. We gave out sweets, oyster card holders, stickers and condoms. We also held a spanner lifting challenge, where students who could lift the spanner received a special sticker announcing this achievement.

At Freshers fair we took photos, as well as visiting all 16 of our clubs and socs stalls, to see how they were doing and take photos of their successful days. From previous agreements made during meetings over summer with each Chair/President, we placed CGCU Bolt Magazines on every stall, plus the Team Bo stand. We made the agreement that they'd help promo the magazine, giving it exposure; and if they tagged us on Facebook with a pic of them and our magazine, we'd share it, helping them also gain exposure and also strengthening the CGCU–Club link.

### ***Engagement with Students***

#### ***CGCU Magazine – “The Bolt”***

Introduced this year, Nisha (Media and Marketing) and Claudia (President) led the implementation of the first issue, released online and as hard copies at the start of term. The magazine aims to showcase what the CGCU is up to each half term, as well as shout about the great achievements or upcomings of some of our clubs and socs.

As stated above, the issue went on all 16 clubs and socs stands, Team Bo's stand, and the CGCU Exec stand. It was well publicized throughout the day, with about 400 copies given out in total. On top of this, it was placed in every Freshers welcome pack given out by departments, except EEE where EESoc instead distributed them, and ChemEng where they were given out during the departmental welcome talk. DesEng also handed them

out to the whole of 2<sup>nd</sup> and 3<sup>rd</sup> year during welcome talks. This was arranged via emailing UG admin departments, and many upon receiving their deliver liked the publication so much they asked for extras to display in common rooms and UG offices. Further to this, the remaining copies were spread out in the Engineering buildings common rooms and work spaces, and a digital copy put online (Facebook and website).

Since the first issue, we have created a Bolt Editor role, which was filled during the Autumn elections. Thomas Cross is currently working on our next issue, having been trained up by Fred from Felix in the InDesign software. CGCU thanks to Fred for these lessons.

We have also worked to try gain sponsors for advertisement/articles in the Bolt. Currently CGCA provide any articles we are interested in from the Imperial Engineer publication for free, and Shell pay to publish a sponsored article.

### ***Facebook***

We have steadily been increasing our followers on Facebook each week, with the aim to reach 3.5k by the end of the academic year. Facebook has been very successful in sending messages to our students, with an average reach each week of 5k.

This year we aim to use Facebook to advertise all our meetings and Union meetings more, as well as promote our events, welfare and regalia.

### ***Mascotry***

Mascotry has been well explained to all Freshers during welcome talks. We have many students wanting to get involved, and have explained the brief rules to them, highlighting on the fact violence must never be used. Any mascots stolen will be delivered to the CGCU President for safe keeping.

Currently, at the time of typing this report, we are in possession of the RCSU Mascot, Theta and the RSM Mascot, Davy. Following Mascotry Policy, we shall be notifying the RCSU and RSM Presidents within 24 hours along with our demands. Following confirmation, the demands are carried out/will be carried out, the mascots will be returned to the RCSU and RSM.

### **Emails**

We have reduced the weekly emails to fortnightly, in order to reduce the number of emails a student receives. On top of this, we are in the process of switching over to using MailChimp, as it provides easier email abilities, and gives us more feedback on how many people open are emails and which links they click. This will be very useful when analyzing the success of emails in general.

## ***Management Group***

### ***CGCU Exec***

Apart from RAG Coordinator, the CGCU Exec have filled all their positions. CGCU President has met with all committee members to ensure role descriptions/responsibilities are known, that all members have goals to work towards, and also so they know who to go to for any help in their roles.

### ***CGCU Clubs and Socs***

CGCU President and VPFS have been in contact with every club and soc Chair/President over summer. Since then we have established the VPFS (aka. MG Vice-Chair) is the main contact point for all issues and only if needed, raised higher to CGCU President (aka. MG Chair), DPCS, or DPFS. VPFS has created a strong working relationship with all clubs and socs, regularly emailing them. All clubs and socs have been informed about using VPFS as main point of contact, and all emails to them have gone through VPFS to reaffirm this.

VPFS has emailed all MG committees informing them about the CGCU grant and how to apply. They also chair MG committee meetings and the grant committee. Our first MG committee meeting should of happened by the time Council meets.

All clubs seem to be functioning successfully, with the exception of one or two blips, which have been resolved quickly by the VPFS/CGCU President. All clubs and socs have been emailed by the Bolt Team about having the opportunity to star in the magazine.

### ***CGCA***

CGCU President and CGCA Officer have attended OC Trust and CGCA Meetings over the summer and past month. We have been working closely with them all summer to help locate, assess and reinstate the CGCU Committee shields, which date back to 1899. We have assembled committee lists from 2004 onwards, as these shields were never made and need to be, as well as identified which shields were lost and need replacing. Alongside talks with the Faculty, we have come to an agreement that these shields will be created, before all 118 shields are hung in the main 2 stairwells of the CAGB building, thanks to the donations from the CGCA.

## ***Events so Far***

### ***World Mental Health Day***

CGCU handed out CGCU welfare leaflets at World Mental Health Day.

### ***Quad Union Carnival***

This was the first time this event was held. Held on Tuesday 10<sup>th</sup> October, it fell into the Union's Welcome Week. It was a joint bar night at the Union run by the 4 UG CUs (RSMU/RCSU/CGCU/ICSMSU) with mascot car rides outside, fun inflatable activities in

the Quad, a darts competition in the Union Bar, and mascots displayed in 568. Overall, the event ran well, and we are looking to continue doing Quad Union events throughout the year.

### ***CGCU Annual Welcome Dinner***

Run every year, this event is always successful. This year, we changed the venue to Millennium Gloucester Hotel, making it easily accessible to most students, especially Freshers in halls. Thanks to great publicity, we sold out in just under 3.5 hours. Overall, the night was a great success, with great food, speeches from guests, a performance from the Techtonics, before DJ Spotify led the afterparty.

The event had a total expenditure of approximately £14,000. Total ticket income was around £10,000, with the remainder of income from CGCA donation, Faculty grant and CGCU subsidy.

### ***Going Forward***

#### ***Events***

Confirmed events this term include:

- Bowling (21<sup>st</sup> November)
- Quad Union takes over ipop (24<sup>th</sup> November)
- Mice Pie Party

Other events being thought about are Pub Quiz, Ice Skating, and Christmas Dinner. We are also considering joint events with other CUs.

#### ***Welfare***

CGCU Welfare team have big plans this year, including Mindfulness sessions, animal petting, and an awareness month calendar. They have already started the ball rolling on many of these projects and I look forward to reporting on them in the coming months.

#### ***Long term plan***

The CGCU Constitution is not as relevant as it could be, and I shall be proposing in our next CGCU Exec Committee meeting that we create a working group to reform it. This includes the Committee structure, role descriptions from our regulations, meeting rules, and awards procedures. Consultation with the CGCA will also take place, as they are very keen to uphold certain traditions.

In terms of sponsorship, David Moores, our Sponsorship Officer, is preparing a sponsorship pack ready for April. The plan is to approach companies early, at the turn of the tax year, in order to secure sponsorship for the upcoming year. We believe that in doing this we will be more successful in our applications.