

LGBTQ+ Forum 2021/22

Annual General Meeting Minutes

24/01/2022 6PM, Welcome Centre Lecture Theatre 4

Officers

Present: Sophie, Zara, Lewis, Cal, Raen, Claudia, Molly, Harvey, Conall, Theo, Zarin, Orlaith

Apologies: Sam, Jesse

Forum Members Present; 11 [Quorum Reached]

1. Welcome from the chair

Sophie welcomes everyone and explains how voting will work in the meeting.

2. Bylaw Amendment Motions [Motions available at the end of this document]

2.1. Motion to amend the bylaws to facilitate the introduction of an 'Engagement Officer' role

Proposed by Zara, seconded by Sam

No amendments proposed

Passed (24, 0 against, 1 abstention)

2.2. Motion to resolve a contradiction in the Forum's bylaw regarding bylaw amendments

Proposed by Sophie, seconded by Theo

No amendments proposed

Passed (25, 0 against, 1 abstention)

2.3. Motion to change the quorum needed at Executive Committee Meetings

Proposed by Sophie, seconded by Theo

No amendments proposed.

Passed (24, 0 against, 1 abstention)

3. Executive Committee Byelections

3.1. General Secretary

Candidates: Zara, RON

First round: 25 votes- 24 Zara, 1 RON, RON eliminated, Zara elected

3.2. Campaigns Officer x 1

Candidates: Claudia, RON

First round: 26 votes- 26 Claudia, 0 RON, RON eliminated, Claudia elected

3.3. Engagement Officer

Candidates: Sasha, RON

First round: 25 votes- 25 Sasha, 0 RON, RON eliminated, Sasha elected

3.4. BAME Officer

Candidates: Zarin, RON

First round: 4 votes- 4 Zarin, 0 RON, RON Eliminated, Zarin elected

3.5. Women+ Officer

Candidates: Sky, RON

First round: 18 votes, 18 Sky, 0 RON, RON Eliminated, Sky elected

4. Honorary Lifetime Member appointments

4.1. Adam has been nominated for HLM for the work they've done as Campaigns Officer during the most difficult period in recent history; their contributions as part of the Bylaw Review Committee, in writing the appendices to the bylaws; as well as the contributions they made to implementing our new bylaws and ensuring the forum runs as smoothly as possible during their time as Gen Sec.

Nominated by Jesse, seconded by Sophie.

4.2. Emma has been nominated for their work in the Bylaw Review Committee, especially editing through the new bylaws.

Nominated by Sophie, seconded by Jesse.

4.3. Izzie has been nominated for their work for the forum as Queer+, Women+ and Intersectionality- worked hard on raising awareness for queer identities, as well as advocacy.

Nominated by Sophie, seconded by Jesse

4.4. Jenny has been nominated for help towards the forum when it came to our dealings with Generation and helping us outreach to Queerboots

Nominated by Sam, seconded by Jesse

4.5. Sophie has been nominated for their work as social secretary, vice-chair, general secretary and LGBTQ+ LCO, especially in creating our Teams group and working with the SU.

Nominated by Lewis, seconded by Jesse.

4.6. Zara has been nominated for HLM for their work in supporting the newer members of the forum and going above and beyond in their own role

Nominated by Lewis, seconded by Raen.

5. Financial Report

5.1. Last Academic Year (2020/21)

Budget reduced to £500/year due to SU financial state and Covid-19 pandemic.

Spent £281.07 on various campaigns and socials, with £218.93 left over.

{First image on right shows exact breakdown}

5.2. This Academic Year (2021/22)

Budget increased back to £600/year.

£45.26 spent so far on outreach, general supplies and socials.

£554.74 remains for the rest of the year, including history month and pride month.

{Second image on right shows exact breakdown so far}

Total expenses:	£281.07
Budget left:	£218.93
Expense	Cost
History month posters	£21.00
Sellotape	£3.60
Flags	£62.51
Picnic social supplies	£61.73
First Pride social food	£31.45
Money collection bucket	£5.99
Proud to be You stickers	£35.90
Proud to be You badges	£21.00
Tie Dye social supplies	£37.89

Total budget:	£600.00
Total expenses:	£45.26
Budget left:	£554.74
Expense	Cost
Sellotape	£6.20
Coffee social supplies	£7.04
Leaflets for Freshers' Fest	£7.02
Halloween social supplies	£25.00

6. Officer Reports

Sophie, LCO- Was general secretary at the time of the last AGM. Jesse, previous LCO, resigned 14/05/2021, meaning that Sophie, as LCO elect, took over 1.5 months early.

- Took over preparations for pride month, promoting and attending lots of events
- Officially LCO since 1st July 2021
 - Chairing executive committee meetings and GMs
 - Attending meetings with the Students' Union and with the University
 - Taking part in preparations for the upcoming term, including helping to decide on themes for upcoming coffee evenings and to coordinate history month

Theo, Campaigns- Hello, I'm Theo (they/them) a first year business management student and I'm a campaign officer for the forum.

My role is focused on assisting or creating campaigns for the forum both physically with posters and online through social media

So far this year:

- I've assisted where able with the general running of the forum (such as helping set up and run events)
- I've done the majority of printing and assisted in all forum postering for events such as queer boots, the AID's day talk or campaigns like 'they matter'
- I've also participated in the rebooting of the they matter campaign, discord focus group and and current planning for upcoming history month activities/campaigns
- Finally I've written/am writing up smaller social media posts such as the one for human rights day and the upcoming Holocaust Memorial Day

Orlaith, Content Officer/Graphic Designer- Since being elected in October, have been working on the creation of content and graphics for the forum.

I've created graphics for; trans awareness week, trans day of remembrance, TDOR vigil, world AIDS day, information about PreP and PEP, Hannukah, collaboration with Queer Boots, Coffee evenings, meet the exec + byelections.

Thank you for electing me, I hope to do more cool stuff for + with the Forum in the coming year!

Sam, Social Media- While in the role I have already changed the behind the scenes way social media posts are planned and posted, as well as working with Zara to propose the new Engagement role.

I had a hand in organising the successful Generation boycott, including attending the meeting we had with Steve (the manager) about rebuilding our relationship with them, and working with them to try to advertise the changes they have made to make the club safer. I've also been working alongside other officers and the Women+ forum to revitalise and relaunch the They Matter campaign, and have been working behind the scenes to bring in a new campaign highlighting things which I am passionate about- watch this space!

I hope to continue to work on getting the most out of all our platforms, and their different features, especially working with our new Engagement Officer, to keep the members informed on the forum's socials and campaigns!

Molly, Social Secretary/Socials Convener- Socials convener since the last AGM, including throughout freshers week and pride month.

- Established 'cosy socials' as a forum staple
- Took the lead on the majority of pride month events- First pride, picnic, 2 socials at Generation, tie dye social, bar crawl and Pride screening!
- Took the lead on the majority of events during Freshers week
- Organised coffee throughout term 1 and has been talking to a new location to host it for term 2
- Liased with Grizedale bar manager to launch semi-regular bar takeovers
- Drafted the motion to boycott Generation, leading to a meeting with their management to discuss improvements which the club could make and to rebuild our relationship, including working with them to create posts to publicise the safety improvements already made following the boycott
- Worked to organise the Queer Boots collaboration in Kanteena, which was a success!
- Been working hard to organise events for the upcoming history month, including writing risk assessments in the absence of a general secretary
- Created the "best graphic ever" [right]

Harvey, Social Sec- Likes cowboys, has been social secretary since last AGM.

- Organised + supervised online socials (Jackbox, cosy socials)
- Helped organise Pride screening, bar takeover, and upcoming history month events
- Helped out with changes to the forum Discord
- Helped create advertisements for upcoming events
- Reached out to the zoo (zoo social!!!!)
- Can do little dances

Conall, Social Sec- Has been social secretary since October.

- Attended n supervised coffees throughout the term
- Attended meetings for updating the forum Discord.
- Has helped out with the planning of some socials.



Zara, Intersectionality- Throughout the last 9 months or so, I've worked within the forum as Social Media Officer and Intersectionality Officer, and have;

- Worked on various projects in pride month and Freshers including advertising all of the events, bringing back the brick campaign and creating the Stonewall fundraiser, which raised £122 in just one week in June!
- Finished my tenure as social media officer, posting regularly and creating graphics throughout
- Social media handover- including realising the scope of the role would require a change in bylaws to facilitate the creation of an Engagement Officer, which I wrote the motion for and presented today
- Have been working on speaking to other forums to increase solidarity and representation across the board
- Worked with Raen, Sam and Lewis to update our Discord !
- Created posters and social media graphics for the They Matter campaign and organised it as a collaboration with the Women+ forum alongside other exec members
- Been currently working hard on pulling together history month plans !

Jesse, Faith Officer- Hi! My name is Jesse, I use they/them pronouns, and I'm Faith Officer for the Forum. I'd like to apologise that I can't join you all this evening, as I'm busy with a prior engagement.

It's no secret that I've struggled with a severe lack of both time and health over this past year, but I'd like to thank you all for choosing to elect me back onto the exec to continue serving you in any way I can. During the past term-and-a-bit, the faith sub-forum has had a small, but stable active membership of a handful of students, and it's been great to work along so many fantastic people. Over the past few months in this role, I've:

- implemented weekly welfare hours during term time in a quiet and fully-accessible space,
- run two faith sub-forum socials,
- supported Raen, Madrie, and Kara in running a vigil for Trans Day of Remembrance,
- talked with the Jewish Society about our social media campaigns around Chanukah and Holocaust Memorial Day,
- and continued to support the national campaign to end so-called "conversion therapy" in the UK - an issue which affects many LGBTQ+ people; LGBTQ+ people of faith even more so.

I'm hoping to continue working with faith groups on campus, continue to see LGBTQ+ students of faith supported by our Forum, and continue campaigning as best I can for our community. Thank you.

Lewis, Men+ welfare officer- Hi all, I'm Lewis (my pronouns are He/Him) and I'm the Forum's Men+ Welfare Officer. I'd like to thank you all for joining (and staying with) us tonight. Unfortunately as a third year I do have a pretty severe time deficit, but I've been doing what I can. Since being elected my primary contributions have been:

- Run the weekly Men's+ Welfare hours
- Helped update the Forum's online presence
 - Restructuring the Discord
 - Updating the linktree
- Organised the World AIDS Day campaign
 - Post content
 - Resources
 - Talk by Robert Mee
- Sober duty at last week's GZ Bar takeover / Ensuring members' welfare during forum-endorsed events

I look forward to working on our future campaigns (we've got a few in the works), improving the resources we have available both now and in the future, and continuing to provide support when it's needed.

I'm also gonna take this opportunity to plug welfare hours - they're currently 5-6 on Mondays, and typically in the Library! If you can't make that but feel you want to talk, I'm always happy to arrange a chat outside of those hours online or in person - you can also message me on Discord or drop me an email!

Callie, Queer+ welfare officer- Was elected Q+ officer in around May of last year, and so have held the role since last AGM.

- Ran welfare hours since being elected
- Organised and made graphics for campaign on queer people in history/modern times- tried to focus on their achievements over their identities.
- Made graphics for awareness days such as bi pride, asexual awareness day
- Attended most social events
 - Sober duty for all of Freshers week and also throughout pride month

Raen, Trans+ welfare officer- Was elected Trans+ officer in October.

- Runs a weekly welfare hour
- Runs T + Coffee weekly due to popularity this year, including a themed 'Clothes swap' last week, which was quite popular and should become a termly event
- Attended the majority of events, including weekly coffee evenings and socials
- Helped to run trans awareness week immediately after being elected, including creating a small campaign for social media and working with Jesse and the previous trans+ officer to organise the Trans Day of Remembrance vigil
- Helped to relaunch the They Matter campaign
- Started working on the new THEM campaign, around trans+ equality and healthcare in medicine, specifically working with Lancaster Medical Practice

- Helped improve the forum's online presence
 - Restructuring of the trans+ forum discord
 - Restructuring the main forum discord
 - Working on creating an online workspace for cross-forum planning within the SU
- Helped out with other campaigns and events within the forum via attending meetings, giving ideas and support
- Looking forward to upcoming events in history month and beyond

7. AOB

7.1. Empty Intersectionality Officer Role

Following Zara's election as General Secretary, the Intersectionality role will be left empty- the exact course of action will be decided by the executive committee at their next meeting, but it's likely that this role will be co-opted before a byelection being hosted at the start of a coffee evening later in the term.

Motion to amend the bylaws to facilitate the introduction of an ‘Engagement Officer’ role

Following the Covid-19 pandemic, and the general increase in relevance of social media within societies and Forums, the Forum notes the following;

- Online accessibility should be the top priority when making online campaigns, posts and advertisements
- Our online engagement has increased rapidly, and is a key part of the ongoing popularity of the Forum following the pandemic
- The popularity of different social media sites is constantly changing, and so the Forum’s approach to them needs to be more fluid
- It can be difficult to coordinate the creation and publication of content, especially when it involves multiple other officers on the Exec.

The above has led to an increase in workload for the Social Media Officer and Content Officer, to an extent unfeasible to request of two full time students in a voluntary role.

Therefore, the proposed changes to the bylaws would ensure;

- Introduction of an ‘Engagement Officer’ role, whose responsibility would be increasing engagement especially within diverse groups and coordinating the creation and publicising of content on social media and physically.
- Equal distribution of workload throughout the social media team, via encouragement to collaborate and share responsibilities when necessary.
- Change in responsibilities of the Content Officer, now renamed the Graphic Designer, who would now primarily focus on creating content and ensuring accessibility, without having to coordinate what content needs to be produced.
- That the bylaws do not require any specific social media accounts to be run, just that the Forum has an online presence to reach members.

The following changes to the bylaws are proposed, where italicised text is additions, and strikethrough indicates deletion.

~~4.1.4 Content Officer~~

~~4.1.5 Social Media Officer~~

4.1.4 Communications Officers

4.1.4.1 Social Media Officer

4.1.4.2 Graphic Designer

4.1.4.3 Engagement Officer

4.6.5 Communications Officers

4.6.5.1 To cooperate in the online publication of the Forum’s content;

4.6.5.2 To assist each other in their duties in order to ensure the smooth running of the

Forum’s communications and social medias.

4.6.5.3 Communications Officers shall include:

4.6.5.3.1 Social Media Officer

4.6.5.3.1.1 To manage the Forum's social media and the SU website;
(Deleted references to specific social media accounts)

4.6.5.3.1.2 To increase the Forum's online presence, which may include resharing relevant news articles and content from appropriate LGBTQ+ media affiliates.

4.6.5.3.2 ~~Content Officer~~ *Graphic Designer*

~~To publicise all Forum events and campaigns through posters, SU advertising, and student media;~~

4.6.5.3.2.1 To create and produce graphics and media for the Forum, in collaboration with the Social Media Officer *and the Engagement Officer*;

4.6.5.3.2.2 To *work with the Engagement Officer* to ensure that all content and media produced by the Forum is accessible, readable, is accompanied with image descriptions or transcriptions, and is given appropriate content warnings for sensitive materials;

4.6.5.3.2.3 To be responsible for the content publicised by the Forum.

4.6.5.3.3 *Engagement Officer*

4.6.5.3.3.1 *To increase engagement within and outside of the Forum with diverse groups of students;*

4.6.5.3.3.2 *To coordinate the publicising of Forum events and campaigns through posters, SU advertising and student media;*

4.6.5.3.3.3 *To work with the Graphic Designer to ensure that all content and media produced by the Forum is accessible, readable, is accompanied with image descriptions or transcriptions, and is given appropriate content warnings for sensitive materials.*

Proposed by: Zara Murphy

Seconded by: Sam Hedges

Motion to resolve a contradiction in the Forum's bylaw regarding bylaw amendments

On the topic of bylaw amendments, the main body of the bylaw states:

9.3. Amendments to this bylaw shall be made following the motion being carried by a simple majority at a General Meeting and ratified at the SU's Executive Committee.

Meanwhile, Appendix I: Motions Procedure states:

5.3. Any changes proposed are submitted as a motion ahead of the Annual General Meeting or Emergency General Meeting.

5.4. Bylaw Amendments follow the procedure of General Motions with the exception of 3.3 – they cannot be heard at General Meetings.

The Forum is asked to note that,

- The current version of the bylaw was written in its entirety by the Bylaw Review Committee that convened in the academic year 20/21,
- The bylaws' main body and its appendices were written by different members of the Bylaw Review Committee,
- Because of this, the aforementioned inconsistency can be attributed to a miscommunication rather than a fundamental flaw in the bylaw.

It is the opinion of this motion's proposer that the bylaws' main body should take precedence over its appendices. Thus, the following changes to Appendix I: Motions

Procedure are proposed, where italicised text represents changes and strikethroughs represent removals:

5.3. Any changes proposed are submitted as a motion ahead of a *General Meeting, Emergency General Meeting, or Annual General Meeting*.

5.4. Bylaw Amendments follow the procedure of General Motions ~~with the exception of 3.3 — they cannot be heard at General Meetings.~~

Proposed by Sophie Schulz at the LGBTQ+ Forum's Annual General Meeting on 24 January 2022. Seconded by Theo Sutton.

Motion to change the quorum needed at Executive Committee Meetings

In the context of this motion, quorum is the number of elected Officers that must be present at a meeting of the Executive Committee to allow them to make binding decisions. On this matter, the current bylaw states:

5.8.1.4. Quorum is reached in the presence of five Officers.

The Forum is asked to note that,

- A full Executive Committee currently consists of 16 Officers (17 pending the approval of the Engagement Officer),
- The number of filled positions can vary starkly from year to year,
- Where there is a small number of Officers, the Executive Committee may struggle to hold quorate meetings,
- When all positions are filled, the current quorum of 5 Officers represents only around thirty per cent of the Executive Committee and may therefore enable decisions to be made by a minority of Officers.

To resolve these issues, the following change is proposed, where italicised text represents a change:

5.8.1.4. Quorum is reached in the presence of *at least fifty per cent of Officers.*

Proposed by Sophie Schulz at the LGBTQ+ Forum's Annual General Meeting on 24 January 2022. Seconded by Theo Sutton.