

DITSU Staff Meeting Notes

Friday 31st August 2018

Time: 9:00 – 10:00

Venue: Room RD004 – DIT Grangegorman

Present:	<p>Eve Donnelly Sinead Collins Hazel Beattie Maura Cunningham Micheál Gallagher Aisling Mc Elvaney Mary Scally</p>	<p>Communications Executive (Chair) SA DIT Bolton Street SA DIT Grangegorman Deputy CEO SA DIT Kevin Street (Note taker) Graphic Designer Directors of Student Academic Affairs</p>
Apologies:	<p>Sharon Hughes Trish Cullen Claire Healey Hollie Fitzell</p>	<p>CEO SA DIT Cathal Brugha Street Executive Coordinator Admin Support Worker</p>

Welcome and Health and Safety	Noted
<p>TU Dublin:</p> <ul style="list-style-type: none"> - The Deputy CEO updated regarding the various working groups that are associated with the designation as a Technological University. - The management updated that the various committees and working groups would be investigated to see which the best investment of time and resources would be. 	
<p>Grangegorman:</p> <ul style="list-style-type: none"> - The Deputy CEO updated on the Francis Johnston Lower House Proposal. - This space is meant to be a temporary arrangement with no final plan for where the student centre is to be located. - The Director of Student Academic Affairs updated on East Quad and Central Quad development, which are facing issues with office space allocation, and also update on the long term DIT Library plans. 	
<p>Internal Audit / Financial Update:</p> <ul style="list-style-type: none"> - The Deputy CEO updated that an Internal Audit had taken place. - Some policies and procedures are missing and others need to be reviewed. - Overall the results were very positive, only that DITSU is under resourced in regards to staffing. - It was noted however how important the signing of delivery docket is - DITSU CLG is now registered for VAT 	
<p>Staff Training:</p> <ul style="list-style-type: none"> - A date for diary, 9th of October would see the return of Carol Conway to do some training on Org. Culture, Mission & Vision etc. 	

<p>Risk Assessments:</p> <ul style="list-style-type: none"> - There will be a meeting with the OHO to decide on the process of DITSU's Risk Assessments, likely a slimmed down template. - Someone would need to meet with external people coming in and talk through important points of Risk Assessment with them. - Long term the OHO would like to see large external DITSU events also Risk Assessed. 	<p>E&W Team</p>
<p>Comms Update</p> <ul style="list-style-type: none"> - Posters, Business Cards and other promotional materials should now be at all local offices. - Take down posters and tidy up the spaces. - The Comms form has been updated and simplified. 	
<p>AOB</p> <ul style="list-style-type: none"> - It was noted that the Kevin Street College Officer had resigned. - MG to circulate a doodle to find a time that suits and send on notes. 	