

TREVELYAN COLLEGE MINUTES

# Exec Bonding 17/18

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**Action Points** are in red throughout the text and are listed at the end.

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## ATTENDING

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**Lydia Edwards** President

**Emma Maynard** Vice-President

**Benedict Zealley** Treasurer

**Grace Harwood** Welfare Officer

**Rosalia Taylor** Outreach Officer - Joining us midway through the second day.

**James Lowrey** Social Chair

**Darcy Van Eerten** Durham Students Union Representative

**Alexander Gottlieb** Publicity Officer

**Annamari Karvalits** International Students Representative

**Michael Dermody** Chair

**Lydia Kember** Buttery Chair

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## ABSENT

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**Nathan Kunin** Services Officer - Nat's written views will be voiced by Lydia Edwards.

**Harry Jolly** Incoming Bar Sabb

**Alex Durk** Outgoing Bar Sabb

## **INTRODUCTIONS**

Everyone discussed their perfect holiday destination.

## **WHAT IS OUR PURPOSE?**

Lydia E: We are a mini students union, here to represent the views of the JCR.

Grace: One issue is that many conflate the College and JCR and we need to highlight distinction and make more people aware.

Lydia E: We have a good relationship with college and that means that sometimes it comes across as if we are college. Not everything has to be passed by the JCR, things like Welfare Awareness Formal needed to only go through WACComm.

Grace: What about the representation of Trevs to the uni?

Lydia E: That's my job. Basically if there's anything big, come to me. Darcy is also in charge of representing to the DSU.

Darcy: Haven't been to any meetings yet, the rest of the reps will be elected this term.

Emma: Make sure you serve the JCR, they're your peers but you need to also maintain a professional demeanor to get stuff done.

## **GOALS AS A GROUP**

Lydia E: Be efficient and accountable to each other and to the JCR.

Mary: We are really friendly and small and musical but it would be really nice to push the international student welcome.

Emma: Improve Discipline, Latham has mentioned this for practically every formal.

Lydia K: Noise complaints were big last year.

Nat: 1. Increase engagement in the JCR, they're good at coming to events but not so much committees; this is what brings people back during the day. This includes JCR meeting turnout. 2. Improve transparency. 3. Making sure we are always professional/no scandals that could undermine the Exec.

Ben: I want to make sure the JCR as a whole make full use of the funds available to them, particularly through Fin Comm applications.

Lydia K: On engagement, voting statistics are up.

Mike: We need to utilize the social media to keep participation high.

## **ETHOS**

Lydia E: Be professional, keep personal relations out of it.

Grace: Image-wise, we need to acknowledge the fact the Exec isn't completely representative of everyone in college, and we should always take this into consideration.

Lydia K: We do have the new People of Colour rep.

Mike: Definitely need to promote the EQUALS scheme.

Grace: Someone was asking why is POC a tier 2? Definitely need to spread awareness of the Exec system.

Mike: We all have a committee and each of those will have their own ethos' as well. It's important to unify our ethos across these.

Mary: We need to ensure we are approachable.

Lydia E: All getting on is important (Emma to keep an eye on Exec cohesiveness) but we need to be conscious not to appear too cliquy.

## **COMMUNICATION**

Xander: **Slack** is solution to FB messenger problem i.e messages from Exec messages to each other can build up. Can organize stuff into relevant channels with Hashtags. (e.g Stash/JCO Meetings.)

Mike: Trial it for a couple of weeks. It solves problem with other people communicating and getting confused/distinction between personal messages and Exec messages.

Ben: Is it free  yes.

Xander: It means we can search messages to make sure important messages wouldn't get missed in a facebook chat. Increases efficiency of Exec communication.

Xander: Covers up to 2GB of data.

**Xander will trial over the next week or two, will set up**

**Mike to send Xander a list of the execs Durham emails**

Mike: The **manner** of our communication. We need to be approachable towards each other.

Lydia E: Useful having lots of different friendship groups as it reaches other members of the JCR.

Mike: Speak to each other before making decisions. (Increase Accountability.)

Emma: Best not to vent about an exec member to each other or the JCR to make them look unprofessional. If it's a personal problem communicate with each other, but if it's within a professional capacity e.g not fulfilling roles effectively speak to Mike or I.

Grace: What **method** do people prefer, email?

Xander: depends on the length.

Mike: I for one think if I need to do anything, reply etc., then email.

Lydia E: Members of the JCR should email Exec members.

Mike: Write this at the bottom of the email so channels of communication are consistent.

Lydia K: We all have our emails on our phone so Facebook messages from JCR members re formals aren't even faster anyway. It can get messy with job applications and the like, e.g if people are applying for Buttery jobs they shouldn't fb message the Buttery Chair re an existing application.

Lydia E: Emails can be organised with folders.

Lydia E: **Staff email** accounts, can't get them on your phone but, if anyone wants one, I can set it up.

Lydia E: Always remember you have to cc. MCR

## **FUNCTION AND STRUCTURE OF EXEC MEETINGS**

Lydia E: I think Mike should chair as he's ex officio and he's impartial, makes sure we're fair.

Mike: I would be happy to chair.

Lydia E: **Timing of meetings**, probably going to be on a Monday.

## **LIVERS OUT EXEC PRESENCE IN COLLEGE**

How much do we expect to be in college?

Mike: Even if we don't all live close next year we should all spend time in college anyway. I enjoy spending the day in college. The presence in Trevs is important for approachability, being in the bar and wandering around. Show that we're not cut off from everyone.

Grace: We should all as an Exec be in college quite a lot. However there seems to be a general view that the Welfare Officer should be around to manage incidents 24/7, but I'm not a nurse and I need to establish a culture where this isn't the expectation. (It's an unrealistic demand.)

Mike: Once you leave college, you are no longer responsible for the JCR. College and Latham in charge of Welfare.

Emma: This also applies to tier 2s, Grace needs to set expectations where don't feel pressurized to stay longer in college than needed, or assume complete responsibility all the time.

Lydia E: Perfectly within our rights to refuse to help people if they ask things that are out of our job description.

Mike: If someone's asking too much of you, remember you can talk to the rest of the exec.

Lydia E: Make use of Dr. Latham etc.

## **INDIVIDUALS IN THE GROUP**

Mike: Gone through the standing orders and got rid of old committees etc. (Publicity Comm).

Lydia K: Need to update the butterfly ones.

### **Lydia will discuss butterfly in standing orders with Mike.**

Grace: Would be really good to have disabilities as two people. Can we have a motion?

Mike: There's a real problem with Tier 2 expansion. Assistant music rep made last year etc. Role may change and be linked to TechComm.

Grace: I want it to be like LGBT rep, where two people apply.

Mike: Put a motion through.

Mary: Confirmed she as International Rep had been removed from under welfare.

Mike: I've also expanded buttry chair's description. Defined most other job descriptions more thoroughly.

Ben: Are the signatories in the standing orders?

Mike: It ought to go through the JCR.

Lydia E: We'll get Daisy to put in the motion.

Mike: I have compiled all the next years election events, JCR meetings etc. and James and Mary or whoever else can add to this. I can then share this on Outlook-

Darcy: - and potentially Slack -

Mike: -which means everyone will get an email reminder a few days before every event.

Darcy: I may still be on JCR comm. Could we mandate that certain tier 2 reps have to sit on SU comm?

Grace: I would be up for that. All my Tier 2 Reps are very involved with the DSU.

Mike: The current SU comm doesn't have much of a description. Would be good to mandate 4 people to turn up and also keep it open like international or Abi's (Abi Johnson, DUCK Rep) new DUCK comm.

Mike: The potential Durham SU delegate, if elected, will bring profile to the DSU and will make SU Comm a whole lot more appealing. Can we make sure we get the dates of meetings for all these committees organized ahead of time and publicized.

## **PERSONAL GOALS WITHIN OUR ROLE**

Mike: I would like to make sure my role progresses.

Xander: Transparency.

James: I want to sort out the social garage. It would be good to add to my job description to make sure that the social garage is clean by the end of every term.

Mike: Be wary of adding too much to a job description in case you have too many responsibilities but if you feel it would help future Exec members do it.

Grace: I want to improve accessibility, and make sure the Welfare team always runs smoothly. Everyone keeps taking non-latex condoms because they look nicer but they need to be saved purely for those who are allergic to latex. Need to manage the JCR's expectations on welfare with the reality of those holding positions. My immediate priorities are the "Stressless Campaign" and Freshers Week.

Mary: I want to live up to the Tier 1 Status as it's a recent change.

Nat: Increase knowledge and use of maintenance forms. Make sure upper JCR is utilized next year. Look at Washing machines and potentially working with the wider uni.

Lydia E: Transparency. Want a feedback system on the JCR website like Grey's.

Darcy: To Reform the SU Comm.

Lydia K: Continuing to hire out popcorn and candy floss machines to other colleges. I want to make sure buttry workers treat it like a business.

Emma: I want to make sure discipline is improved. It is something Dr. Latham is very aware of and I want to make sure formals are still allowed to continue. During the exam season I want to make sure JCR members can use the library without being disturbed, so am looking have it as a complete no talking zone during final term. I also want to publish a document about what each exec member has achieved over the year to increase transparency.

Ben: I want to make sure everyone's payments are done promptly, and again make sure the JCR makes full available use of the funding available.

## **DISCIPLINE**

Emma: Complaints go to both Mike and I and, if it's really serious, to Lydia E.

Mike: Emma is in charge of discipline but I'm the ex officio, so if you're worried about the effect a complaint will have on a relationship then come to me as the Chair. I will anonymize it. If you speak directly to them then be wary of the effect of doing it in front of the rest of the exec as it undermines their authority.

Lydia: You need to make sure that your Tier 2s are doing their jobs and that their voices are heard.

Mike: It's not fair for someone to digress from a role they've chosen (and been elected) to do. Executive Committee will be subjected to scrutiny if required.

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## **COMMUNICATION**

Lydia E: JCO meetings should only be for issues that affect college.

Lydia E: The establishment of the social calendar will help. Remember that the MCR are entitled to come to all events.

Darcy: I'm basically the MCR rep to the JCR as I represent them to the SU.

Grace: The JCR welfare officer from now on is going to manage MCR welfare as well.

Mike: If the MCR are using the JCR supplies, are they making a financial contribution?

Ben: They've been doing it anyway.

Lydia E: We have a termly meeting with the MCR, started last year. I also have a weekly breakfast meeting with Prof, will represent JCR views there.

Mike: We need to ensure SCR, MCR, alumni etc. are thanked for projects like the gym. Would also be nice to show how much students do, let the freshers know that we are all volunteers.

## **RELATIONSHIPS WITH OTHER COMMON ROOMS**

Mary: Most of the MCR are here for a year and new to how it works. If you have an equivalent of your role in the MCR, try and talk to them.

Lydia E: It would be good to improve the relationship between the MCR and JCR.

Darcy: With SU Comm lets include reps from the other common rooms.

Mike: The MCR don't really understand the process for motions etc. We need to let them know that they are more than welcome to attend JCR meetings, even if they can't vote. They need to see some of those discussions (like the camera motions which affects them in formal.)

Lydia E: Can they join JCR societies?

Ben: Yes.

Mike: The MCR relationship has got better, maybe look to build on the SCR one.

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**MEETING 1** *ADJOURNED*

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## ENGAGEMENT WITHIN THE JCR

Lydia E: I've been comparing Grey and Aidans college **feedback systems**. I prefer Grey's because you don't have to login.

Emma: Logging in makes it seem more official.

Grace: How will the messages be passed to the exec?

Lydia E: It will be sent via email, like the welfare system.

Grace: What if it is a complaint about an exec member, do I decide to tell them?

Lydia E: That's something we'll have to decide. I'll contact the presidents and setup with Xander.

Mike: How hard would it be to create a rating system for events?

Xander: Can use Google Forms for event ratings. Let's have a look at the other college ones but I think it would be much easier to just use an anonymous contact form on the new site. We can allow people to put their contact details optionally.

Mike: Yes, the login system could prevent people from using it.

Lydia E: So, visually, we want name (optional) and a box for the message. Potentially a dropdown if it's about an event.

## **Xander to setup feedback form with optional contact details on the website**

Mike: Make sure that you spread out in **meetings**, feedback has shown people don't find some meetings accessible if the Exec all sit in a group. Creates idea of complete uniformity. Make sure you really explain your point.

Lydia E: I forget how much I know about the JCR, (being a member of the Exec we're more likely to know about the mechanic) We all need to explain things simply, from the beginning.

Emma: Lets be conscious not to put people down or use language like 'obviously' in explaining a point.

Lydia E: You don't always have to say something, you can just vote against it.

Lydia E: Would be good to tag the proposer of a motion on Facebook so that if people do want to ask questions in advance they can.

Mary: JCR meetings are the only forum that an average JCR member has, maybe there's a limit to us talking in JCR meetings. If we talk too much then it gives the impression it's just us informing everyone.

Lydia E: Try and keep exec reports to a minimum, prioritize bigger decisions as day to day running will take up too much time.

Emma: It's good to show some progression in between meetings, goals completed.

Mike: Moving on to **how the JCR view the exec**.

Lydia K: A lot of the JCR don't know what the exec do. There was a lot of pressure placed on the exec during the evacuation where that was a college issue and it was their responsibility not ours.

Xander: Why don't we just make it clear in those unusual situations that we don't always know what's going on. We don't have to pretend to be all-knowing, ultimately volunteers at the end of the day.

Darcy: Yes we should let people know our limits. We should also not always present a completely united front in JCR meetings either – shows we do disagree, discussion is good.

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## ROSIE ARRIVES

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Lydia E: How do we want to **report back on bonding**?

\*general agreement for email\*

Xander: Can we make an infographic?

Mike: Things like that make it much more accessible, good to have quickly digestible stuff.

Emma: I think while we should acknowledge that while people do appreciate bitesized summaries some people do want more detail.

Lydia E: I'll include it on the Upper JCR email.

Ben: We want to show what we've achieved on bonding.

Mary: As a JCR member, I didn't know how to ask a question. We need to work on approachability.

Lydia E: People will know you in your role, but also as a person.

Darcy: The poster with everyone's faces on the exec office really worked.

Rosie: We had the same with the welfare board.

**Xander to photograph exec once we have stash and create picture board**

### JCR MEETINGS

Ben: We don't have a real way to have a retrospective view of a JCR meeting one might have missed.

Mike: We have live streaming now but they are also recorded. This should be publicised on Facebook.

Grace: Make sure the minutes are always on the website.

Grace: People didn't realise about the Sky TV thing until after the fact, we need to make sure we publicize as much as possible.

Mike: People aren't necessarily scared of saying anything, sometimes they just don't have anything to say.

Lydia E: Can we get rid of the clarity/substance wording, it's confusing.

Mike: Yes.

Mary: could reword to ask if anyone needs more information too.

Xander: Can we have 140 character summaries of each motion in a 'this is the problem', 'here's our solution' format.

Lydia E: Yes.

**Mike to add 140 character summary to JCR motion form, send to Xander before each meeting**

Lydia E: Would be useful to timestamp the video with each motion (although this may create too much work for Xander & Mike.)

Mary: Problem with livestream questions being missed.

Mike: We need to setup the projector so that I can read livestream questions on the laptop without losing the powerpoint.

Emma: Need to pick up on apologies. Lots of Tier 2s are mandated to come but don't, if they can't come they need to send apologies ahead. You've been voted into a role.

Mike: Apologies should be minuted too so will keep apologies.

## **ELECTIONS**

Mike: Last round was great, every position was contested. There's still a massive problem with the process being quite dry. It would be really useful to record the hust rather than livestream.

**Social media rules** are completely useless. In Collingwood they get a prescribed format A4 poster that can then go on the college group (and nowhere else). Should keep away from temporary profile pictures though.

Lydia E: We should definitely keep it to the college group. No changing of profile pictures as it could lead to online bullying/idea of popularity over competency.

Mike: We could even make an album for the terms elections with a photo of each candidate so people from other years can recognize who they are.

**Mike and Xander to setup template poster for elections**

Grace: What about **canvassing**?

Lydia E: Even though I was uncontested, it was really good to get opinions.

Mike: For livers out I understood husts to be the solution.

Xander: **Election schedule**. Really annoying for visit days. Could we just have two big ones?

Lydia K: Makes husts too long.

Lydia E: Not enough fresher involvement if we only have two.

Mike: \*Reads current election schedule\*

Grace: Senior frep can't be a fresher so it could go earlier.

Lydia E: This may be confusing with freshers who are used to the last senior frep.

Lydia K: Currently buttery chair is chosen at the same time as assistant buttery treasurer, can we change this so that the buttery chair can sit on the screening panel. Need to move the date of electing ButtComm forward too.

Mike: I'll move you into the 28th of January election, will swap with SU rep.

Darcy: That's fine.

### **Mike to swap Buttery chair election and SU rep election.**

Ben: Can we go back to **husts** quickly; the last one was too long.

Mike: Lets say husts start at 5.30.

Lydia E: They shouldn't be too big next time.

## **SOCIAL MEDIA, PUBLICITY, WEBSITE & COMMUNICATION**

Lydia E: We've discussed a lot of this already.

Lydia K: The last exec had a rule against supporting a particular candidate for an SU/NUS election, should we continue this?

Lydia E: Yes.

Mike: Don't use the JCR as a forum to take a political stance.

Darcy: What's the plan with the **website**?

Xander: My plan is to clean the website up after exams.

## **EX OFFICIO ROLES**

Lydia E: If you want to work a formal or anything, feel free.

Grace: We'd like you both to be freps.

Lydia E: All tier 1s will be freps.

## **TIER TWOS AND THREES**

Lydia K: We need to send emails to **committee** members and call them up if they're not engaging.

Lydia E: Bookend tier 1 and 2 meetings need to be organised, need to find a date.

### **Lydia Edwards to create a poll to find a date for first tier 1/2 bookend meeting this term**

James: We need to decide on the spaces left by **committee members elected to tier 1s**, I've lost two people from SocComm.

## **JCR TECHNOLOGY**

Xander: JCR smartphone?

Ben: FinComm application, maximum £350.

Grace: Can we get one with a good camera.

Ben: Who would use it?

Xander: Me for snapchat accounts and publicizing events.

### **Xander to put in a FinComm application for a publicity officer smartphone**

Lydia E: New A3 printer?

Xander: I should be able to use it.

Lydia E: Shall we move it to the upper JCR?

Mike: Let's see if we have space, leave it where it is for the moment.

Lydia E: **President instagram** account?

Xander: Yes, I would like to make publicity more about important news.

Lydia E: This can be more about day to day life.

### **Lydia E to create a president Instagram account**

Xander: 3D printer?

Emma: That's fairly niche.

Ben: Best to apply for it as a special project.

### **EXPANSION OF THE UNIVERSITY**

Lydia E: We're having 250 freshers this year. We need to figure out how we can get livers out engaged. The current first years aren't particularly engaged in college committees and societies; we don't want college to just be like halls.

Rosie: **Expanding committees** is a good idea.

Mary: We could give people positions within the committee, having different people in charge of different things for lunar new year seemed to get everyone engaged.

Lydia E: Must committee expansion be a motion?

Mike: Can go in constitutional review.

Rosie: Need to make sure we all invite our friends to the **livers out group** and post events there.

Lydia K: Sticking with the JCR meeting pizza is a good idea. Formal ticket lottery too.

Ben: May not be in the budget.

Mike: We should make one formal in michaelmas with finalist priority last, this will help freshers meet each other.

Mary: Some of the freshers noticed that after freshers week most of the freps also had roles in the JCR. This makes a small amount of people in upper years for freshers to meet.

Grace: But those who became freps tended to have high participation in college life anyway.

### **HALF AND FULL COLOURS**

Lydia E: Two random exec members will be chosen for the full colours panel. We need to stress that it's a huge award.

Darcy: Examples are subjective.

Xander: Let's have one of the display boards filled with the last year or two of half and full colour awards with the full application.

Emma: I will put examples on the academic board by the library so people can see.

Lydia K: Actually hearing previous applications is really helpful, that's a really good idea.

Lydia E: Remove the proposer on the board.

Lydia E: It would be good if we could tell the winners in advance to ensure they're at the formal to collect their award.

Xander: Could we just tell them that they've been nominated?

Lydia K: If we do that it detracts from the fact it's a surprise, everyone really enjoys that aspect.

Lydia E: Do we like reading the full application?

\*general yes\*

Mike: If someone doesn't get it in second year, they could still get it in third.

Xander: Should we have just one application?

Darcy: If you miss full colours it automatically is considered for half.

**Emma to make a display board of previous half and full colour awards**

### **UNFILLED TIER 2 POSITIONS**

Mike: Just confirming the gender constraints of the two assistant welfares

Grace: They just have to be a significantly different gender to me, I could have two men.

Lydia E: Lets get rid of screening with Dr. Latham for assistant welfare.

Grace: Agreed. It's too difficult getting everyone in the room at the same time.

### **MAKING JCR POSITIONS MORE ATTRACTIVE**

Lydia E: We need to be transparent and let people know the roles are tough, but how do we temper this?

Emma: If we make sure that it doesn't completely take over our lives then we don't have to spin it into a negative.

Mike: After someone's lost an election it would be really good to let them know that they can apply next year or get involved in all these other committees and roles.

**Mike to send an consolation email to unelected students pointing out other opportunities**

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**BREAK LUNCH**

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## **WELFARE**

Grace: I'm going to run through how it works: I'm welfare officer and I have two tier two assistants. We also have a disabilities rep, two LGBTQ+ reps and POC rep in tier 2. Outreach Officer also sits on WacComm. There is quite a lot of pressure on the welfare officer as the only point of contact for confidential information. I also have a meeting once a week with Dr. Latham. Disabilities is going to have to be changed, lots of people attended the drop-in but didn't understand what it was really for.

Rosie: Really push that reps are limited in their job description.

Lydia E: Push that they're not carers.

Grace: For all of you, you are not allowed to give advice.

Lydia E: If you're in a situation where you don't know what to do, just speak to Latham immediately.

Grace: On **dealing with disclosure**, you can't promise confidentiality. If it's something serious go to Dr. Latham, if you think they need an ambulance call them first.

## **JCR SURPLUS AND SABB OFFICER**

Ben: The JCR makes a surplus each year and, with more freshers coming, that looks to continue. The proposed sabb officer would replace the treasurer role

Lydia E: College is concerned with the power differentials within the exec, president must maintain authority over the sabbatical officer.

Grace: What are the pros and cons?

Lydia E: The power issue is the only one put forward by college.

Mike: There are only three JCRs without a sabbatical officer.

Lydia E: The others are Chads and Castle.

Mike: Are we talking about an officer or specifically a treasurer?

Lydia E: They would take workload off both the president and the treasurer.

Mike: Would we still have the assistant and buttery treasurers?

Ben: Potentially not.

Lydia K: They'd have to be there every day for the buttery.

Grace: So we wouldn't have a JCR treasurer?

Lydia E: Yes.

Lydia E: They would live in one of the A ground flats and use the JCR office.

Mike: The sabb treasurer would be appointed and not elected, right?

Lydia E: Yes. The previous treasurer and president should sit on the panel.

Ben: Could we spend the money on anything else?

Mike: What about the library extension?

Lydia E: It's college's job to provide amenities.

Xander: Why not charge everyone less?

Ben: We could do.

Lydia E: We need to make sure we're always in the black. Although if we make too much, the university takes it.

Xander: Is there any fancy accounting software that could alleviate the stress?

Ben: We are now using Xero but we're bound by the university's rules so not really.

Mike: So it appears most of us are quite keen to explore this avenue.

### **DISS BINDING**

Lydia E: Can we have diss binding training on Sunday?

\*general agreement\*

Lydia E: Diss binding will be during the JCR drop-ins.

### **DROP-INS**

Lydia E: Should we keep the time of drop-ins at 4-6pm Monday, Tuesday, Thursday, Friday?

Darcy: That time's pretty good.

Lydia K: Why not have drop-ins on Wednesday?

Lydia E: We can do, shall we move Friday to Wednesday.

Ben: Monday's the day after the weekend isn't it though?

Emma: So Monday, Tuesday, Wednesday, Thursday.

### **JCR OFFICE**

Lydia E: Always lock the door.

Lydia E: We need to clean the office. Anyone who fancies cleaning it please do so after 11am on Saturday.

Nat: We should have a rota for cleaning, especially after events.

Lydia E: I think we just need to be aware of what mess is ours.

Nat: Let's use the whiteboard.

Mike: The plan with the archives is to digitise all the old stuff in the filing cabinet. Old minutes etc.

### **Mike to digitise the archives in the filing cabinet**

### **VOMIT TRAINING**

Emma: The two fines that had to be issued most recently were because people were sick on carpet.

Lydia E: If it's anything other than a formal then we don't have to clean it up. Senior servers get paid to clean it up if it's in the bar.

Lydia E: Would be useful to have everyone vomit trained, even if you've frepped.

## FORMALS

Emma: The only people that are required to work every formal are the president, VP and services officer but the rest of you will work on a rota. You can miss a certain number every term. Pres and vice pres are the only two that are technically allowed to stand up. The rest of you should encourage good behaviour.

Nat: Could people sit with their friends?

Lydia E: You are supposed to be working so not sure if this is a good idea. We usually sit in threes anyway. Might change it to twos this year so we can have a pair disciplining in the middle.

Lydia E: We are not allowed to talk about fines, even if you know someone is going to be issued one. That's Emma's job. Each of us either works before or after the formal. If you're working beforehand you must be there for 6pm, otherwise be there for doors opening at 6.45pm. If you're on vomit duty then you can work in the library for the evening.

Grace: About **LGBTQ+ formal**, College seemed to think pride was political. Could we have a bar night?

Lydia E: Could replace green formal. Just avoid the word pride.

## EVENTS

James: \*giving a run down of standard **Trevs day** schedule\*. Want to improve the breakfast, less food but better quality. I want to do most of the setup the night before.

Lydia K: Can we have a good T-Shirt?

\*general consensus that last years was good\*

Grace: Goodie bags?

James: Yes.

Grace: We're going to rename Mr. & Mrs. Trevs to Trevs' super-couple.

James: Ben will be selling T-Shirts and yearbooks.

Lydia K: Can we have sunglasses like Chads?

James: Yes.

James: The exec will have to do a sweep at the end of the day and clear up the rubbish. Each of us might have to look after an ent.

Lydia K: We should put bins out.

Ben: Sam and I can help sell T-Shirts in advance at dinner.

James: **Summer ball** is a thing.

Lydia K: What about Tim Fowler's wedding reception?

## **Lydia E to speak to Tim Fowler about his summer ball wedding reception plans**

James: There's a rota. Most people will be wrist-banding. We have security this year.

Lydia E: Got to be vigilant on the wristbands.

Mike: The general agreement is that we don't want to restrict the formal to just ticket holders?

\*general consensus\*

Lydia E: We need to check if people who are currently banned are still banned.

### **Lydia E to check the status of outstanding event bans**

#### **PLATINUM PASS**

Ben: Platinum passes are amazing for budgeting, well worth selling these.

James: Should charity ball be included in the platinum pass?

Grace: The money goes to charity though.

Mike: It makes sense to keep the platinum pass confined to Trevs.

Ben: The final amount given to charity isn't decided until the moment anyway.

Mike: Are you planning to do it again? It was good.

Lydia K: Really good value.

James: Yes, planning to do it again.

#### **RESTRUCTURE OF THE TREASURY**

Mike: We are taking the motion of having Emma as a co-signatory to the wider JCR.

#### **TIER 4 VISAS**

Lydia E: Uni legal are on this so we're hoping they'll figure something out. There's a limit on the number of hours international students on a tier 4 visa can work per week which is a massive problem for frepping.

Mike: We have to be careful what we class as work.

Lydia K: In the butterfly, I have to submit my tier 4 visa worker's hours two weeks before they actually work them.

Mike: It's discriminatory and not nice but it looks like if it's between two freps and one of them is on a tier 4 visa we'll have to refuse them; it's the law. Going to need to ask uni legal.

### **Lydia E to speak to Sophie and Alex to delay prep applications as late as possible**

#### **DSA FUNDING CUTS AND GRANT CUTS**

Lydia E: Students with learning disabilities will get less or no funding. Poorer students are getting a lower Durham grant every year too. We need to make sure we keep T-Shirts etc. low-cost. Students need to know about this but is it pointless writing a motion?

\*general agreement\*

Mike: The JCR itself is about raising awareness of these issues.

#### **MENTOR SYSTEM**

Grace: There are changes coming to the mentor system.

Lydia E: We need to know 'who is it for?' and 'is it useful?'

James: The issue with mine is the timing.

Darcy: It's also depends on your relationship with the mentor.

Lydia K: The majority of it is down to the person.

Rosie: It's also the group, I have a great mentor and go every week but I'm the only one.

Emma: I like mine, I just personally don't see the point in the mentor system.

Xander: Could we have a mentor games night every so often?

Mike: It's an issue not having anything in common with your mentor.

Ben: There doesn't seem to be a point at all, the academic side is often handled by the department and a chat once a week isn't great for a character reference.

Rosie: It is very important from a welfare perspective.

Darcy: In a sense then it's doubly unfair if you don't get on with your mentor.

Mike: Could we change the timing? Less often?

James: Weekly is good, you don't always have to go.

Mike: Mine used to be 5-6 which was no good because I had a lecture so shall we suggest making it post 6pm?

Lydia K: It's really good for getting to know the upper years.

Lydia E: So it shouldn't just be for first years?

\*general disagreement\*

Rosie: Pizza is encouraging.

Mike: What if we combined mentors with academic parents?

Lydia K: I really appreciate the mentor hour as an opportunity not to talk about work.

Lydia E: In freshers, the mentor quizzes are going to have to be two events.

**James to organise two mentor quizzes in freshers with Grace, Alex and Sophie**

Emma: The success of mentor hour seems to really depend on the individual.

## **EXEC TRAINING**

Lydia E: After exams, we'll go over stuff like using media. You don't have to go to everything, only go to the stuff that's relevant. Attendance isn't compulsory but strongly encouraged. It will be run by the development officer, Jarv.

## **ONLINE BOGSHEET**

Xander: Will be put on a Facebook page and loos, can be added to by messaging the facebook page privately. All will still be vetted by welfare.

Grace: No problem.

**Xander to setup online bogsheet page on Facebook**

## THE LIBRARY

Emma: Gotta stress no noise in the library throughout the year, especially exam season.

Lydia E: Forcing the door?

Xander: Why don't we just get a decent lock?

## THE GYM

Ben: Are we going to check if people have gym passes with the new electronic system?

Mike: Could the exec do random spot checks just to see how prevalent this is? Otherwise the gym reps should do it.

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## BREAK SUPPER

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## WELFARE PART 2 - RETURN OF THE WELFARE

Grace: How many of you are **academic parents**?

\*lots\*

Grace: What do you think has worked well?

Lydia E: We just do a drop-in in the bar, we give essay feedback once a term.

Lydia K: My family came to my house and I cooked risotto and they were really grateful. There's one girl who sends me her essays, most of the time I have nothing to say because I don't study the texts she covers.

Ben: They don't turn up to many events but due to engineering we still spend a fair bit of time with each other.

Grace: Any positives from academic children?

Rosie: You just need nice people, who are approachable.

Ben: Having a point of contact academically has been helpful.

Grace: So, enforced socials don't work. It can be quite organic.

\*general agreement\*

Mike: After setting it up I'm not sure if there's any more that assistant welfare needs to do.

Grace: Was the poster application process useful?

Lydia K: What happened to the posters?

Lydia E: I was really annoyed that they weren't printed out.

Emma: A check up from assistant welfare once in a while would be good but apart from that they should be hands-off.

Mary: Mixing families is difficult, chemists would not enjoy shouting about politics with my group.

James: It certainly varies depending on year. Last year was great but this year engagement has been much lower, we had to do one social where no one came.

Grace: Currently we can't have academic parents in college during freshers' week but I'd like to introduce this.

Mike: It would be really good to do it early on.

Rosie: Yes.

Mike: A nice stress would be on academic families; if you do anything together, share what you do.

James: We had 22 kids, that was quite a lot to manage due to natural scientists.

Rosie: Equally it is really tough knowing where to put natural scientists and combined honours so they feel like they belong.

Grace: Discussion promoted by Dr Latham before bonding on **renaming the welfare officer role specifically in line with University guidelines. Decided not to.**

Grace: If you want **Nightline training** please let me know.

Mike: Do we pay for it?

Grace: No, it's paid for by the DSU.

Xander: Is it the same as the prep training?

Grace: No this is a full weekend put on by Nightline.

Rosie: It is intense.

Grace: \*took poll of who would like training\*.

Grace: We'll do **active bystander** training as preps.

Grace: **Inclusivity training** is also available if anyone would like it.

Grace: The **safeguarding** module is a thing.

Grace: I'm going to order **sexual health supplies**.

\*discussion over the issues of latex and non-latex condoms and the relative benefits of water and oil based lube\*

## **STRESS LESS**

Grace: It's the longest welfare campaign that we run, it'll be going on from Monday 8th of May to Sunday 2nd of July. Can every member of the exec please run an activity?

**Everyone other than Lydia K to come up with an activity for Stress Less**

Grace: The activities have to be free for everyone.

**Grace to organise a schedule for Stress Less activities**

## **UPPER JCR**

Lydia E: Janice has sent a list of things that are approved for us to buy.

Ben: We're under budget all good.

Lydia E: We're getting a universal TV stand and using the TV and sofas from the JKH movie room. It was originally going to be just for livers out but college don't want that. We're going to get a new fridge freezer. Do we need an arial?

Xander: We don't need an arial, we can just get an internet connected box with catchup channels for about £20.

### **Xander to send Ben suggestions for TV boxes (Now TV, Roku etc.)**

Mike: Are we ever going to use the freezer?

Xander: I wouldn't leave stuff in the freezer.

Lydia: Shall we just get a fridge?

\*general agreement\*

Lydia: We will have to clean the fridge once a term.

Lydia: What about lockers?

Rosie: Going to put them all on the lefthand wall.

\*general agreement\*

Lydia: Can we agree on colours? The sofas are black.

Xander: So the sofas are black, the floor is wood and the walls are beige.

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**VOTE** Overwhelmingly for black tables and chairs

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Lydia: Shall we lock it during formals? There's an issue with the TV if someone turns it on during the meal.

Rosie: It's really bad if someone needs their inhaler or something and the room is locked.

Lydia: We should use the upper JCR as a cloak room for summer ball.

Lydia K: What other furniture do we need?

Rosie: We're planning on putting bean bags in front of the sofas.

Grace: What about left washing up?

Xander: If it's left for a week just throw it out. Leave a sign. It's not the JCR's crockery.

### **WORKING WITH THE ALUMNI DEVELOPMENT OFFICER**

Lydia E: Do we need to raise money for anything?

Lydia E: How do we create a culture where new alumni come back and visit straight away?

Grace: Make it more of a social thing rather than just seeking donation, new graduates have no money.

Mary: We could ask the alumni to come back and give advice so we have a network of graduates for current students.

Emma: In the first year you want some space after university.

Lydia K: Could just have a 5 year reunion.

Grace: Everyone keeps up on Facebook now.

Xander: Could we invite them back to give Trevs Talks?

\*general agreement\*

Mike: It's really weird that we don't make more use of this network.

## **SOCIAL CALENDAR**

Lydia: Music had too many events in second term, it's horrific for summative subjects. No one was going to unpluggeds by the end of epiphany so we can drop one of those.

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### **DISCUSSION OF DATE CHANGES HAVE BEEN OMITTED, THE OUTCOMES ARE:**

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- *The Unplugged that was on the 25th of February 2016 will be removed*
- *Ultimate Societies will be moved to November*
- *Sportsman's dinner will be moved to third term, on the same day as varsity*

**Everyone to plan a new event calendar from the ground up in the next exec meeting**

## **YEARBOOK**

Ben: Last year we sold graduation books instead of yearbooks because nobody ran.

\*general agreement to do this again\*

**Ben to draft a motion to get rid of yearbook officer**

## **BUTTERY OWNED VENDING MACHINE**

Lydia K: We're planning on getting a vending machine for food when the buttry is closed. Not sure where there is room for it, planning on outside the buttry.

Mike: Let's put the lockers in the new gym.

Lydia K: The funding would come from buttry profits and special projects pool. So would need to be a motion.

\*general consensus\*

**Lydia K to draft a motion for buttry vending machine funded by special projects**

## **EXPANSION OF ROLES**

Lydia E: Be aware that you have tier 2s, make them accountable.

Mike: So expand their reach.

Lydia E: Does anyone want to add any events?

Mary: I would like to add more events but maybe just one big one, Lunar New Year was already huge. I would like to have something in the summer.

## **ACADEMIC CULTURE & TREVS TALKS**

Emma: College want to raise the profile of academia in college. Trevs talks are the solution to this, it would be one or two a term, 5-10 minutes. Maybe get pizza, have it in the bar.

## **STATIONARY CUPBOARD**

Xander: I'm going to setup an online order form (surprise, surprise).

**Everyone to submit online order form for any stationary they need**

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## **ANY OTHER BUSINESS**

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## **NSS SURVEY**

Darcy: Everyone should do this survey, this is the SU's view.

Mike: Should be a discussion point in a JCR meeting.

## **BUDGET FOR VISIT DAYS**

Xander: Reps shouldn't have to pay for stash.

Ben: Budget is going up.

## **WEEKLY EMAIL DAY**

Xander: We should only send one email a day so Can I annex Sunday for the weekly email?

\*general yes\*

## **MARY'S HANDOVER WITH MEL**

Mary: I don't really know what's going on with international freshers'.

Mike: See if you can find Venus Loi's email.

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**MEETING 2 Adjourned**

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## ACTION POINTS

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### **BEN**

- Ben to refund platinum passes for new exec members after discussing with FinComm
- draft a motion to get rid of yearbook officer

### **EMMA**

- make a display board of previous half and full colour awards
- email Tim re silence in library during exam period

### **GRACE**

- Grace to organise a schedule for Stress Less activities

### **JAMES**

- organise two mentor quizzes in freshers with Grace, Alex and Sophie

### **LYDIA EDWARDS**

- create a poll to find a date for first tier 1/2 bookend meeting this term
- create a president instagram
- speak to Tim Fowler about his summer ball wedding reception plans
- check the status of outstanding event bans
- speak to Sophie and Alex to delay frep applications as late as possible

### **LYDIA KEMBER**

- discuss buttry in standing orders with Mike
- draft a motion for buttry vending machine funded by special projects

### **MIKE**

- add 140 character summary to JCR motion form, send to Xander before each meeting
- election poster template with Xander
- swap Buttry chair election and SU rep election
- send an consolation email to unelected students pointing out other opportunities
- digitise the archives in the filing cabinet
- send Xander a list of the execs Durham emails

### **XANDER**

- setup Slack for a trial over the next couple of weeks
- setup feedback form with optional contact details on the website
- photograph exec once we have stash and create picture board
- election poster template with Mike
- put in a FinComm application for a publicity officer smartphone
- setup online bogsheet page on Facebook
- send Ben suggestions for TV boxes (Now TV, Roku etc.)

**EVERYONE**

- come up with an activity for Stress Less by Monday (other than Lydia K)
- hunt for furniture from IKEA
- submit online order form for any stationary they need
- plan a new event calendar from the ground up in the next exec meeting