

  **TREVELYAN COLLEGE JCR MINUTES**

JCR Executive Committee Bonding 2019

24-26th April 2019

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**ATTENDEES**

**Giorgio Rand** President

**Penelope (Penny) Efstathiou** Vice-President

**Robyn Copp-Barton** Treasurer

**Jessamy (Jess) Edwards** Social Chair

**Tom Pymer** Student’s Union Representative

**Danielle Hitchenor** Services Officer

**Ammika (Amy) Singhsachakul** International Student’s Representative

**Catrin (Cat) Sparrow** Publicity Officer

**Jacob Kalnins** Chair

**Alice Cooper** Buttery Chair

**Sarah Taylor** Incoming Bar Sabb

**ABSENT**

**Jarren Santos** Welfare Officer (In attendance for one meeting by Skype)

**Kirsty Macdonald** Outreach Officer

**Alexander (Alex) Grover** Outgoing Bar Sabb

**MEETING 1** April 14th

**OUR PURPOSE AS AN EXEC**

Giorgio: It’s an important role, but we do have to work alongside our degrees. But we also volunteered to do this, so we have to take that into account – we have to measure the two sides of ourselves.

Danielle: Take it seriously, but don’t ruin your life/degrees because of it. You should be able to do your degree at the same time.

**OUR GOALS AS AN EXEC**

Jacob: What goals do we have as a group for the year?

Giorgio: I want to hold events, provide loads of opportunities, represent the JCR and the college to the university.

Penny: What’s happening with the restructuring?

Giorgio: Not really sure – I’m going to the uni council, and PresComm is going to discuss it.

Tom: It was mis-sold to us a bit apparently – it was never meant to be as bad as they sold it to us, and they never expected so much backlash.

Jacob: I want to keep Trevs going, get more people involved in the JCR. We all knew each other before we ran for this role – it would be nice next year to see people running for positions who don’t know one another.

**ETHOS**

Danielle: Last year we said we want to not be a clique, improve transparency, cultivate a culture of cohesiveness. This is something we can decide as a group.

Jess: I’m thinking of putting more stuff on the board for communication – not everyone can get on the Facebook group, so I’m thinking more on the physical publicity of things. Maybe utilising the boards on the cobbles will increase engagement.

Giorgio: The Facebook group won’t let me approve member requests, so we can’t currently let more people in.

Cat: You also can’t be on the Facebook group without paying your JCR dues.

Giorgio: I’ve got a list, I’ll discuss this with you.

Jacob: We also have to make sure that communications get to everyone who wants to be a part of things, so including the MCR and SCR.

Penny: Maybe it would be good to keep people informed on things like events.

Jacob: Is there anything we want to achieve in terms of transparency?

Tom: I would like to see us have more outreach in the city and non-university community to get rid of the town/gown divide.

Danielle: We should talk to Kirsty about outreach programmes and anything she has planned.

**IMAGE OF THE EXEC**

Penny: People tend to say that the exec are a clique, and we want to minimise this. Don’t sit at the same table at JCR meetings, try to spread yourselves around the room, so don’t all always sit together. Be friendly!

Danielle: Things like the door to the JCR office – we can be there during drop-ins, but if you’re in there you should open the door so that people can drop by and say hello, and ask questions. It’s more approachable if the door is open. Even if you’re not doing serious work. Try not to lock yourself in the office. Anyone in the JCR can use the office, but not everyone has the key – the porters have a key, too. But you should never leave the office unlocked with nobody there.

**COMMUNICATION**

Jacob: You’re all on the list so you can now email tr.jcr@durham.ac.uk.

Danielle: I’ve now created a services email, just because I have so many emails regarding formals in my inbox.

Giorgio: Try and keep it the emailing as low as possible, only because it gets annoying. Maybe one a day from an exec member to the whole JCR. Limit the number of emails you send – the less you send, the more likely the JCR are to engage. There are some things useful to put on the Facebook group – try not to put it in too regularly.

Danielle: We’re not able to patrol what’s going on the FB page – but if there’s things you think shouldn’t be on there, just report the post.

Danielle: \**Demonstrates Slack and Canva to the Exec*\* (Slack: A free work-based messaging platform; Canva: A free design programme)

**FUNCTION/STRUCTURE OF EXEC MEETINGS**

Giorgio: \*Discusses exec meeting times\*

\*Exec decide on Monday, 6:15, beginning the second week of term\*

**LIVERS’ OUT EXEC PRESENCE IN COLLEGE**

Giorgio: The majority of us aren’t living in college next year. The idea is that if we’re in college more, it will encourage more returners to come back to college.

Danielle: Don’t feel like your life has to relocate to college. Don’t feel like you have to be there all the time.

Jacob: If you can be in college, go and sit in the Bar. Use the library if you want your own personal time. It ties into being approachable.

**JCR OFFICE**

Giorgio: Drop-ins – can we make a schedule. Last year Monday-Thursday, 4-6PM.

Danielle: You’re technically meant to do about one a week. Treasurer usually do the night of a formal. President is meant to fill in the gaps in between the rest. The idea is that at some point in two weeks, you should be able to do it.

\*Danielle summarises what happens during drop-ins\*

Danielle: Main thing that happens is renting camp-beds, diss binding about this time. If you don’t know the answer, delegate to someone who might know – you’re not going to know everything. People pay for stuff (formals/debts), and you put in the JCR safe. People ask for tennis equipment, gowns before formal, paper for the printer. You take a deposit and their campus card when they borrow things. We used to make a FB post at 4 o’clock on the group saying you’re on drop-in. Do what you want, but if you want to make it exciting please do.

\*Giorgio discusses diss-binding times this term\*

**PRIVACY (non-exec members in the JCR office)**

Giorgio: Post-formal it’s another thing, but in general if you’re doing something exec-related in the office, remember there are privacy issues. Keep the door closed when you’re doing private things.

Danielle: Whenever you leave the office, lock the door and take your key. The door should never be open with none of us in there. After formals is different as well – the door tends to be open quite a lot. Make sure you don’t leave mess all over the place. The less stuff in there the better. Use the Upper JCR.

**CLEANING**

Giorgio: Try to keep the JCR Office as clean as possible and make sure it’s not a fire hazard. It’s been cleaned last term so please try to keep it nice.

**STORAGE**

Danielle: You all have a box to keep things out of the way. Don’t leave your friends’ stuff there too much. Keep your stuff in your box. If stuff is rubbish, put it in the bin. Don’t hoard things for no reason.

**THE STATIONARY CUPBOARD**

Cat: Basically, I order things for the cupboard every term, so I’m going to set up a Google forms so you can all fill it in with anything you need for your roles.

 Jacob: What can we put in this?

 Cat: Anything you’re going to need stationary-wise for your role.

 Jess: Does paint count?

 Danielle: No, paint is on a separate budget.

**STASH AND EXEC STASH**

Penny: I’ve been sent posters for graduation stash, and I’ve made a post on Facebook about it.

\*Exec discusses exec stash\*

**OUR ROLES IN THE EXEC**

Giorgio: I’m here to represent our college to the university and represent us to the wider community

Danielle: My main job is to organise formals, looking after the pantries, and the pool table (currently out of action).

Robyn: I pay for everything and make sure that incoming and outgoing money equates and nobody is spending more than they should.

Sarah: I look after and run the Bar – it’s a separate entity from the JCR. I don’t start until September so until then Grover will be continuing his job.

Jess: I organise the social events, and chair SocComm.

Cat: I write a weekly email, look after the social media. I also organise post-offer visit days, publicise and livestream JCR meetings, and I minute exec and JCR meetings.

Amy: I am the voice of the international students in Trevs, I organise international freshers’ week, I hold my own drop-ins, and organise international events.

Penny: I help Giorgio, I go to meetings when he’s unavailable, I discipline the exec and the JCR, I order stash and sort out fines.

Tom: I try to make the SU care about Trevs and make Trevs care about the SU. I vote on behalf of Trevs in the SU Assembly.

 Jacob: What is happening with the SU and the NUS?

 Tom: The NUS doesn’t actually exist to represent students, it represents students’ unions. Basically NUS had to cut a lot of projects, but nobody is entirely sure what’s going on yet.

Alice: I run the Buttery, chair the Buttery Committee, and I’ll look after the vending machine when we get it.

Jacob: I chair JCR meetings, I’m planning on trying to get more people involved in the JCR, I hold you all accountable to your jobs.

**STANDING ORDERS**

Jacob: They currently don’t say what our jobs are at the moment. They haven’t been updated in a while, I would like to actually get them working this year. I’ll try and get you to work on updating them.

 Robyn: Are we doing this about Tier 2s?

 Jacob: Yes.

**OUR GOALS FOR THE YEAR**

Penny: It would be good if we could make people’s dissertations available in the library. If people want to, they can go in the Library, so I’m going to talk with Tim about that. I’m also continuing the Undercroft Chats.

Tom: I’d like to start a Trevs branch of the #RippedOff campaign like in Aidan’s because it’s really increased SU involvement in the college.

 Jacob: How do they run this?

 Tom: They basically run it all themselves.

Danielle: I want to really try to engage people in going to formals.

 Giorgio: It isn’t just a problem specific to Trevs, it’s all colleges as well.

Alice: I would like to chase up the vending machine and try to look into getting a card machine for the Buttery.

Sarah: Grover tried to pass Oktoberfest, which could potentially be another social event – there’s an issue because it promotes drinking culture.

 Jess: I’d be happy to do this.

 Amy: We have to show the international students that the British culture isn’t just drinking.

 Sarah: Because it’s so early on in the year, it doesn’t give international students time to adjust to the drinking culture in Britain.

Jess: I’d like to bring back some Newcastle nights.

Tom: I’d like to see us becoming much more eco-friendly as a college.

**MANAGEMENT**

Giorgio: This was left from last year. As a general sharing thing, it’s how we individually work best and how we deal with stress. We need to know how to help people when they’re stressed.

\*Exec discusses workloads and how they work best in times of stress\*

**EXEC DISCIPLINE**

Penny: If you think, or if I think that something hasn’t gone well, or something that someone else has done, I’ll speak to you privately. If there’s a big problem I’ll probably talk to either Jacob or Giorgio about it (whoever isn’t involved, if neither, Jacob).

Jacob: If you’re not doing your job, I will censure you. What happens with this is that first, I create an action plan which details what you should be doing but aren’t. A motion of no confidence will be brought forward if nothing gets done, which will remove you from your post and immediately trigger an election. You need to get 50 signatures for a vote of no confidence as of the last JCR meeting.

**JCR DISCIPLINE**

Giorgio: A few years ago they were quite common, but it’s not been done like that since. It’s somewhat used on a case-by-case basis.

 Robyn: You tend to get banned until you’ve paid the fine – like the debtor’s list.

 Danielle: People get banned from the Bar as well.

**RELATIONSHIP WITH COLLEGE OFFICERS AND STAFF**

Giorgio: Communication should be clear with everyone. JCO meetings happen once a term.

Robyn: There’s potentially going to be significantly fewer of them, so we want to have a good relationship with them, but be respectful of the restructuring situation.

Giorgio: We should be getting a new Principal, but we may not have one in our time as exec. Rose and Kim are here for another year.

Danielle: Everyone will have certain college officers relevant to them. Just try to help them to help you. They have time for you if you’re nice to them. Be respectful of them as people!

Jess: Possibly we should make it more clear to us, them, freshers and the JCR what they do and what we do?

Penny:  The college officers take care of college. Their interest lies at a college/university level.

Giorgio: Try to keep them informed if you need anything, it’ll make their and your jobs easier.

**INTER-COMMON ROOM RELATIONSHIPS**

**Communication strategy**

Penny: Please remember to include the MCR and SCR in emails!

Giorgio: I was thinking of making  a calendar of events that’s going on to share with SCR and MCR because some of the things they might be interested in attending. If we could share them on websites, that would be useful.

**MEETING 1** *ADJOURNED*

**ACTION POINTS**

Cat to make exec drop-in timetable document

Cat to make a calendar of events to put on the website.

Danielle and Giorgio to make a post about diss binding 12-2 Saturday 27th, 5-7 Sunday 28th.

Figure out who’s doing drop-ins for the first week and teach them to use the diss-binding machine.

Add Grover to the Slack.

**MEETING 2** 25th April

**EXEC ENGAGEMENT WITH THE JCR**

Jacob: It’s my job to make sure you’re accountable to the JCR. The old exec did termly reports and this was pushed by getting them to report this in JCR meetings. When there are JCR meetings, if possible you should all come up with a few sentences of what you’ve done – anything worth the JCR knowing. The other side of that is with censure, making sure that the JCR know what you’re meant to be doing. I’d like you all to hopefully update your standing orders. If the JCR know what you’re meant to be doing, that makes us more accountable to them.

Giorgio: Be open, especially with societies. Be transparent when it comes to running of societies.

Jacob: How do we separate ourselves from our roles as an exec?

Penny: We should encourage people not to message us on fb, ask them to email you about JCR stuff – it’s a better way to limit stress and remind people that we’re not at their beck and call all the time. Create office hours for yourself and stick to them.

Danielle: What does this mean?

Giorgio: So looking at separating ourselves from our roles within the exec.

Danielle: I suppose it also brings in issues of confidentiality - there’s some things that will be private, and we can’t discuss with the JCR until we’ve made some kind of statement as an exec.

Penny: Don’t be secretive either.

Danielle: Try to keep JCR things separate from your life – but don’t hide things from the JCR.

Jacob: When it comes to online posts about us, it’s probably best that we don’t individually comment on it.

Danielle: If there’s something calling us out, try not to engage with it. If you see something unnecessary on the FB group, report it.

**ENGAGEMENT WITH THE JCR**

Jacob: There’s two parts to this – JCR meetings and elections. How do we increase the fact that the people who go to JCR meetings tend to be the ones running for positions?

Giorgio: Cuths open their Bar during the meetings – I don’t know whether we’d want to.

Sarah: It was discussed with Martin and decided it probably wasn’t worth it – in terms of staffing, that is. Maybe we could use it on a trial basis?

Jacob: It might be worth it, considering they are fairly infrequent.

Penny: For the elections, Hatfield have informal husts – is there any way to make our husts a bit less serious? Maybe this will encourage more people to run.

Jacob: I think it’s a good idea to make it less intimidating, but you’re still getting up in front of the whole Bar and talking.

Robyn: The people who want it are definitely the ones who will be happy to deal with the public speaking side of things.

Penny: We do need to increase engagement – a lot of us ran unopposed.

Jacob: We do have a fairly good engagement with the JCR. I’m thinking of trialling an online hust system, where people submit questions and I’d send a list of questions over to the candidates, they’d have a short time to prepare answers to these questions. This would still be alongside actual husts, but it would mean that people who can’t make it to the husts can engage.

Amy: It’s important to make the freshers interested in meetings from the beginning – maybe making it more fun would encourage people to come.

Jacob: If we have a raffle at the first one, it could be an incentive.

Penny: Freps are usually quite keen in terms of elections – maybe while we’re frepping we could plant seeds to show that it’s a good idea to run for positions in the JCR and it’s not too intimidating.

Robyn: In fresher’s you get an overload of information and you don’t tend to remember much of it – maybe just keeping up the presence of the JCR, showing people that it’s possible in freshers and give them more of an idea after.

Penny: Mentor hours are also still possibilities – they have changed the mentor meeting system.

Jess: A lot of freshers are concerned about mealtimes, and meetings often clash with meals – people don’t seem to know that they can come in when the doors are shut. Maybe if we kept the doors open?

Danielle: Try not to dominate everyone else in meetings. We have to be there, but if we talk it doesn’t encourage everyone to talk. Try and engage the other members and don’t scare them off.

Jacob: Does anyone have any ideas for motions potentially for things that could encourage people to come?

Robyn: DreamScheme 2.0 will be coming up at some point this term.

Penny: Something about JCR development working group.

\*Discusses the JCR development working group \*

Giorgio: Maybe we could try and put things on the FB group to encourage people to come.

Tom: There’s going to be some environmental motions coming up.

**OUR RELATIONSHIP WITH TIER 2S AND COMMITTEES**

Jacob: Does everyone know their tier 2s and committees? Standing orders should tell you which committees you have to be part of and so on.

\*Jacob explains DSU committee training\*

Jacob: Be aware that some of you are chairing committees, please remember to do this.

Jess: \*Discusses pushing back SocComm elections\*

Jacob: Possibly we should have an exec stand at freshers fair?

Robyn: It could be a way to plug tier 2s.

Danielle: Keep your committees accountable to what they should be doing. But also don’t forget to lean on them – they’re here to help you, but make sure they’re doing what they’re supposed to. We have a termly meeting with the Tier 2s, so that we can have an idea of what they’re doing, and they can have an idea of what we’re doing.

Jacob: Do we want to invite Tier 2s to relevant exec meetings?

Danielle: We did that this year when it was relevant, they come for the beginning of the meetings and then leave, because a lot of the stuff is confidential and also not relevant to them.

**EX-OFFICIO ROLES**

Jacob: That’s me, Alice and Sarah. We’re not technically part of the exec.

Giorgio: You have to work out how you’d like to do your role within the JCR. You don’t have to work formals, but please say now if you’d like to.

\*Ex-officio roles decide whether they’d like to work formals, frep, work at social events, and hold drop-ins\*

Jacob: I’m meant to be seen as separate – I have to be impartial, so if anyone has any issues with what’s happening, they should come to me.

**INTERNATIONAL REP DUTIES**

Amy: Just be respectful – if you see an international student in trouble, send them to me or Jarren. They’re in a new environment, so make sure you handle that respectfully. Should we keep international drop-ins separate from exec drop-ins?

Penny: In which case, maybe post it on the main FB group – so you’re not excluding anybody.

Amy: It would also be great if the exec come to international drop-ins sometimes, just to help bridge that gap.

Danielle: Quite often the international students don’t come to exec drop-ins.

Amy: Quite often the only roles that international students run for are international rep. I’m also thinking of bringing drop-ins out of college to involve those who don’t live in. International committee – I’m going to open this again for Eurovision, but on a more informal basis. Next year, I think maybe we should elect a committee. There’s also the possibility of opening up a Tier 2 role of assistant international rep.

Penny: Make sure you pick International Freps well.

Amy: I’m going to need to have a second in command when it comes to frepping.

Jacob: You’ll have to write a motion about this.

Jess: It’s good to have a regular committee.

Amy: It would be really good to have continuity between meetings.

**CHAIR’S POINTS**

Giorgio: If there’s a referendum, please don’t say anything as an exec. Stress that any opinions you have are personal. You also shouldn’t endorse a candidate officially.

Jacob: In the standing orders it says that if your position is under review, don’t say anything.

Robyn: If someone asks a question about your job, can you direct them to your predecessor?

Jacob: Err on the side of caution, I’d say.

\*Exec discusses JCR development working group\*

Jacob: Rules surrounding referendums have changed in the standing orders. Any communications go through me, I’ll check everything. You can have a limited number of people running for each side of the campaign with one designated head. Just don’t say anything officially, and if you want to, you should come through me.

Penny: Can we be part of the campaigns?

Jacob: Not if your role is affected by the discussions.

\*Exec discusses logistics of holding a referendum\*

**JCR RELATIONSHIP WITH THE UNIVERSITY**

Giorgio: I’m the one who represents us to the university, it’s becoming an issue regarding the Operations Review. PresComm have been meeting regarding this. Other than that, how do we think is the best way to get JCR opinion on the university?

Robyn: We need to express that this affects everyone, we need to publicise this in a condensed way. When you read a lot of the documents, it’s too much information for people.

Alice: It’s going to affect the Buttery and the Bar - it’s going to take longer for people to be paid.

Penny: What’s the best platform to publicise these changes?

Amy: Could we do fun videos that inform people?

\*General discussion on how to do this\*

Alice: Could we hold drop-ins to inform people?

Amy: It could be quite scary – people might not want to come back to drop-ins.

Sarah: we could do an open mic night in the Bar?

Robyn: We could have a discussion point in a JCR meeting, it would get people to engage.

Jess: There was a lot of engagement with things on Facebook before Easter, but since then it’s died down a little.

Jacob: A discussion point might not be worth it if they’ve already implemented the changes.

**DSO FRAMEWORK**

Giorgio: This is the Durham Students’ Organisational Framework – we’re not completely separate as a JCR. It’s basically that we’re no longer a charity. Some other colleges have voted to leave the DSO, so we’ve seen that it’s not impossible to do this if we voted as a college for it.

Penny: What would the advantages?

Giorgio: We’d get a lot more freedom in terms of spending.

Robyn: In regards to the Operations Review, how does this affect it?

Giorgio: A lot of the benefits are going to be changed. You have to keep a certain number of permanent trustees to maintain membership.

Penny: We can get trustees to take part.

Tom: We need a few external people who aren’t associated with us.

Robyn: What do we lose from the university if we do leave?

Giorgio: We’d lose some financial benefits, but we’d gain more financial freedom.

Jacob: Maybe if we want to do this, it might be worth waiting to see how it impacts the other colleges that have voted to leave.

Giorgio: I’m going to look at how it impacts the other colleges.

Tom: They were two of the more financially stable colleges to begin with.

Giorgio: We’re financially stable.

Robyn: How does this impact the possibility of a sabbatical President?

Giorgio: Under the DSO there are certain ways in which the role works.

Penny: But if we leave, we can make our own standing orders. We can tailor it to how our college wants it.

Giorgio: We can always change the standing orders.

Penny: How do we decide?

Giorgio: It would have to be a referendum.

Robyn: Would this be too much to do in one year alongside a possible referendum which could change the role of the President?

Giorgio: Leaving is a process anyway – it’s something to keep in mind over the next few years.

**DSU**

Tom: If we begin with associations, I was wondering if there was any way of having better collaboration between the DSU and the JCR?

Robyn: Do you represent the JCR’s opinions to the DSU?

Tom: Yes, I also communicate the other way around. Are there any ways to encourage Tier 2s to be more active in terms of associations?

\*Tom explains the difference between a society and an association\*

Robyn: So this is encouraging the Tier 2s to work with the relevant associations?

Penny: Do they have stands at the DU freshers fair? Would that encourage freshers to go to that? We could encourage Tier 2s to advertise their associations in our freshers fair.

Amy: We don’t want to endorse something that isn’t doing very much.

Jess: People tend to be more involved if they have a friend going.

Robyn: It’s worth making them aware that it’s possible. Could that be going in the standing orders?

Jacob: It should be there already.

Penny: The Charity Comm isn’t associated with DUCK anymore – so it depends on the situation.

Robyn: It’s up to their discretion.

Amy: It might also be worth to tell the Tier 2s to make a chat with all representatives – it might be useful to have the associations involved in that to keep them accountable.

**ADVERTISING ELECTIONS**

Tom: I presume we will be carrying the policy of not endorsing candidates.

Jacob: We shouldn’t endorse any candidates officially. But we should stress that this is personal opinion.

Tom: The alpacas worked wonders.

Robyn: There was a nice unity in the college over that time. A lot of people didn’t vote usually, but they voted in this one.

Jacob: What are the SU’s rules on advertising elections?

Tom: How elections are run in colleges is totally up to us.

Jacob: Can we look into making sure that we have one specific space where they can put posters?

Amy: Is there a fire safety issue with having posters in college now?

Tom: We are allowed to tell people not to canvas within Trevs.

Jacob: I would rather they followed JCR campaigning rules. It’s worth saying that if you campaign within Trevs, you should follow our rules.

Tom: You are allowed to say no to being canvassed.

Jacob: We should keep posters off the Bar. Maybe if we have a board on the cobbles?

Danielle: The candidates didn’t know what our stance was, so they didn’t know. There was a miscommunication.

Tom: There was information sent out explaining the rules. We would have to warn them in advance. We are entitled to remove any information so long as we have warned them in advance. After the SU has sent out their list of where we can canvas, I’ll send out an email to the candidates. If the SU adopt something, would we like to adopt it separately by passing a motion?

Jacob: I’m not opposed, but it is case specific. It would have to come through a motion.

Giorgio: If there’s an SU thing, we can then debate it.

Jacob: If we pass something, then we can take things to the assembly too.

Danielle: This is something you can bring up in your individual reports.

Tom: We’re trying to get the SU officers to come into college to hold Q&A sessions.

Jacob: Maybe before a meeting would be the best, because they’re only allowed in by invite.

Giorgio: It used to be that Prof came into a JCR meeting once a term.

Tom: Since there are 5 of them, they were thinking of coming individually.

Jacob: I would like the president to come before a JCR meeting. I’m organising them on a termly basis, so they should be able to make it.

Danielle: We also don’t want JCR meetings to go on for too long.

**COLLEGE IMAGE**

Jacob: What image do we want to project?

Giorgio: We do things but we never really shout about them.

Danielle: It’s also us trying to stay humble.

Jacob: We don’t currently have a societies rep.

Robyn: There are too many societies to keep track of.

Danielle: It’s a way of trying to combine the extra-curricular societies who aren’t under a tiered system. It’s just a restructuring of the sports rep to become a sports and societies rep.

Giorgio: There has been a bit of a divide between music and sports.

Penny: It would be good to make everyone feel unified under the JCR and to be a part of the college.

Robyn: We need to make sure that there’s more cohesion between the music and the sports. Potentially limit the sports posts so that the sports rep is the only one doing that.

Danielle: There is a sports captains page which is created every year, and this could be something that is used to put in the weekly email.

Giorgio: If we had one page for all the clubs and societies captains to be on, that might increase cohesiveness.

Amy: It could also be under Music Rep’s job.

Jacob: A lot of the people who do music are the ones who do everything, so it’s very well established already.

Robyn: We need to find a spot for the people who aren’t music or sport, and who fall in the middle. We can’t forget about the smaller societies.

Jacob: What if we increase the art rep’s job to increase the non-music, non-sport societies and committees?

Alice: Wouldn’t this totally change their whole job description?

Penny: We could add it to outreach? Also, in the interest of maintaining cohesion, it would be nice if we had a meeting with all the heads of the societies to maybe start a culture of transparency so we can work with them.

Robyn: We need to really engage the odd person here and there.

Penny: If we did it on a termly basis to establish what they need and what we need from them.

Alice: If it’s all societies there could be a lot of people.

Penny: My original idea was just sports.

Danielle: It would be useful seeing as most people have handed over.

Penny: If we start a tradition of having the meetings after Handover, it would create a way where we can show them support.

Danielle: There’s always things where we have the access-points to the captains and heads of societies.

Robyn: We could do it after freshers fair and talk to them in the Bar.

Penny: That’s a really good idea. It’s good for them to be aware so they don’t leave. Make sure they know.

Alice: It worked last year.

Sarah: We need to lay out ground rules for socials in the Bar. We need to make sure that we work with societies, and make sure that they know we want to help.

**OUTREACH PROJECTS**

Giorgio: Since Kirsty can’t be here, I’ll talk about this. This year there’s been a few, there was the music, and one teaching frisbee in a school. If anyone has any new ideas for an outreach project, contact Kirsty.

Danielle: Nobody really knows about them, there’s very few people who actually get involved. It’s hard to get people involved in this.

Sarah: Is it always outreaching into the Durham city community?

Giorgio: The music one was teaching music to people in Trevs, it’s worked quite well.

Danielle: That was a music thing.

Sarah: Could it become a permanent fixture?

Tom: There’s a homeless shelter on Saddler Street – it doesn’t require any training.

Jess: Things like that aren’t well advertised.

Danielle: It’s a case of communicating it. We need to give people the information and let them get involved.

Jess: If we get more Trevs people involved, it’s a snowball effect and more people will get involved.

Robyn: Is there an outreach board? We could put flyers and posters so people can get the information if they want to get it.

Giorgio: There were boards on the cobbles before the cobbles were renovated.

Jess: We could put something on going to talks and going volunteering and stuff, to get more people interested.

Jacob: JamSoc does a lot of this, specifically with music.

Amy: We could make a timetable so we’re not spamming the page too much.

Penny: Kirsty could work with Charities Comm so that we can co-ordinate outreach stuff.

Danielle: I think there’s some stuff in the Upper JCR, but that’s quite isolating, and a lot of freshers don’t go there. We could use the boards by the Pool Table.

**MONITORING UNEXPECTED EVENTS**

Giorgio: We do have to be aware that things may happen, don’t promote a culture where that does happen. There’s a limited amount of stuff that we can do until it does happen. We’ll talk further in exec meetings if they do come up.

Robyn: If we hear some rumours, do we discuss it?

Danielle: Yeah, that would be useful. We can then bring it up. Some things might be confidential, like disciplinary stuff, but sometimes you might hear something and just want to check it out.

**PERSONAL DEVELOPMENT AGENDA**

Giorgio: This is just things like the college award. They’re not well publicised, they tend to happen during mentor meetings. Career prospects is the idea.

**ACADEMIC CULTURE WITHIN TREVS**

Penny: I’m going to talk to Tim to find out when academic events happens, things like publishing dissertations in the library, diss open mic night, undercroft chats, TrevsTalks, and so on.

Sarah: is there any way to encourage more people to come to these?

Penny: If we rename the Undercroft Chats to make it more encouraging for people to come. People are really busy, so maybe we could keep it to first term when you’ve got more time to spend on other things.

Robyn: It could really help with humanities subjects as well, where you can choose essay topics. People could use them as ways to get ideas.

Penny: I could make it into a cheese and wine evening , make it more of an event. Maybe if we did

Jacob: People could turn up and take the food and then leave though.

Danielle: You could make some way of letting people suggest topics to talk about.

Jess: We could also make it so it’s less academic – so we could bring someone who’s really good at drawing in, for example.

Penny: We could ask lecturers to come and give some talks about their subjects. We could get an academic in who everyone loves.

Jess: And everyone will have suggestions on who we should bring in.

Penny: If we email over the summer, we could get lots of people going in. We could do them in the Bar, and then do a talk in the JKH or something. We could do a Q&A in the Bar afterwards. People would be interested in this as well.

**MEETING 2** *ADJOURNED*

**ACTION POINTS**

Jacob and Penny to liaise on holding another JCR meeting regarding the Trevelyan College Development Group.

Discuss further the creation of a video to publicise the Operations Review.

Jacob to liaise with Tom on getting SU President into a JCR meeting

Organise a meeting with heads of sports.

**MEETING 3** 25th April

Present for this meeting: **Jarren Santos** (Welfare Officer).

**WELFARE**

Jarren: The team is me and two assistant welfare officers, I delegate a lot, these then head off to the minorities reps who hold drop-ins and manage their own side of things.

Jacob: Do you have a candidate for POC rep?

Jarren: Yes, they should have contacted you.

Jarren: Drop-ins essentially are a space for people to come and talk to us about anything, especially with the minorities reps. They’re a safe space where we can convey this information on to people more capable to deal with situations. There’s informal drop-ins and more serious situations, but we treat it on a case-by-case basis.

Jarren: Welfare supplies will be refilled usually after the welfare drop-ins, including latex and non-latex condoms, dental dams, and pregnancy tests, and a whole other array of welfare supplies. These are stored in the JCR office. Including the sexual health supplies there are earplugs, things for people to fidget with if people require.

**ACADEMIC PARENTS**

Jarren: Academic parents are a system for freshers to engage with people on their course in older years which creates a family of sorts. The interviews are done by the Welfare team, about July. These applications are anonymised.

Jacob: Are you doing anything to keep up academic parent interaction throughout the year?

Jarren: It’s very difficult to keep people on track, there’s not much of an incentive. They’re mandated to do this but it’s also easy to fall under the radar. It would be good to introduce some kind of incentive, maybe an award or something, to make sure that people do things. It’s mainly keeping track on things by a spreadsheet. People are mandated to do a drop-in once a term. Keeping people in line with the plagiarism policy, we don’t want people to be looking over essays or giving tips. It’s a grey area on how much academic parents can do. It’s hard to keep track because we’ve got such a large cohort of people.

Jacob: Is it one parent per 5 students?

Jarren: That’s the ideal amount, but it depends on how many people apply and combined honours courses make it a little more difficult. Last few years we’ve made it so that instead of having separate families, they’re part of a few different families. It keeps it more specific to that person.

Giorgio: would it be possible to also have a combined honours one?

Jarren: I don’t know how that would work, just in the sense that they have different subjects. They aren’t specific to any subject. This makes it a bit harder to manage and the family becomes kind of redundant – it’s good socially but not so good from the academic point of view.

Penny: Can we apply to be academic parents?

Jarren: Yes, we can. It’s whether you’d like to have that extra load and whether you think it’s manageable.

Danielle: Is there anything in place for people doing modules out of their own subject?

Jarren: We make them aware, but initially they don’t know because we don’t know which modules they’re doing either.

Danielle: They could feel awkward going to ask the different parents.

Jarren: Academic parent meet and greets tend to be initiated with their subject, but if you do extra modules you can go and see other people. Maybe if we could do separate ones – we tried to do a meet the grandparents, so that maybe could be integrated into the other modules.

Danielle: Some families are a lot tighter, but if you’re not in the FB group you don’t know.

Jacob: Is it worth using the parents as a go-between?

Danielle: They could pass on the information which could bridge the gap. We should stress to the parents that if they get elected they should know.

Jarren: We need to make it clear beforehand that if you do other modules, you can talk to other academic parents, not just your own.

Jess: A compulsory drop-in before choosing modules for next year would be really handy.

Danielle: Some subjects have already chosen – it depends on the subject.

Giorgio: We should stress that it’s important.

Jacob: This could be difficult for people with lots of module choice.

Robyn: I think it would be really useful.

Jarren: When would this happen?

Giorgio: This is subject dependent.

Jacob: Requiring them to at least talk to them.

Sarah: Could you just do a post on Facebook?

Jess: It’s hard to chase up, but I think people would find it useful.

Amy: It’s important to look at the groups – it might be worth having a combined honours family – a group of people who understand where you belong to other things.

Jarren: It depends on how many people apply to be academic parents. We have to prioritise specific subjects first and then come to combined honours courses. There’s a lot of variation within subjects.

**DEALING WITH DISCLOSURES**

Jarren: You will all go over the safeguarding course. The main points are to minimise reaction, not to startle them or impose an opinion or anything on the person. It can seem quite inhuman to do this, but it’s to minimise giving them any sense of your opinion – we’re supposed to be neutral in this. It may cause extra anxieties and stress to them. Following from that, it’s best to reassure them that they did the right thing in coming forward and disclosing this issue. Confidentiality – there’s a lot of systems in place in terms of minors, which will be pertinent in fresher’s. We have to follow the law. You are completely able to contact me and the welfare team, and come to drop-ins. If you do feel like you have some sort of issue, you can anonymously disclose to me, to Dr Latham, or someone further up the chain. If you have any concerns, you can discuss it with me or Latham. If it’s unnecessary to disclose, it’ll be prompted. Vertical disclosure just means going upwards. Don’t disclose to any member of the JCR, if in doubt, anonymously disclose.

**WELFARE ROOM DURING EVENTS**

Jarren: Welfare room is just a place for people to chill out, have a break from the events and such. They will be managed by myself and the welfare team. Possibly if we can have some of the minorities reps involved, that would be great, but they’re not mandated to. There’s snacks, tea and coffee. People are Nightline trained and Welfare trained. In fresher’s week, it will primarily be myself if we don’t have any assistant welfares as freps. It’ll be the same as events, but the times might change – due to exec duties, it depends on who we have as freps. During Summer Ball – Lorna and Laura have been in contact with Josh.

Penny: He wants tea and toast in the Upper JCR and he was wondering if you could run that.

Giorgio: While we’re at Derwent there’s a place for welfare.

Jarren: I need to know whether we can bring our own food and drinks and things.

Robyn: If not, is there a welfare budget within the summer ball budget – that can be used if we’re not allowed to bring our own food.

Jacob: Get in contact with Josh and Derwent Manor about that.

Jarren: How would it work?

Robyn: I assume at a similar system to how a normal event will be run.

Jarren: Because people pre-drink, it might be worth having the welfare room running during the drinks reception.

Jess: Maybe doing welfare in like a bell-tent for Trevs Day – is that going to be feasible?

Jarren: Where would it be?

Jess: It was going to be on the Back Lawn

Jarren: I don’t know if the Back Lawn is feasible due to wheelchair access. We want it as a place for people to go to get away from stuff. Maybe we should put it in a normal place.

JK: You can always speak to Tommy and Ben about having welfare people as freps.

**WELFARE NETWORK AND TRAINING**

Jarren: Previously we had Welfare Comm – the current welfare officers of the associations, colleges and organisations, spearheaded by the SU welfare officer – just to keep people in the loop. This is something discussed previously. Summer Ball – with other colleges they tend to get other colleges and teams run the room, in exchange for other welfare rooms. Some colleges swap welfare teams for their bigger events. I think that will come down to what we decide, but what we half discussed previously is because people come to the welfare room specifically for our welfare team because people know.

Jacob: Is there a possibility of getting assistants?

Jarren: Possibly, we’ll have to discuss that with the other welfare officers. I don’t know how they think about that. Welfare network is a place to share signposting, just to keep everyone in the loop.

Jarren: Welfare training – a way for all the welfare officers to go on a welfare training residential to get to know each other and create a bond between each other, to get assistance and resources. The initiative was started last year. I’ll be going on that alongside my assistants.

Amy: As international rep, do I have to get training?

Jarren: Yes, you will have nightline training. I don’t know if you have the residential training, though. Also, please do Stress Less events.

Danielle: What kind of thing do we want?

Jarren: Anything from sports to smoothies – anything you’d be happy to hold. If you need any supplies, we have a welfare budget. If there’s any hobbies you have, do anything.

**WEBSITE AND GDPR ISSUES**

Cat: So last year there were some issues regarding the website and GDPR issues, and this resulted in some services being taken down. I was wondering if anybody had any ideas about how we can resolve these issues?

Giorgio: I’m going to ask about GDPR about it in the next college officers’ meeting.

Danielle: Formal sign up page does get email addresses.

Giorgio: I’ll ask college officers, and ask what the issue was and see where we can go with that.

Danielle: Do other colleges have anonymous welfare messaging services?

Jarren: It was quite useful, other colleges don’t really have it, it’s a way to contact.

Robyn: Can they not use the phone?

Jarren: It would be great if it could come back up, but I don’t know.

Danielle: Someone’s told me they might do a new formal sign-up thing over the summer.

Giorgio: Like a website reform?

Danielle: The actual sign-up page. Someone might design a system when it went down. The only problem is if this Operations Review thing works and we have to go through Event Durham.

**EVENTS CALENDAR**

Jess: Trevs Day is the focus at the moment, I’m getting things together for that.

Jacob: Should we put it in your job description that you should be suggested to sit on SocComm, Danielle?

Danielle: that might be a good idea.

\*JE describes Trevs Day plans\*

\*Discusses the possibility of changing Informal Ball into a formal Ball\*.

\*Exec discusses the possibilities of holding a Newcastle night out\*.

\*Exec discusses fancy dress themes\*

Danielle: I want formals to have a specific Bar Night afterwards, to get people involved. It got Tier 2s involved but it means that I can theme food. The formals won’t be specifically themed.

Amy: I think most of my international events would be good after formals – like Diwali and Day of the Dead.

Danielle: I don’t know how many formals there are, or whether there are enough. Each formal is a joint formal, so we can’t theme them – I can theme the food and a name-card. It would be advertised as a joint formal with a themed bar night afterwards. The formal itself cannot be explicitly themed.

Amy: Is there any way you can give them an incentive to the formals?

Danielle: Yes, I give them guaranteed seats to formals – the problem is that if the formal is undersubscribed. We might be able to speak to the Music Rep about things like pre-formal music.

Jacob: There are things we can try to bring in to incentivise people to sign up to formals.

\*Exec discusses possible bar night themes\*

**ACADEMIC EVENTS**

Penny: So currently I’ve got Trevs Talks, a diss open mic night, and Undercroft Chats planned. If anyone has any suggestions, please say.

Jacob: Do they all happen in the Bar?

Penny: Some of them happen in the Dowrick, the undercroft chats are in the Undercroft.

**JCR MEETINGS AND ELECTIONS**

Jacob: I’m coming up with a timetable for these soon. There’s going to be two meetings this coming term.

Robyn: All FinComm meetings and decisions have to be before JCR meetings. I could include DreamScheme. We have to have a FinComm meeting before a JCR meeting – which means that FinComm applications have to be in before the meeting.

Jacob: Elections will be done per term.

Giorgio: Do we want to elect Ball Chair in third term?

Jacob: I’m already running POC rep this term, so we can open nominations with that.

Danielle: I would say we should do it before – people have to have been interested in this year’s Ball. It would be useful for the next Ball Chair to shadow this year’s.

Giorgio: It makes it easier to elect them in third term to make pricing easier.

Jacob: We could run two separate elections this term, but POC rep has to be filled as soon as possible.

Penny: People aren’t going to want to run for things during exams.

Danielle: Whoever becomes our Ball Chair next year, they’re likely to already be involved in this year’s Ball.

**WELFARE AND OUTREACH**

Giorgio: That’s up to Kirsty. If you have any ideas, contact her.

**SPORTS EVENTS**

Giorgio: Sportsman’s Dinner is coming up soon, the date is to be confirmed but it’s about the 11th.

Jacob: Are there any other sport events?

Robyn: Varsity and Festival of Sport are after exams. We can talk with Phoebe about this.

Penny: What about Ultimate Societies?

Robyn: that’s usually with old and new Charity  Reps.

**OKTOBERFEST**

Giorgio: Last year they discussed how to make it not encouraging drinking culture. The exec last year agreed unless it’s not totally out of hand, but it never happened.

Sarah: It’s because it promotes drinking culture, last year they tried to use it as a way to advertise the drinks at the Bar and show the stocks.

Amy: Is it about anything but drinking?

Giorgio: It’s a beer festival, but we could use it to show the culture.

Jess: We could make it a fancy dress thing?

Danielle: Is there a problem with when it runs?

Sarah: We should have it somewhere around October, but of course we can’t have it too early in the year.

Amy: Can we also promote non-alcoholic options?

Jess: Can we call it German-themed instead of Oktoberfest?

Sarah: If we promoted it as an alcohol awareness.

Robyn: It’s worth asking college and seeing what they say.

Amy: I’ll look into Oktoberfest and try to find something out about the culture.

**SOCIAL EVENTS**

Danielle: In terms of the big events, Jess will create a rota of who’s working when. I will create a normal formal rota which starts before the formal. SocComm are involved with decorating, but as an exec, we also help decorate college. The idea is to be helpful and set up. Afterwards, there’s a rota – you get two or three hours off. You’ll be told where to go and when. Make sure you’re checking wristbands.

\*Exec discusses plans for Summer Ball\*

Giorgio: We clean up.

Robyn: College has to be in the state that it was before the event.

**MEETING 3** *ADJOURNED*

**ACTION POINTS**

Everyone to sign up to hold Stress Less events.

Giorgio to ask about GDPR issues and the website in the next College Officer’s meeting.

Talk to Tommy and Ben about including fancy dress themes for the first term in the freshers’ handbook.

**MEETING 4** 25th April

**INTERNATIONAL EVENTS**

Giorgio: This was a problem year before last, regarding funding. The small events budget was what they had (£30), but as far as I know this year we should continue from last year.

Amy: We have a lot of money leftover from last year, so if we could order a lot of stuff that we could have for the next few years as well. I’m planning to buy everything I might need now and then save all the money next year for food.

**STORAGE**

Giorgio: General point, if things are in the wrong trunks then we should move them, but considering that everybody knows where things are, we shouldn’t make any major changes.

Alice: Garage 5 also has Buttery machines.

Jess: I have a list of the things in the social garage.

Danielle: Don’t give keys to people – the porters have the keys to the garages. People don’t have permission to just use the things. Even Tier 2s shouldn’t use things. If you’re using things from Garage 5, you have to go through Jess.

Jess: I can send the list of what’s in the garage.

Giorgio: Sports equipment – the sports rep and the porters should have a list of all the things. Some sport stuff is in the JCR Office, but most of the stuff is in the trunks. Regarding office stuff, we have to make sure that things aren’t a fire hazard. Keep your stuff in your box in the office. In general, keep it tidy.

Danielle: Things do get stored in there in terms of events, but be proactive and don’t just shove things in the office to store. If we keep on top of it it’ll be easier.

Giorgio: If you see a fire or trip hazard, please deal with it.

**JCR LEVY**

Giorgio: Because we’re a DSO, all the levy stuff is opt-in. We need to promote the JCR levy because it’s where a lot of our funding comes from. You get to participate in all the JCR goings-on, gym memberships are a lot cheaper with it etc. Only a few people didn’t pay last year, this year there’s quite a few who didn’t. You can’t run for JCR positions without paying the levy. We’ve been asked to set a price for next year. Currently it’s £130.

Robyn: It’s been the same for a few years, so it should probably go up a bit, accounting for inflation.

Giorgio: We are the cheapest in Durham.

Danielle: Why would it be going up?

Robyn: Taking into consideration VAT and inflation.

Giorgio: We also haven’t changed it in years. We could put it towards events and all sorts.

Danielle: We have the massive backlog – we keep trying to find ways to spend the money, but we need to be able to explain why it’s going up.

Tom: We don’t want to change for the sake of change, especially if it could have an impact on the students of lower incomes and have an impact on how socially cohesive we are as a JCR. We don’t want to exclude people if we don’t have a really good reason for it.

Jess: What about not raising the JCR levy and raising the Platinum Pass?

Robyn: We’ll discuss that later. In terms of Dream Scheme, people vote on what they want to spend the money on.

Giorgio: We’ve been asked about whether we’re changing it, and we haven’t changed it in ages.

Danielle: Until we have really good reasons, we should probably keep it as it is.

Penny: Have we been adjusting for inflation?

Giorgio: We have got less by inflation over the past years.

Robyn: This year they put more money into Fresher’s Week which took the budget away from Charity Ball.

Penny: Can’t we use the extra money for Fresher’s Week? By three years’ time, it will have affected everyone.

Giorgio: When Charity Ball was set up, the idea was that it was paid for by the JCR.

Jess: What about subsidising people of lower incomes?

Robyn: The Durham Grant is available.

Penny: But it would be good to have some Trevs-specific grants to help people who are going to have issues paying for all these things that they don’t really understand.

Amy: There are bursaries.

Penny: Not too many that are Trevs-specific, though. There’s a limited amount that go towards academic achievement and travelling for academic reasons. There isn’t really a hardship bursary or anything like that.

Danielle: How would you then decide who gets what money and why?

Sarah: We’d have to reject people then.

Penny: A lot of the grants people are eligible for uni-wide are for people who have under a certain income per year. But there’s always case-specific situations for some people. We could advertise in fresher’s packs and review them.

Danielle: Do we have the permissions to do this?

Robyn: I don’t think so.

Giorgio: Hatfield do something similar to what you’re proposing, but their dues are more expensive than ours. I don’t know how we can do this.

\*Exec discusses the logistics of subsidising the JCR levy\*

Giorgio: Do we think we should just leave it as it is for now and suggest it as a point to work on?

\*General agreement\*

**FINANCE**

Robyn: The Platinum Pass has been the same for years, and they’re going up this year. We need to include the Summer Ball price.

Giorgio: Do we feel the price of other events should go up?

Jess: We could cover it at the moment, we can do three ENTs and three food stalls, but things are getting more expensive.

Robyn: People don’t tend to go to events if they don’t get into formal.

Jacob: Currently it’s a bar night with some free food and some decorations.

Jess: Because we can’t have many ENTs, it’s quite limiting with having things.

Jacob: In that case, couldn’t you spend the money on Bar Ceiling material?

Robyn: If the Platinum Pass goes up by about £5, it’s not going to have too much of an impact on individuals. But it will have a big impact on SocComm’s budget to make the events much better.

Jess: Can we use money to put towards formals?

Danielle: We have a budget for Trevs Day and Summer Ball food.

Amy: The reason that people don’t really want to get it is because the difference between getting the Platinum Pass and not getting it isn’t huge.

Robyn: Trevs Night is, in essence, free, if you do buy it.

Jacob: It is 20% off the price of them all.

Giorgio: Are we happy to increase it slightly to give events a bigger budget?

Sarah: It hasn’t changed for about the past seven years.

Robyn: It would go to about £75.

Giorgio: we do need to discuss with the new Ball Chair when they’re elected, but we can’t really discuss this until this year’s ball.

\*General agreement\*

**ONLINE PAYMENTS FOR FRESHERS**

Giorgio: The idea is that you could pay your dues, formals, and Platinum Passes through an online centralised system.

Alice: We also want to look into having a PDQ for the Buttery.

Robyn: The problem with having a card machine is that the uni don’t want us to have them.

Giorgio: In part there’s because there’s a minimal transaction fee.

Alice: We’d need to connect it wirelessly to the internet, and I don’t know if we can connect to the uni WiFi for this. There might need to be a charge for using the card machine.

Robyn: You could potentially pay for formal with it.

Alice: Aidan’s has a PDQ.

Robyn: There’s potential to getting a cash machine, unless Mildert has one. If there’s even one on the Science Site, it would make a difference. Nobody tends to have cash nowadays. It could potentially be a shared card machine between the JCR Office and the Buttery. If we have a vending machine, you can sometimes pay by card on certain types of machine.

Alice: If the Buttery is stocking the vending machine, would the profit go to the Buttery or the JCR?

Giorgio: I think it would have to go towards the Buttery.

**SAFES/FLOATS/GENERAL MONEY**

Robyn: We all need to be cash handle trained.

Giorgio: We should go over this after our first exec meeting.

\*Exec agree to undergo cash handling training Monday, 6:15pm\*

**POSSIBILITY OF A CLUB/SOCIETY PAGE FOR PUBLICITY PURPOSES**

Robyn: It’s probably a first term problem.

**UPPER JCR**

Giorgio: Speaking for Kirsty, the Upper JCR has a budget per year, not a huge amount gets spent. We’ve been thinking of getting a lockable door so that only members can get in.

Robyn: This would also be really helpful when you’re leaving your stuff there after a formal.

Amy: Do we want to make it a study space?

Sarah: Problem is that there’s a TV in there.

Jess: How much would it cost to put something like a games table (snooker tables, air hockey table).

Amy: Could we put board games there?

Alice: There’s board games in the Buttery.

Giorgio: If anyone has any ideas, tell Kirsty.

Jess: Lots of colleges have table tennis tables.

Danielle: The space is really small, so I don’t know how feasible it is.

Amy: We could put the vending machine up there.

Alice: The idea was to put the vending machine outside the Buttery, where the old one was.

**JCR PLATFORMS**

Jacob: This is just in terms of publicising things on the Facebook group and weekly email.

Giorgio: Try and make it less of a barrage of information.

Danielle: Keep certain things to Facebook and emails. For example, I post a menu online, but applications open via email. Emails tend to be more official. Keep the more important things to email.

Robyn: FinComm tends not to go out by email, should this be something that goes out by email to begin with and reminded on Facebook?

Danielle: It’s also keeping things consistent. If you’re unsure, put it on Slack.

**MEETING 4** *ADJOURNED*

**ACTION POINTS**

**MEETING 5** 26th April

**SPORTS AND SOCIETIES**

Giorgio: Earlier we suggested adding a sports and societies rep.

Amy: Were we going to ask Kirsty?

Giorgio: We’re well known for music, but non-music things we tend not to advertise as much, and we should publicise this more.

Penny: Is there already a committee?

Danielle: Would it be useful?

Penny: It would go towards making the college more cohesive.

Jess: They could do things like collecting the data from team matches and so on, and then put them on publicity.

Robyn: It’s what the sports rep does, but it’s very dependant on what people want to offer.

Danielle: People who aren’t represented – like debate society – are they advertised in the same way?

Robyn: There is some kind of limbo in between the music and sports societies.

Jacob: Sports and music both make sense to have an overarching control, but if there’s a societies social media, what are they going to advertise? Sports have a lot going on, music has lots of concerts and so on. It might not get as much use as the sports and musical societies, and we have the Trevelyan page to advertise things like that.

Robyn: We could potentially let them know that they can post on the Facebook page.

Danielle: What about Visual Arts Comm?

Jess: Who do people go to if they want to set up a new society?

Jacob: That’s me. Ratification is coming up this summer, as every summer, so if you’re in society execs please elect a new exec soon or you will be de-ratified.

Danielle: Who would people like FemSoc go to if they need help?

Robyn: Some of them are under Assistant Treasurer, but there’s a lot of societies who fall by the wayside.

Jacob: They would come to me if they had any issue.

**FORMALS**

Penny: I need you all to support Giorgio and I during formals. I’ll be in the VP’s seat. I’ll be disciplining during formals. None of you except Giorgio and I can stand up during a joint formal.

Robyn: Is it a three strikes and you’re out system?

Penny: Basically, and if they refuse to leave they’ll have to deal with Dr. Latham, Giorgio, and I.

Jacob: Is it worth saying that they’re jeopardising formals for everybody else.

Penny: Yes, that’s good.

Danielle: Just be aware of what’s going on around you.

Giorgio: Make sure people wear their gowns for bowing in and bowing out, and we need to make sure people don’t talk across tables.

Robyn: Could we get different coloured stickers for corkage?

Penny: We could do a different colour for different formals.

Danielle: Isn’t that more under the Bar?

Sarah: It is difficult to police.

Danielle: At 7 o’clock, I close the doors and Giorgio, Penny and I are the last to go in. Usually if someone tries to come in late, Penny goes to the door. One of us can go and check that the Bar is empty. People are usually pretty good. The main issue is usually freshers in their first few weeks. The sooner that people leave, the sooner we can clean the Hall. We help the catering staff to clean up to make their job easier. Plastic cups we give out after formal. You can miss formals and not work them, but let me know. I think you can miss one formal a term. We need about six or seven of us. You don’t have to sign up. If you’re not working formals, sign up separately.

Giorgio: When signalling to Penny and I, make the looks obvious, so we can see you.

Danielle: Try to pass messages down to us. Try to be subtle about it. Try not to make a scene.

Amy: If people don’t listen to us, what do we do?

Danielle: Signal to Penny or Giorgio, people have to listen to us.

Penny: It’s better to get someone else to do it than for you to put yourselves in a position where you’re getting annoyed and upset.

\*Exec discusses the formal jobs and corkage\*

**JCR DINNERS**

Jacob: JCR dinners are formals without gowns and high table.

Danielle: Yeah, JCR get priority, but MCR can usually still get in. They tend to prioritise the MCR dinners.

Penny: Are we in Sportsman’s Dinner?

Giorgio: No, but it has historically been rowdy. Be aware that there is a possibility we could be doing disciplining.

Robyn: Which formals are JCR dinners?

Danielle: Informal Ball, Trevs Night, Trevs Day, Summer Ball (If it’s held in college).

Danielle: Half colours and full colours happen during formals. There’s no minimum number. JCR Dinners tend to be more relaxed. The same rules apply, people can stand up to go to the toilet if they want. Cameras are allowed, phones are still not. The freshers tend not to know the difference between a formal and a JCR dinner.

Robyn: We still have to work JCR Dinners?

Danielle: Yes.

Penny: It’s exactly the same but we set our own rules. It’s a little more relaxed.

Danielle: If Sportsman’s Dinner is held in the same format as Musician’s Dinner, there will be an SCR table.

Robyn: It’s probably going to be rowdy, but because it’s been cancelled before, they might be a bit more respectful.

Sarah: It’s also smaller than a formal, so it might be quieter.

**JCR LIVER’S OUT DINNER**

Giorgio: Last year it was proposed that we should hold a liver’s out dinner to try to bring people back into college.

Danielle: It’s meant to be organised once a term – returner’s formal and one in January.

Giorgio: I understood it as a separate dinner for the liver’s out.

Sarah: It was definitely an idea last year.

Penny: We were talking about not doing academic formal and getting the liver’s out into college, so we can have the academic achievement people celebrating with their friends.

Giorgio: It’s really up to senior freps.

Penny: I don’t know what we would change it to, but it’s weird.

Robyn: Could you do it with academic parents?

Danielle: Freps don’t get in anyway.

Penny: What if we do awards during returner’s formal?

Giorgio: I’ll ask college officers on Monday what they think about it, because I think they thought that there was a similar issue with it. It doesn’t make any sense to celebrate when you don’t know anybody.

Robyn: Returner’s formal is always quite rowdy. I don’t know if it would be less rowdy.

Penny: Can we do returner’s in freshers?

Robyn: You’re only allowed in the library and the gym if you’re not a frep or a fresher during Fresher’s.

Giorgio: Shall we see what we can do with this?

\*General agreement\*

Danielle: We should speak to Kirsty about this.

**OUTREACH**

Giorgio: Liver’s out presence in college has never been particularly strong during the day, so does anyone has any ideas about bringing more liver’s out into college? We also have lockers in the Upper JCR, but they’re not used often.

Jacob: Advertise the library as being a better study space than the Billy B?

Giorgio: Lockers is a point from last year, most people tend to just dump their things in the Upper JCR without using the lockers.

Danielle: People have a locker for a year, they give us a deposit. Kirsty is in charge of the locker keys.

Giorgio: If we ask Kirsty to have a look at it?

Amy: could we get a clothes hanging rack?

Danielle: It works as well if it’s raining outside.

Sarah: You can get hangers that attach to the clothes rack.

Giorgio: there is a lot of money in the budget, so we should ask Kirsty.

Jess: There isn’t much bike storage at all, and people get their bikes stolen.

Giorgio: College said they would look into it last year. I’ll ask again.

**HOUSING CAMPAIGN**

Giorgio: Housing happens too early, but the campaign is always a little after people have signed up.

Jacob: Maybe we should do it a little earlier?

Alice: It’s very stressful for the freshers.

Robyn: The thing with housing is that there’s more students looking for houses in Durham. The pressure is really on. The landlords and estate agents have an agreement that you can’t sign for a house until November 1st, but they don’t tend to stick to this.

Giorgio: So what do we do about this?

Jacob: If people are willing to walk a little further, it’s easier to sign for houses in places like Gilesgate and Neville’s Cross.

Robyn: Is there a second wave of houses in January?

Giorgio: We need to make freshers aware.

Jacob: Is it worth making it longer but less intense? So that the freshers don’t feel so panicked.

Jess: We should just tell them that we’re here to support you, and give them the information a bit earlier. But we also do need to warn them of the stress.

Sarah: Could we pool the housing resources together and put it all together and give them access? So then people can start looking at their own leisure.

Amy: A lot of people signed before the housing campaign actually started.

Giorgio: We should start doing it slower and longer.

Amy: Could we ask Kirsty to speak with the landlords and estate agents?

Penny: They don’t need to be concerned with things like this.

Alice: I went to talk to freps when I was signing for houses.

Jess: People start thinking about it really soon, so people know that it’s going to happen.

Danielle: Once the first person panics, everyone else panics.

Jess: Yeah, we should give information before people start to panic.

Giorgio: Let’s try to move it earlier and make it less intense.

Amy: Is it better to wait until they ask? International students can be really intimidated by it.

Danielle: We should stress that it’s not something to panic about.

Jess: We can also advertise that you can live in college and there’s always last-minute options. Lots of people drop out, or fail exams.

Penny: You can also stress that it doesn’t have to be perfect.

Amy: We should get some people in our years to discuss their experiences.

Robyn: It’s really scary when you’re a fresh, because you don’t have any idea what’s going on.

Amy: It’s different for international students, as well. It’s a lot more complicated.

Jacob: It is worth remembering that international students do get cheated by landlords and housing companies. We do need to remember that not everyone has the same experiences. We need to make everyone aware that they shouldn’t panic, but also make them aware.

**EXEC INDUCTION**

**Confidentiality**

Giorgio: This will be discussed when we’re being cash-handle trained. Some things will be confidential, be aware. We’ll do cash handling and the expenses forms on Monday.

\*Robyn explains expenses form procedures\*

Giorgio: DSO training will happen – different people have to go on different trainings.

**MEETING 5** *ADJOURNED*

**ACTION POINTS**

Giorgio to discuss with college officers the possibility of having academic achievement awards during returner’s formal.