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**TREVELYAN COLLEGE JCR MINUTES**

JCR Executive Committee Meeting 2019

6th May 2019, 6:15PM

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

**ABSENT**

Kirsty Macdonald **Outreach Officer**

Sarah Taylor **Incoming Bar Sabb**

ALSO PRESENT:

Josh Preston **Summer Ball Chair**

Ben Bauman **Head Frep**

**INDIVIDUAL REPORTS**

**Jacob**: Colours closes tomorrow, Dyfrig Williams award nominations close tomorrow, Ball Chair nominations open tomorrow, close week after summer ball, please get your societies to re-ratify. I’ve sent emails out to most people. Three of you will be sitting on Half Colours, this is randomly assigned.

 **Giorgio**: How many societies have ratified?

 **Jacob**: About 5 out of 30.

**Penny**: Nothing. I’ve sent out the Bar Policy, I’m emailing Moette again.

**Jess**: Been in frep interviews, also it’s the last week before Trevs Day.

**Grover**: All of my Pimms arrived today, let’s hope the lemonade arrives. I’ve ordered with Tesco. I’m sorting out staffing for events.

**Danielle**: Sports Dinner was a success, food was great, catering were happy, I had catering committee this morning, not much came out of it, Trevs Day formal is meant to close tonight, we still have a few spaces to fill but it’s not too bad.

**Jarren**: Frep interviews have been happening, I went to welfare forum and had a talk about sexual violence which will feed into the consent campaign. In that meeting we also talked to Clarissa Humphreys who run the sexual misconduct operations around the university. We had a lot of clarity about how the policy works, I’ll send the policy around to everyone/

**Giorgio**: Frep interviews have been happening. I sorted out PAT testing of Buttery stuff. TechComm needs some PAT testing.

 **Alice**: I think TechComm PAT tests their own stuff and they;ve been training us to PAT test things.

 **Robyn**: TCMS needs microphones PAT tested.

**Robyn**: We have training tomorrow, FinComm happened and Expeditions Committee happened.

**Amy**: I didn’t do drop-in this week but I have been Nightline trained.

**Alice**: Buttery hasn’t done anything unusual recently. We’ve bought everything we need for summer ball now.

**Cat**: The stationary order has arrived, it’s all in the cupboard, and I’ve just designed the Trevs Day Snapchat filter which has just been approved.

**Tom**: I submitted three motions to the Su in time for assembly next Thursday. Please come to the Vice-Chancellor’s meeting in the Town Hall on Friday.

**SUMMER BALL**

**Giorgio**: Anybody got any concerns?

**Robyn**: Magician – needs a deposit.

**Josh**: He received his deposit today.

**Robyn**: It says by the 21st, which is why he hasn’t got it yet.

**Josh**: I’ll ask him. Alice, did you PAT test the fairy lights?

**Grover**: Is the film in the Bar happening?

**Josh**: Yes, but I don’t know which.

 **Jess**: I think Paddington would be great.

 **Josh**: Someone suggested Dirty Dancing.

 **Grover**: Is that available on Netflix?

 **Robyn**: No.

 **Jacob**: Does the Buttery have it?

 **Alice**: I can look into it.

 **Jess**: Not many people have DVD slots in their laptops now.

 **Jacob**: We can come up with a film on Saturday.

**Jarren**: Is tea and toast on the cobbles?

 **Josh**: How much will you need?

 **Jarren**: About £100.

 **Josh**: It might be really busy. Do I need to buy toasters and kettles?

 **Jacob**: You’ll go through a lot if it’s on the cobbles as people come back. There’s a welfare room in ETV. Silent disco is in the dining hall.

 **Robyn**: People that aren’t liver’s in will be having dinner, so we can’t move tables early.

**Josh**: \*Discusses the rota with the exec\*.

Bar opens 4, closes ten to 5.

Buses. (280). 4x 70 seater coaches.

We need: Exec to fill each bus, Charlie Procter needs to be on the first bus.

Gives out the booklets on the night.

>1 exec on each bus, leaving 5:15.

**Robyn**: We need 2 on each bus and 2 inside getting people out. Someone needs to check wristbands, give out lanyards.

Bus 1: Jess and Jarren on the first bus – set up welfare room etc. Josh.

Bus 2: Giorgio & Danielle

Bus 3: Robyn & Jacob

Bus 4: Penny (& Sarah if she’s working). Grover.

**Jacob**: Is that the buses sorted then?

**Giorgio**: Who’s ushering people towards the buses?

**Robyn**: There’s no list if you don’t have a wristband?

**Jacob**: Say someone forgets their wristband before the meal – do we want to give them the chance to get the wristband and get on the second round of buses?

**Danielle**: We don’t technically have to be on specifically that bus.

**Josh**: I’m working too. I can do a bit.

**Jarren**: How long do you need us to be here for? We can probably run the welfare room until like 3. Difficulty with it is that assistant welfare is doing it but they’ve already been doing welfare room.

**Josh**: Tech will be there a little earlier, arriving a little earlier by taxi. Everyone arrives by 6. Derwent will have people giving prosecco, there’s a photo-booth. Exec just need to be milling about. IN theory at 7pm we can start moving into the room with the meal. Grand Hall is the big space at the bottom. Seating plans will be in the garden room. I need an exec standing next to the seating plan, also someone pointing people in the right direction. Robyn & Danielle. In the meal there’s 10 security guards until 2am. Keep an eye on everyone. We are working all night. Jess is in charge during the night. Just watch people if they get too drunk. There’s various people coming to set up during the meal.

Back at Trevs, non-meal people (315) people leave at 8pm. Those who aren’t in the meal. Alice needs to be on the first bus there. There’s no bar open then so people will just appear. We just need to be on the buses, mixture of 70 and 50 seat buses. 6 buses, 5 exec members.

**Jarren**: Is the taxi sorted?

**Josh:** I’m going to talk to them about that.

**Jacob**: We could leapfrog it.

**Josh**: Exec look after the bus, Bus 1 Alice & Tom, Bus 2 Cat & Amy. People will have been pre-ing with this. If someone’s too drunk, they can find their own way there. Tom & Kirsty bus 3 Cat & Amy bus 4 (alternate). There should be 5 buses. Alice needs to tell Jess when you’re arriving to then. We’ll give them booklets at Derwent. By this point, entertainment are set up. Photography will be finished by that point. We don’t want a clash between the people leaving the meal and the three hundred people arriving by bus. There’ll be an 8 person dance troupe arriving to teach dance. They’ll be on the first bus, probably we should take them to the welfare room. .

**Robyn**: Do they have wristbands?

**Josh**: I’ll get them wristbands. When the second load of buses arrives, someone from the meal will have to show them to the green room. We need exec from the meal to give out the booklets. From there on it should be fine. Buttery is open in the Butterfly room.

**Alice**: Another member of the Buttery will be there with me. If buses get there at 9ish. We’ll be set up by half 9.

**Josh**: Waffles and Tango arrive at about 10. Waffles might be showing up before the buses. DU dancesport in the grand hall, then there’s fireworks. At 12 we’re going to need tech and exec to get a taxi back to Trevs to set up.

**Jacob**: Can we not set up early?

**Josh**: You should be back at 12:30am to give you an hour and a half to set up – Bar film, arranging the bar to make it cosy, Jarren needs help with tea and toast (20mins), clear the dining hall. The toasters and kettles can be stored in the Buttery. Jarren, Cat, Tom, Danielle, Giorgio. By about 12:30 everything closes down apart from music. Izzy Edkins is DJing the silent disco so she needs to be on the first bus back. Jess & Jacob co-ordinate the buses.

**Penny**: Do we then get on the buses?

**Josh**: Yeah. Pick out people visibly drunk and make them wait for the last bus.

**Jess**: Are you giving out sick bags as they get onto the bus?

**Josh**: If the exec member on that bus gives out sick bags.

**Grover**: If I leave a laptop plugged in with a HDMI cable, someone from the exec could sort it out. If all else fails, I could sort it out because I’ll be back in time.

**Josh**: That will be the busiest part of the night. Cuths had some issues with their buses, but ours is a different company. Just be aware and on it.

 **Danielle**: Is there not a set time for the last buses?

 **Josh**: It should be quite smooth.

 **Jacob**: Silent disco in the hall, film in the Bar.

 **Giorgio**: First bus back here should be arriving about quarter to 2.

 **Josh**: It should be relatively quick. People will be ready to go. When we get back here, do we have a cloakroom? Last year there was a cloakroom in the Buttery.

 **Grover**: I think they just had boxes.

 **Jacob**: Do we need them?

 **Ben**: If you needed extra clothes rails, TCMS could hire one from DST if needs be.

 **Jacob**: Would we just fill the buttery with that? Have a table in the doorway for privacy issues. Do we number them? Write them on people’s hands and use raffle tickets.

 **Josh**: Cloakroom also needs to be set up. We may need a few exec on the first bus back.

 **Ben**: Is it likely that the first few buses will leave relatively rapidly.

 **Josh**: 70 people will show up and there are already five exec back. SO the exec could be on the second bus back. We need one exec in the Bar with the film, tea and toast people (3), two in the cloakroom. The last bus should be back here at like half two. Do the exec need breaks? How long do we want each shift?

 **Danielle**: Maybe do hour shifts?

 **Ben**: We could do two 45 minute and one 30 minute shifts. Then someone is always going to get a break.

 **Josh**: Breakfast is at 5. The exec need to do the breakfast and to set up the tables.

 **Giorgio**: End the silent disco at 4?

 **Danielle**: It took a long time last year. Realistically only half of them need to be set up anyway. TCMS are coming in the next weekend.

 **Grover**: Last year, they only did half the room.

 **Danielle**: I doubt anybody is going to show up for lunch as well.

 **Josh**: How many run the breakfast?

 **Danielle**: It definitely wasn’t everybody. It might be about 4. If we do tables from 4-4:15. People collect headphones and the rest start collecting headphones. Everyone needs to set up tables apart from people on cloakroom.

 **Josh**: Cloakroom can close at quarter past, open again at quarter to.

 **Jess**: We can’t cook the food.

 **Danielle**: I can ask catering about what the situation is with the survivor’s breakfast.

 **Giorgio**: Has that food been ordered?

 **Jacob**: We could ask the previous exec how they did it?

 **Danielle**: I’ll do it.

**Jacob**: After survivor’s breakfast is there anything else we need to do?

 **Giorgio**: Clean up.

 **Jacob**: Those not doing survivor’s breakfast can start clearing up.

**Alice**: When is the stuff going from college to Derwent and coming back the following day? Can I come with you to Derwent so I know where it’ll be?

 **Josh**: Yes. I’ll be taking things with me at 7am the morning of.

 **Alice**: Will I then be able to come back?

 **Josh**: 7am on Sunday I’m going back to Derwent to pick it all up.

**Josh**: I’m doing a spreadsheet of the rota.

**Jacob**: Anything else about summer ball?

**Robyn**: Keep your eye out for people without wristbands. Tell security if anything happens.

**Josh**: No alcohol.

**SPORTSMAN’S DINNER**

**Giorgio**: It was a success. We have unofficially been told that it’ll happen again. Nobody was fined.

**JOB DESCRIPTIONS UPDATE**

**Jacob**: Basically post-JCR meeting, I’d like to update everyone’s job descriptions. It’s annoying if you do it at the end of your term because of your successor technically being elected to the old job description, it’s also difficult to do them now because we don’t really know what our roles involve yet. I’d like you to have a look over the next few weeks/summer and have a look over the job descriptions.

 **Robyn**: What about stuff that should be assistant treasurer?

 **Jacob**: If you want to change something he’s currently doing, you should probably have to do it by a motion. I’d have to pass a motion for it anyway.

 **Grover**: It would have to be a resolve as well.

 **Jacob**: If you want to change it more than just updating it you could do something for the next JCR meeting.

**Giorgio**: College spoke to me about the Development Group stuff. They are somewhat unhappy that we have to have a motion to spark a referendum.

**Jacob**: I’ll send out a copy of the current job descriptions. Be aware that you won’t necessarily have done it all yet.

Everyone to read over and update their job descriptions over summer.

**JCR MEETING REVIEW**

**Jacob**: My first ever JCR meeting went for two hours. Most meetings won’t be like that.

 **Tom:** It was an exception.

 **Jess**: The people who did come didn’t seem keen to do it again.

**Jacob**: I’ve never seen procedural motions used. The motion passed basically says that Giorgio needs to email everyone about the document. We are going to use the document as a reference. SocComm and BallComm now have the environment officer on your committees. We should discuss at JCO meetings. I’ll send you all the document and keep an eye out on where the document needs to be used.

JCO meeting Friday 2pm.

**FRESHER’S WEEK**

**Giorgio**: Frep interviews are still happening, we have what looks to be a fairly good group and around the correct number so far as well.

 **Ben**: There’s a few things that may need to be addressed during fresher’s – nobody seems to know what the JCR is. Some people think they’re not part of it, others think that the JCR is just the exec. The other point is that there is a kind of bias with people who’ve had welfare training who’ve done Post-Offer Visit Days when they come into frep interviews. They know about the situation questions.

 **Jarren**: We have the online consent course, this Michaelmas they’re running the active bystander course.

**Ben**: Once we’ve chosen the freps, we should circulate the emails by Friday, we’re going to have a meeting before the end of term, we’ll discuss stash, confidentiality etc. We’ll have a brief meeting on the 21st September to discuss any welfare/safeguarding issues with the freps/freshers.

**Jacob**: Anything else?

**Ben**: We’re most of the way there.

**Jacob**: The frep meeting by the end of term, do we need to be there?

**Ben:** Yes. It’ll be after Trevs Day and before end of term.

**SPORTS AND SOCIETIES PHOTOS**

**Giorgio**: FinComm approved it. As soon as Visual Arts Comm’s exhibition is done, we’ll be done by the end of term.

**ANY OTHER BUSINESS**

**Grover**: Is there a spare JCR office key?

 **Robyn**: I don’t mind having an office key on the senior keys.

 **Grover**: We just need another office key.

 **Giorgio**: Has someone asked college if there’s another key?

**Jess**: All the t-shirts are arriving tomorrow. The office will probably be packed.

Giorgio to talk to college about getting a key to the JCR office.

Action points:

JCO meeting Friday 2pm.

Giorgio to talk to college about getting a key to the JCR office.

Everyone to read over and update their job descriptions over summer.