

**BONDING SCHEDULE AND AGENDA MINUTES**
JCR Executive Committee Bonding
Wednesday, 16th September – Thursday, 17th September 2020

**Attendees:**
Alistair Stark (President), Jess Norris (Vice President), Steven Robertson (Treasurer), Delilah Ferry-Swainson (Welfare Officer), Jess Edwards (Outreach Officer), Nyasha Thomas (Social Chair), Alice Whilde (Services Officer), Alannah Life (DSU Rep), Jack Machell (Publicity Officer), Georgia Fordham (JCR Chair), Holly Ha (Buttery Chair), Danielle Hitchenor (Bar Sabb)

**Absent:** Dorian Held (International Rep) [Attendance via Zoom]

Schedule:

**Wednesday, 16th of September**12:00: Meeting 1 [See Agenda 1]

14:30: Meeting 2 [See Agenda 2]
17:00: Break for dinner
19:00: Meeting 3 [See Agenda 3]
21:00: Socialising (?)

**Thursday, 17th of September**
10:00: Meeting 4 [See Agenda 4]

13:00: Lunch

14:30: Meeting 5 [See Agenda 5]
16:30: Nightline Training

Agenda 1 – General Introduction:

**Alistair Stark**: “Bonding will be shorter; this year will look very different. The purpose of the sessions are to talk through plans for the year and to plan what the roles and aims for the year are.”

* The Exec
	+ Functional
		- What is our purpose?
			* Steven: “Given the chaos of the year, a big purpose we will have is to make the students comfortable and able to feel safe.”
			* Alistair: “Our role as JCR Tier 1s will be different this year, a lot of what we will do will be centred around Covid.
			* Dorian: We are a bridge and an important point of contact for students. We need to be good points of support.”
			* Jess E: “We need to be clear and inclusive of not just the freshers, but make it welcoming to livers-out as well.
			* Alistair: Livers out unlikely to be allowed back into the college for the foreseeable future. We need to be active in engaging in livers-out.”
			* Alice: “Freshers who started last year only had half a year of engagement with college. We need to make sure especially second years feel attached to college.”
			* Delilah: “Making sure the community still operates to accommodate everyone.”
			* Alistair: “There might be issues of people not running for JCR positions in the future because of the lack of job awareness/opportunities.”
			* Georgia: “It is important for us [Tier 1 executives] to talk and openly discuss committees and getting freshers involved.”
		- Compare to last year [Danielle, Jess E]
			* Alistair: “We don’t know if we can do drop-ins, as we don’t know if returners can go back into college. If not, I [Alistair] will do all the JCR drop-ins.”
			* Jack: “Anonymous messaging service to be up and running soon. The University are migrating some of their sites, so don’t want to put it up too soon, as we don’t want confidential information to get caught up in the moving.”
			* Alistair: “College sport is probably not going ahead yet; things are subject to change. You can plan taster sessions, but you need to have a backup. Livers in and livers out are strongly discouraged from meeting.”
	+ Image
		- Alistair: “Don’t want to be a clique.”
		- Jess E: “Don’t want to be viewed as ‘college police’.”
		- Alistair: “We are meant to be quite hands off; we won’t have authority to tell students what to do. We can lead by example, but we don’t want to be in a position of enforcement.”
		- Jess N: “We want to be clear and not critical of each other behind each other’s backs. We want to be a team that supports each other and watch out for what we say and don’t say about each other, our roles and other roles.”
		- Alistair: “We are not viewing this year as a ‘bad year’. We are having a positive outlook and emphasis.”
	+ Communication
		- Internal
			* Slack [Alistair]
			* Alistair: “It’s like Facebook Messenger but it’s better. But it doesn’t always send you notifications. Make sure to check your notifications. After 10pm it goes into ‘sleep mode’ not everyone will see it. Keep your communication on Slack, it keeps your Facebook a bit “cleaner”. Our Exec email should be publicised.”
			* Jess N: “Reiterate that people need to use email rather than message us on Facebook. It might be worth pining our the emails on the Trevelyan college group.”
			* Alistair: “Don’t just ignore people, but do encourage them to send emails.”
		- External
			* Emails vs Facebook
			* Alistair: Encourage people to send emails.
			* Social media [Jack]
				+ New approaches
				+ Jess E: “What about an Instagram takeover? A new student every couple of weeks?”
				+ Nash: “Following Freshers on Social media is a good way to get people to know that might not know about all of the social media pages.”
				+ Jess N: “Get a “meet the exec” before the freshers week.”
				+ Delilah: “Meet the welfare team will go up on the welfare page.”
				+ Steven: “The most important thing is that they know we exist and they know we’re here. Tell them our emails at the start of freshers week, and then we can go into more detail afterwards.”
				+ Alistair: “Hold off meet the exec after freshers week.”
				+ Dorian: “Some international freshers will be quarantining, so keep in mind some people can’t attend them, so make sure we’re hosting things for them.”
	+ Exec meetings
		- When and where [Georgia, Alistair]
		- Alistair: “Originally, was going to try and have them in college, however after how today went, will probably be online. Monday evenings are the norm, usually starting at 6/6:15.”
		- Jess N: “Be aware that the leadership academy that we are meant to attend might be on some evenings.”
		- Alistair: “Provisionally we’ll say Monday at 6, if we need to accommodate any leadership things or jobs we can change it.”
	+ Function and purpose (executive meetings)
		- Alistair: “It’s a meeting to discuss where things are at, and if things are changing quickly, what we can do going forward and if we need to make any dramatic changes about how we are running things.”
		- Nash: “How can we keep tier 2s coming to the JCR meetings?”
		- Alistair: “Is everyone happy for the exec agenda to be circulated around the tier 2s so they can attend the exec meetings? Remind Tier 2s to come to JCR meetings and others in committees who are mandated.”
	+ Stash (inc. Exec stash) [Jess N]
		- Jess Norris: “It will be a burgundy quarter zip. I will send out forms for names, size and position, then Steven will pay for them and then we will pay Steven back. For general stash, we will use the same provider. New things coming; Trevs bucket hat, possibly Trevs Sliders, Trevs gilet.”
		- Alistair: “What about livers out who get their stash delivered to college?”
		- Jess N: “We might try and do something on the back lawn or get deliveries to their own houses. We might also do alumni stash, but it’s subject to change.“
		- Jess N: “We’ll do a poll on zoom to decide the colour of the quarter zip, as it appears that we haven’t fully decided on what we want.”
		- Jess N: “The votes are in. 6 to 4 in favour of blue. We will have our positions on the front.”
	+ Exec socials
		- Alistair: “We need to meet after freshers because if one of us gets a cough, that puts us all out of action. Think of things we can do socially distanced.”
* Individuals in the Group
	+ Our roles
		- What are our roles in general?
			* Alistair: “Let’s all go over what we feel our job is. I lead the JCR, manage the JCR and communicate with the wider university. As it moves to a sabbatical position, there will be more time and so there will be more of a presidential influence in Finances etc. I will be doing a lot of day to day running, especially since a lot of exec might not be allowed in college. What needs updating in the job description will be how much time and involvement the President has.”
			* Jess N: “I’m not fully in charge of certain areas but I pick up a lot of things. Typically, the Vice President has been more college focused, while the president has been representing the college to the wider university. This will change slightly with the Sabb Pres and because of Covid. I represent students in academic meetings, with other bits and bobs like stash and discipline and chair JCR Comm etc.”
			* Alice: “Services: maintaining the services in college. The maintenance of things such as the pool table and table football will be more important than ever, with formals less likely to happen, the majority of the role will be in college and sorting out college things.”
			* Nash: “Possibly turning winter ball into an alumni inclusive event. Hopefully, other events and formals will go ahead after Christmas. More stuff online, like Trevs day.”
			* Delilah: “Working out how to do drop ins, and a lot of signposting to self-help and they have access to resources, especially without meeting face to face.“
			* Jack: “Social media, running pages and contact.”
			* Jess E: “In charge of volunteering, a lot of it is face to face so a lot of that is unlikely to go ahead. Responsible for housing campaign and helping fresh to not stress about living out. In charge, supposedly, of Alumni things but college appears to have been taken over by college.”
			* Alistair: “Alumni has been slowed down for a while, might take until after Christmas until we hear more about it.”
			* Dorian: “Government policy and rules will hugely affect international students. Making sure they are still visible and not cast aside, working with Delilah to make sure their welfare is a priority.”
			* Alannah: “Representing Trevs at the SU meetings and assemblies, making sure there is a good link between the students at Trevelyan and the wider uni. In charge of SU committee. Mostly a liaison role, getting and communicating updates from the SU. Voting in a way that best reflects and represents Trevelyan College.”
			* Steven: “In charge of “worrying about money”. Will be mostly online transactions will be much easier, in charge of FinComm, main goal for the year to sort out the cash book. Wants to be transparent to precisely where the money is going.”
			* Holly: “Buttery is up and running, we have a Covid-19 operation model. Buttery is limited to 6 people at a time. Buttery is not going to be a social space. Online ordering form to make things smoother, with an order time. Hopefully mostly contactless payments. Services will be there but no socialising allowed.”
			* Georgia: “Running the elections, running the JCR meetings. They will have to be on Zoom, which might be an issue for involvement.”
		- Job descriptions according to standing orders
	+ Our goals (for the year)
	+ Management
		- How do we work?
		- How do we stress? (understanding and coping)
		- Stress management on a group level, helping each other (exec welfare)
* Discipline
	+ Within exec
		- Conduct
			* Alistair: “Communication, how we present ourselves (JCR image), leading by example. Operate in a very Covid conscious way.”
		- Complaints
		- Discipline
			* Jess N- There will be noiseline posters on each landing for how to deal with noise complaints. Porter’s breaking up groups like a noise complaints but ongoing issues can be escalated to college Escalation will be similar to disciplinary hearings.
	+ JCR
		- Fines/bans
			* Formals obviously not going ahead. If you throw up, there will be a fixed fee (£35).
			* If there are unpaid fines/owing money, people can’t get into formals/ college events.

Agenda 2 – The JCR

* Exec engagement with the JCR
	+ Exec relationship with the rest of the common room
		- Accountability
			* Alistair: “Tying in with transparency, important to maintain a presence and not ‘operating in the shadows’. Letting people know what we’re doing.”
			* Steven: “JCR reports are very helpful, maybe put them on the website/weekly email.”
			* Conditions of accountability.
		- Transparency-
			* Alice: “fortnightly updates rather than weekly.”
			* Steven: “Should we do 3 bullet points a week on what we’re doing?”
			* Jess N: “I don’t think anyone will have care about week to week for most roles and will stop people engaging and reading our information if it becomes too regular.”
		- How is this different: our individual roles/the exec as a group”
		- How do we separate ourselves from our role?
			* Communicating this to JCR
				+ Alistair: “Emailing separate to Facebook.”
	+ The JCR as a community
		- Engagement
			* JCR meetings
				+ Alistair: “Meeting needs to be pushed more, need to make quota of people attending to pass the motions.
				+ Steven: how can we run elections/votes fairly over zoom if there is more than one person per device? Could get people to put their hands up.”
				+ Georgia: “Could run a JCR meeting over Zoom in fresher’s week.”
				+ Alistair: “You do have to have attended the JCR meeting to vote, so online voting won’t be super helpful.”
				+ Jess Norris: “Is it possible to pass a motion to have Covid conditions on quorum [the number of people needed to attend to pass votes on motions]? It may be hard to get people to come to all the zooms and get them to vote.”
				+ Alice: “If we publicise it during freshers week, we can get a good number of freshers who will come who won’t know what non-zoom meetings are like.”
				+ Dorian: “If we risk not doing a JCR meeting in the first couple of weeks of university, we might miss when the freshers are the most impressionable.”
				+ Alannah: “It’s not necessarily about doing a whole JCR meeting, but there are specific things i.e. formal agreements that are done over that period.”
			* Elections
				+ Georgia: “Might keep elections earlier.”
				+ Alistair: “For Ball Chair, we should run an election. It’s unfortunate but it would be more fair.”
				+ All the exec agreed with the need to re-run ball chair
		- Tier 2s and Tier 3s
			* Our relationship with them (all know their Tier 2s, committees)
			* DSU Committee Training?
		- Committees
			* Changes to committees?
			* Alistair- “Some colleges have a lot more committees. For example, the JCR Committee is split up into smaller committees for different purposes. Other colleges have a Inclusion and Diversity Committee which we could consider at some point in the future”
		- Ex Officio Roles
			* Alistair: “Something to think about: how involved to be in this current time.”
	+ Best ways to gauge opinions:
		- Surveys, JCR Comm etc.
			* Alistair: “Do we think people are more responsive to surveys? Or are there other ways to gauge people’s interest/feeling?”
			* Steven: “We could do a ‘question of the week’ to break it down. “
			* Jess N: “It might be more effective to run it on social media rather than by email when lots of people are being asked to fill out surveys by their departments and the university. They often just get ignored.”
			* Alice: “We should change the incentives to change the engagement, rather than the medium. Surveys are accurate, but if people won’t answer an email one they are less likely to answer an Instagram one.”
			* Danielle: [Sidenote] “I was told this morning, no livers out until further notice.”
			* Alistair: “I was told that they might change that in 2 weeks.”
			* Jack: “How much autonomy do we have on the decision making?”
			* Alistair: “It’s a two-level thing. University level decisions we have to follow. If the College open up a certain Area we have more of an opportunity to say we want to run it like this etc.”
* Improving the JCR:
	+ JCR Review
	+ Updating Job roles
		- Alistair: “Updating the job description for Sabb Pres.“
* Transition to Sabb Pres [Alistair]
* Finances [Steven]
	+ Levies, Plat Passes etc
		- Steven: “Will not increase the price of levies. Did not feel fair to raise prices when they are being restricted. Also keep platinum prices the same, but may have to refund them if the events do not go ahead.”
	+ PDQs for drop-ins
		- Steven: “We have a new PDQ machine, so the buttery will now have one full time. Steven will do, hopefully in person, cash training and PDQ training in the future, but for now will not go ahead.”
	+ Society funding
		- Steven: “Ultimately societies will get their money from subs. They can get money from FinComm if they apply. Will try and keep JCR and Societies bank accounts separate so no money is ‘accidently’ spent. Slight ambiguity about how much money each society has, but that should be sorted soon.”

Agenda 3 - Covid:

* Current regulations
	+ Alistair: “(Subject to change) as it stands, segments don’t exist anymore, they can meet in groups of 18 and do not have to socially distance. Livers out maybe able to come into college from teaching week from 2. Cannot visit other colleges. For the first 72 hours, all arrivals will be arrived to stay on college grounds. Push to make exec members able to do drop ins and exempt from the no livers out rule. We need to be aware in terms of the local population how respectful we need to be and to make sure, even if what we are doing is ‘legal’, we are respecting others and how it looks.”
* Liver-out Exec in college
* JCR Office
	+ Function
		- Drop-ins
			* Alistair: “We won’t know when we can go into it, but worth giving it a once over. In order to make it Covid-safe, it’s been rearranged. There are 3 separated desks, one person can sit at each, there is space to run a drop-in. We cannot have more than 4 people in there. Drop-ins functionality will be a lot less this year. If we don’t have formals or events, there won’t be camping beds, there won’t be people renting sports equipment, so drop-ins, especially in terms of services, will be much lower than usual.”
			* Jess N: “Can we go into the JCR office during Freshers week?”
			* Alistair: “Yes, but the 4 people rule will be in place. It needs to remain very tidy so that it doesn’t create an issue with social distance. We need to really keep it clean and not dump anything it in.”
		- Stationary cupboard
	+ Privacy (non-exec members in the office)
		- Alistair: “Shouldn’t be an issue this year as the capacity is so small. Don’t leave it unlocked. Don’t leave safes open, etc. Should be less people not on the exec going into the office because of Covid.”
		- Safes
	+ Cleaning (for Janice’s sake)
		- Covid precautions
	+ Storage (limitations on what belongs in the office)
		- Alternative storage facilities
* The Bar [Danielle]
	+ Danielle: “There will be a booking app (still has not been received) that will allow you to book a table in the bar, freshers will have to book, they can’t just turn up. We are still trying to have a table that you can queue behind to have table service. ‘Takeaway table’ for freshers’ week. There will be a one-way system in place for the bar.”
* Upper JCR [Jess E]
	+ Alistair: “It might be a bookable space. During Fresher’s week it will be closed. Might become an area where livers-out might be able to have it.”
* Freshers Week
	+ Current plans
		- Alistair: “From Monday international freshers in quarantine will start to arrive.”
		- Dorian: “12 freshers arriving in the first few days.”
		- Nash: “Maybe having some online events for the freshers would be important.”
	+ Differences from previous year
* Formals
	+ Alice: “College have given a suggestion of a Covid friendly formal, a 2-course meal where you would serve yourself, it would be later, and cost more. New 6 people guidelines coming in have changed that further though. My recommendation would be to wait until the regulations have been changed before pulling the trigger. We want to hope they are going to happen; and we don’t want to give them something that isn’t ‘any fun’. We might let freshers go to dinner one night dressed up. ‘Formal attire’ is quite special and we don’t want to surprise people with what happens.”
* Sport
	+ Alistair: “Up in the air. Some may happen, some may not happen. Guidance coming through was no competitive sports in first term, but that is subject to change.”
* Music
	+ Alistair: “Rehearsals can go ahead if they can socially distance.”
* Societies
	+ Alistair: “No meeting In person at the moment, so unsure how societies will go ahead. Again, subject to change.”