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**TREVELYAN COLLEGE JCR MINUTES**

**JCR Executive Committee Meeting 2023**

31/05/23 18:15

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**PRESENT**

Dorian Held **President**

Kush Pandey **Treasurer**

Alysia Orbell **Welfare Officer**

Matthew Hall **Welfare Officer**

Patri Moreno-González **Social Chair**

Tennyson Godsell **Publicity Officer**

James Taylor **Buttery Chair**

Akshita Singh **JCR Chair**

**Apologies**:

Thomas Hewitt **Vice President**

Hugo Fung **International Rep**

George Scholey **Bar Steward**

**INDIVIDUAL REPORTS**

AS (on behalf of TH): University Challenge a big success. Stash has arrived – check message on group chat. Please make sure to get signatures when people take them out. TrevsTalks will be on 19th June at 6:30pm, had a meeting with Martin.

KP: Expeditions closes next Tuesday, FinComm will meet probably next Wednesday or Thursday and we’ll discuss expectations.

DH: Do you know when you’re getting access to the Barclay’s?

KP: I’ll hopefully be in the system by the end of the week, I have a meeting with Suzanne so can hopefully get it sorted.

AO: Stress Less is wrapping up. We also have a lot of Tier 2s who are getting Nightline training this weekend.

PMG: Prepping for Trevs Day, everything’s falling in to place which is good. The t-shirts have been ordered and they are looking good, and everything is either paid off or in the process of being paid off, with the exception of the bands. I started the promotions and they seem to have been received well, and I plan to reveal different asspects of the event each day leading up to it. The only thing missing so far is the goodie bags and the specifics of the activities, which I’m trying to sort out with DH’s help, but so far, so good!

JT: Buttery still happening. Can’t believe how much mozzarella we’re going through. We had 3 x 2.5kg blocks and got through it in a few days. Talked to PMG about TrevsDay, will be open 2-5 and then normal hours, I’ll man it during both. Also got candyfloss for it. Need to send invoices to KP, some people have cancelled, I’ll send relevant invoices to George and KP. Any questions, message me.

DH: Does the Buttery have a policy regarding cancellations?

JT: No we don’t, but none have been last minute. We can always work something out.

TG: Updated the noticeboard and in process of updating website – exec and Tier 2s done, working on updating minutes and documents. Ready to order tankards, will send link to Dorian ASAP. Just had a meeting with Roshni regarding app, we have a meeting with Kunle and Martin on the 6th regarding certification.

AS: The awards email has been sent out, we’ve already had a few nominations for Formal Recognition of Thanks. Re-ratification emails have also been sent. A new society is going to be formed and its almost ratified, there’s just one step remaining. Elections will open tomorrow, the email’s drafted and ready to send.

DH: Yesterday, PresComm had a meeting with Monika Nangia, the new Academic Registrar for the university. We discussed collective student experiences, though the main part of the conversation was, of course, the marking boycotts. I can confirm that all of PresComm were pretty happy with how that’s being handled, I can’t give specifics but there will be communications in the future, it’s pretty positive given the circumstances. I’ve also been dealing with hundreds and hundreds of emails, mainly about Summer Ball and people looking to confirm Platinum Passes and all that kind of stuff – I’ve just been collecting information. The e-commerce system has been down, so what I’ve done is open the tickets to basically everyone, so a guest can pay the same price as a JCR member – not ideal, but can’t be helped, with the system down we just have to operate on trust. I’m still waiting on the final details from Hardwick Hall about payments, specifically the big payment for renting the space, so I’ll send that information to Kush. Before I move on, I have a few questions for you guys. Firstly, do people know if they're available to cover the open days on the 16th and 17th?

TG: I am

AS: What are the timings?

DH: 9 till 1, same as last time.

MH: Is this post or pre offer?

DH: It’s pre-offer.

MH: So these are people looking at the university in general, not necessarily the college.

JT: I definitely can’t do Saturday.

PMG: I’ve already applied.

DH: It’s fine, I just thought I’d remind you all. The other things is the pool table, opinions on keeping it free until the end of term?

KP: I think that’s fine, it’s already made decent profit.

DH: The other thing is cannabis training. If you wanna do it, let me know. I didn’t interject during your updates, so I’ll just ask questions one-by-one now. Regarding frep applications, do the people involved know what they need to be doing? Are you in contact with James and Clemie?

(AS, AO, MH, and PMG nod)

DH: KP, I wanted to ask you when you can cash up the money from the pool table?

KP: Oh yes, I can do that over the weekend.

DH: Okay, just send me an update when you can access the Barclay’s account.

KP: I have a meeting with Suzanne on Friday so hopefully after that, an next week we’ll have a quick meeting with George just go over everything and so I know how it all works.

DH: AS, you’re all set with the election email. Do we have a certain plan for promotion, especially for the Tier 1 positions? Do you need us to help with anything?

AS: Probably, videos would be good but we don’t have a previous Clubs & Societies Officer to make one. Maybe we could get Grace to make one for Services, I can send her a request, but for Clubs and Societies if DH could do that it would be great. A few of us are going camping but we’ll be back on the 5th so that gives us three days to maybe sit in the Cobbles to promote the elections and get the word out. There’s two Tier 1 positions and four or five Tier 2s so it’s not too bad. The elections are opening tomorrow, so hopefully by Saturday or Sunday I’ll have an idea if we’re getting nominations and if not then we can make another push.

DH: When would you want the video by?

AS: The weekend would be good, I can release it on Sunday. You can send it to Tenny.

DH: I’ll send it to you guys first so you can have a look.

DH: Final thing is Welfare Officers. So Stress Less is coming to an end, I know you’ve been mentioning preparation for next year, like the Freshers Week goodie bags. Any updates or timelines on that?

MH: Not really, I’ve only just finished exams. We’ll start thinking about it once Stress Less is over.

DH: OK, no pressure, just wondering. Anything else?

MH: Pride went well.

**MINUTES ARISING FROM PREVIOUS MEETING**

TG: App. Meeting on 6th with Martin and Kunle, we’ve sorted it out so we both have a rough idea as to how it works. Meeting is mainly focused on getting certification on app store. Does anyone have any questions that we should anticipate or any other concerns? DH, do you have ideas as to how the college would react?

TG: As I already touched on, I’ve been working with Roshni on the app. We’re meeting with Martin and Kunle on the 6th, mainly focusing on the issue of certification. Does anyone have any feedback on the app demo I sent out last week? Any concerns?

AS: I tried it out, it was quite smooth, just website in app form. Easy to navigate.

DH: How is the app updated? Does it automatically update with the website?

TG: Basically every time I update the website I’ll have to click a button which will update the app accordingly. It’s pretty straightforward.

DH: Great. Is there a way of pushing notifications through the app?

TG: Yep, through the app development site. I think this will probably operate similarly to the Instagram, with people requesting notifications to be sent out like people request posts, managed by the Publicity Officer just to keep it orderly.

KP: Do other colleges have an app?

DH: Nope. I have been very quiet about us introducing an app when other presidents talk about internal and external communications, we’re quite ahead of the game.

**PARENTING SCHEME (President)**

DH: So hopefully you’ve read the document I sent out, I understand it’s quite long. So the previous parenting scheme was purely academic, people would apply as individuals and become parents specifically for their subject. Successful applicants will be put together as parents and then incoming freshers of a certain subject will be put into these families. Most of the time there was one subject per family but this became quite difficult in the last few years. Unfortunately it died during COVID. It used to be the Assistant Welfare Officer’s responsibility to oversee it, but it became a lot of work for a Tier 2 position. I’m trying to bring it back as something that is both academic and also considerate of personal interests and hobbies. In this system, parent application forms are released at the end of Easter term to try and maximise applications. One of the plans was to use Trevs Day to promote it, but unfortunately because of timing, college can’t approve it in time. We can’t really do anything publically because it has to go through college, it’s a college scheme at the end of the day, though its led by the JCR. We probably won’t get any feedback in time for Trevs Day, but we can still have couples photos and stuff like that. Before I get more questions, in the document I’ve explicitly stated involvement from certain people but I haven’t really gone to them about it. Is everyone OK with being involved?

(nods)

MH: At one point you suggested bar nights as an activity, but could that potentially alienate people who don’t drink? So yeah obviously people can do that but maybe don’t encourage it as such.

DH: Yeah, I was going to put just ‘evening activities.’ I know other college have big proper family formals and other big events in the evening, but we’ve not really got the facilities for that.

JT: As the resident non-drinker, I’d say a very small amount of people, maybe a third, of people who don’t drink don’t like the bar environment, so you’d still be catering to 99.8% of the student body, so I don’t think that’s necessarily a bad thing given that we can’t have a formal. I’m just thinking, because it won’t necessarily be all JCR members applying, does that cause an issue? Do we not invite non-JCR members?

DH: Its up to us and college whether we want to make it into an issue. I think an issue with making it JCR members only is when freshers come in, they’re not automatically all members. Currently, it’s opt in.

MH: You said it was up for discussion potentially. I was thinking if its opt out you could potentially have freshers feeling forced to become involved in it when they aren’t actually interested, and that could ruin the process for the parents.

DH: I have it as opt in now, but it can be opt out.

MH: I was just thinking if, like, let’s say a parents gets a child that’s not interested and then just decided not to do anything, the parent might feel a bit bitter because their child isn’t engaging. By making it opt in for both parties, this can be resolved.

currently it's opt in and you said it was up for discussion potentially it's just I was thinking for an opt in you could potentially have fresh is forced to become involved in it who aren't actually interested and that would then leave the to be parents now sorry so which one is it

AS: Any response to that?

PMG: I agree, if you force people to do it it will be more of a pain. A lot of us were excited by the prospect of a parenting scheme this year but being forced into it would definitely put people off.

DH: I want to turn to the first and second years – which is all of you guys, actually - as you didn’t have this system. I have more of a understanding of what it used to be, so does anyone need anything clarified>

MH: who can apply to be a parent?

DH: Any year can apply to be parents, their children will then be a year below them. To those explicitly mentioned in the document (Welfare Officer, VP and Social Chair), are you guys happy to be involved? Does anyone else think they should be involved, like the Chair for the application process?

AS: Yeah, that was in my mind, but if college is enthusiastic about it and are willing to send someone to oversee the procedure and ensure its being done properly then I don’t think the Chair needs to be there. But if college is busy, then yes, you can ask me.

DH: The plan for this would be to send out applications at the end of this term. Ideally, it would go through a JCR meeting but it might be too late for this year. Could be postponed to Michaelmas next year.

AS: With the President’s backing, we can hold an emergency meeting, but I don’t know if this is justified in this case. The meeting for this term is on June 11th, but I don’t know if it will be approved by then. We have three weeks after that to hold another meeting or online poll, as it would be nice to discuss the system with the rest of the JCR. To play devil’s advocate to what MH and PMG were saying earlier, I do feel that a lot of international students might not feel comfortable opting in for something like this, because they may be intimidated first coming in. If it’s compulsory, it kind of gets you to interact and then you feel more comfortable with people and in college, and they can always opt out later if its really not for them. It ties into international freshers week, as we have a whole to encourage people to explore and do something you initially felt you couldn’t. During frapping we found that a lot of international students didn’t engage much with activities and events, and we’d barely see them throughout the rest of the week – is that our fault, are we not coming across as approachable? I just think it’s a lot more nuanced when it comes to international students. We can bring this up again.

**TREVS DAY EXEC DUTIES (Social Chair)**

PMG: I’ve set up a Google Doc where people can sign up for the various jobs and events – ideally everyone would work for 4 or 5 hours. People can pick whatever times and jobs most suit them. I just wanted to ask if anyone has any preferences or things like that, because I don’t want, say TG, to be stuck in the Cobbles for 5 hours without moving if he’s not wanting to.

AO: I’ll have a bar shift that day, I don't know when exactly but I’ll update when the my shift gets released.

PMG: It’s a Google Doc, you can sign in or out as needed. I wanted to ask about where we’re going to be selling the t-shirts?

DH: Usually just on back lawn or Cobbles.

AS: Yeah, you can have exec members staffing a booth every hour.

KP: Do we know when we’re getting the t-shirts?

PMG: The 6th – day before.

MH: JCR office manned for old t-shirts. Could put the t-shirts there?

JT: That makes sense.

DH: Main issue is the corridor is very narrow. Could migrate later in the day.

MH: Or could migrate the stash?

KP: Best to have them separate, easier to advertise just as a Trevs Day thing.

PMG: Sounds good, I appreciate that you’ve got them same level of aspirations I do.

KP: With the T-shirts, how many of us know how to use the card machine?

(everyone raises hand but TG)

MH: I might need a 10 second refresher.

AS: We can train Tenny.

DH: Do people know proper procedure if something does happen?

AS: Get the porters.

DH: Yep.

JT: KP, do you know the refund code for the card machines?

KP: No

JT: Does anyone know? When you a refund, the card machine needs a code, nobody knows the code last year or this year. Not been an issue yet, but we physically can’t refund anyone if any mistakes are made. Can you ask someone?

DH: Contact Suzanne Lung.

JT: Much appreciated.

PMG: I asked Jim about it, but I don’t know if the Chair or President are meant to be involved with helping out with Trevs Day?

AS: It’s in my handover notes, I’m more than happy too.

DH: I’ll be around helping out more generally, I tend to get pulled a lot as a recognisable face. I’m happy to help wehre possible, especially with stuff like tech and music and just making sure things are running smoothly. A lot of the time I get pulled to the side and asked to help with whatever, but I don’t mind being scheduled as well.

PMG: You can pick out a specific hour if you have other commitments. Just try to do 4-5 horus. Half-lines mean nothing going on. I’ll share it with you now or when I get back to my room. Regarding bands, do any of you know if they require contracts?

DH: No, they don’t need contracts.

PMG: Also Maria from Caledonian Society wants a vase of sunflowers in the JKH. Is plastic preferred to glass?

DH: I’d ask Janice, plastic is probably better, but double check.

PMG: So we have the cèilidh booked from 7 to 11, they’ve offered to clean up after themselves.

DH: We’ll need someone to check in with them.

KP: Will the vase and decorations come out of their own society budget?

PMG: I planned on doing a wishlist and ordering it either tonight or tomorrow.

KP: Can you ask them to have a look if they have it in their budget? Just for clarification whether it goes under their society budget or Trevs Day budget.

DH: Please send me orders and everything as soon as possible.

PMG: Will do.

TG: Do we have an events photographer? As if not, it falls under my responsibility.

PMG: Yep, we have a photographer booked from 1-3pm.

TG: Okay, I’ll probably have to photograph the morning and evening then.

AS: Yeah, like 5-7ish.

MH: Remember to get the camera from Kayleann before she leaves.

AS: Any other updates or questions?

DH: So vomit training, 2-3 weeks ago I reached out to Jim, he said he’d come back to me but still hasn’t so I’ll send him another message. When would people be available before the 7th?

TG: AS, MH and myself are away from the 2nd to the 5th.

PMG: I have some free time on Friday as long as it’s not from 1-5pm as I have decorations.

AS: We could put a poll on Slack?

DH: Not everyone needs to be trained, as long as we have 3-4 people for a day we can work with that.

**JUNE EVENTS (President)**

DH: So looking over exec responsibilities and such during big events coming up in June. In general, you guys are here to work these events, especially Summer Ball. You have free ENTs but you’re expected to make sure stuff is and keep it in order, stay on your toes, an don’t get too drunk. Don’t worry about buying tickets online, there’s not much point doing a discount code. If you’re going to the Summer Ball meal and someone’s being rowdy or informal, you would get up and ask them to please stop. Use your active bystander training – who’s done that?

[all except JT, PMG and TG]

DH: So intervene with your active bystander training, be conscious of your surroundings. The owners and other students will recognise you so any issues will be reported to you, and its yours responsibility to sort them. You may need to report these to the event leader, so for Summer Ball that’s Beatrice, for TrevsStock that’s the Music Reps, Bar Sabb and myself. With Summer Ball, we’ll need to be helping people on the coaches to and from the event. `I’ll get a schedule of who’s going to be where, as some people will need to leave earlier to set up college, and others will need to stay late helping out at Hardwick Hall. I’ve not really heard much correspondence from about exactly how long we’re needed at Summer Ball.

JT: About Summer Ball, what do you want from the Buttery, because I’m probably going to run back and take the graveyard shift? When do I need to be back by?

DH: Whenever possible.

JT: I mean, I’ll be knackered but happy to do it. In terms of timing, we’re going to open it in the evening. Do we want it be open normally (19:00-23:00), with the first coaches leaving at 11ish. We can extend the shifts from 11 to midnight. I’ll takeover from midnight, have a quick 15 minute break and cup of tea before working again. I’ll do the same as Trevs Day and double man both of them – it’s over such a long period I don’t think we’ll be overwhelmed. There’s a bit of expense there with staff wages but hopefully there will be enough customers to cover that. What sort of time did you want to be open to in the morning? Around 8ish?

DH: It would be 4 at the very latest.

JT: Alright. It’s on a Monday as well so stock might be an issue.

DH: Will the toastie bar also be open?

JT: Yeah should be, I can run both. It’ll be fine.

AO: I’m not here for most of TrevsStock as I have a practical course.

JT: What does the Buttery need to do for TrevsStock?

DH: Just normal timings.

**END OF SESSION FORMAL (President)**

DH: There were a few people (AS, KP, MH) who said that they are organising it?

MH: We have a group chat.

DH: So sign-ups close next week on Friday. College is pushing heavily for sign-ups. What we need to do, now people have finished exams, is basically figure out what needs doing and how we can dedicate it amongost ourselves. The first of these is publicity, can we have two people who’d be ok making posters and sticking them around college and social media?

TG: I can do that.

AS: I can help.

DH: Then we have decorations, we need to consider how we wanna decorate the low and high tables. First of all, any ideas for what decorations we want? College has been very vague.

AS: What is the theme as it’s already been advertised?

MH: Is there a budget for it?

DH: We have a catering budget. Entire exec can go for free if you’re working it.

MH: We can come up with some ideas, they probably don’t want confetti.

AS: Origami or craft sessions. Tim can do it.

DH: Three people for decorations and theming (DH, KP, MH). Celebration but also a bit more serious.

So we need three people for decorations and theming.

[DH, KP and MH volunteer]

DH: Obviously it’s a celebration but its also a bit more of a serious formal. In terms of procedure, you already have a group chat. Just need to be conscious of time – no more than 7 colours.

AS: Members of staff can now be nominated for any of the three awards.

MH: Were you wanting that group to sort out seating plan?

DH: No, moreso just a general timeline and trying to make sure it doesn’t go on too long. I’ll talk to college about having a drinks reception, whether they organise it or we do.

AS: I was going to speak to TG about the certificates, as certain awards getting them and not just trophies or tankards. I’m mostly dealing with the nomnations and the panel. I know the JCR Office has some green paper we’ve used in the past, I just want to stay on top of things. Any other questions or comments?

DH: I’ll get the discount code for end of session on the 5th.

**USE OF UPPER JCR v2 (President)**

DH: A few weeks ago I brought up the idea of introducing a booking system for the Upper JCR after exams. Are people still happy with this? I was thinking of having it open for booking from like 5 in the evening until 10 on weekdays. If people are happy, I’ll start setting it up next week.

[general agreement]

**AOB**

MH: A potential issue for student next year is that the government has announced a reform bill for renters. What it’s doing is basically stopping all fixed term tenancies which means that you only have to give two months notice to leave your accommodation.

DH: Is the bill passed?

MH: Not yet, but it will be. It’s something we need to consider because it could cause a lot of problems. There was a BBC News article about it on the 25th of May. The big problem is the student market because a lot of people are saying if students drop out, landlords would be left with no one in their house for the rest of the year and it’s a loss of income. It could put even more strain on the housing market next year if a lot of landlords decide not to continue doing student rentals, so its obviously something to consider during the housing campaign at the start of next year. We can start thinking about it and any ideas to resolve it, obiously we can’t do much, but how can we try and deal with it.

DH: These are the kind of issues PresComm brings to the university. I’ll bring it up as an agenda point at the next meeting at the end of June.

MH: What physical prizes are required for each award?

AS: Tankards just for HLM, two framed speeches for HLM and Colours, and certificates for Dyfrig Williams and Formal Recognition of Thanks.

DH: Also we have a JCR meeting coming up on the 11th, so try to think of any potential discussion points or motions thay we could incorporate.