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**TREVELYAN COLLEGE JCR MINUTES**

JCR Executive Committee Meeting 2024

10/10/2024 18:15

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**PRESENT**

James Koo **President**

Nathan Preston V**ice President**

Harry Naylor **Welfare Officer**

Sarah McCutcheon **Welfare Officer**

Piper Lane **Treasurer**

Monica Fu **Social Chair**

Matthew Hall  **Services Officer**

Ben Davis **Publicity Officer**

Dan Wattis  **Clubs & Societies Officer**

Sam McMahon **Bar Sabb**

James Gowers **JCR Chair**

**Apologies**:

Freddie Farago **Buttery Chair**

Heather Lin **International Rep**

**INDIVIDUAL REPORTS**

**PL:** Do you think college would have an issue with me emailing some alumni asking for donations? (following on from a question by the Assistant Treasurer)

**(Responses to PL)**

**HN:** Could we phone/email as a JCR instead of an individual reaching out?

**DW and HN:** I would have a chat with Martin (Vice Principal) about whether this is a possibility.

**JK:** There is quite a bit of nuance to it as well. There have been some issues with clubs and societies trying to get sponserships. This applies to donations as well- is this a pure gift, is this us asking as a charity? -If we were to make a charity event/ formal then potentially we could enlist some college support

**MH:** Often when people donate, they put stipulations on what it can be spent on. Would it be better asking other colleges that are still associated with the university- see how they do it?

**JG:** Empirically, it is a good idea. We’re a small college and we don’t have that much funding in comparison to some of the larger colleges. People do tend to be more receptive to current/ recently graduated students when asking for donations.

**JK:** We should maybe ask Stephenson College about their practices given their similar size and situation.

**JG:** If someone addresses their donation as a gift to the JCR then there shouldn’t be any ethical concerns/ trouble with college.

**DW:** I had a meeting with the music reps yesterday because theres a slight imbalance in the workload. Hopefully, going forwards, the workload will be split more evenly between the two of them.

**HN:** I’ve got a meeting with the Livers Out Rep, Sarah, and Luke, the Working Class Rep tomorrow about the housing campaign. That should be up and running. The only thing we’ve got to bother with is the SHAG (Sexual Health and Guidance) quiz for Sunday.

**SM:** On Saturday, we’ve got a tombola for some SHAG-themed prizes. I’ve also got a meeting with the University Mental Health Charter and some other welfare people just to chat that through and discuss any changes going forward. We’ve moved the date for the Alcohol and Drugs Awareness Campaign to next February.

**MH:** I’m having a chat with Charlie on Sunday about the Chairty Formal.

**JK:** Piper, Monica and I had a quick discussion about Winter Ball themes/ logistics. Current theme ideas are Northern Lights, Fire&Ice, Nightmare Before Christmas. If anyone has any other suggestions/ ideas then let us know. We’d like to do a Ball-themed murder mystery.

**General Consensus:** Liked the idea of ‘Nightmare Before Christmas’ but to decide on the theme at the next Executive Meeting.

**JK:** Could we also promote Events Committee and get people to join that. [Discussion about where to place QR code posters- e.g Buttery Door]. The more people we can ge to join the better- e.g for more decorations. It might also be worth contacting the Art Reps.

**RESPONSIBILITIES OF EXEC ROLES (PRESIDENT)**

**JK:** There will always be members of the Exec doing too much for their roles and some doing too little. The handover notes do not provide a solid enough outline for what is the baseline/minimum requirement of the role. Someone may think that everyone their predecessor did is essential to the role yet it may not be. Alternatively we have too much of a reliance on handover meetings and some may not get the best handover. Essentially, I want to figure out what each person thinks and knows about their roles- i.e what you think is the bare bones of the role for it to function and provide for the JCR. It’s important not to brand these as requirements because at the end of the day, you [the executive committee] are all volunteers. At minimum, what do you all think your role would entail? If we can figure it out for the exec then we can roll it out for tier 2’s.

**SM:** We could maybe re-write/update the tier 2 job descriptions as well to remove any old, obsolete templates/ responsibilities. I’ll also remove the section of the Welfare Officer job description that suggests living in college, as this is beyond the scope of the voluntary role- to be expected to provide welfare at all times of the day/ i.e on call.

**JK:** I’m assuming that any change must be put through a JCR motion?

**JG:** Yes

Collective Suggesion: We can put this through en masse (i.e all in one JCR motion)

**JK:** I’d like everyone to go through their job descriptions/ handover notes to pick out the role essentials for it to function/ what you would like your successor to do. Then compile them all into one word document.

**MH:** Should these then be sent to the JCR President so that should there be a bad/absent handover meeting/ the notes are insufficient, the President can relay the details of the role? Particularly if someone doesn’t get into power immediately.

**JK:** Yes, that’s a good idea. Predecessors are such a reliable resource to us, but perhaps we are too reliant on them to give good handover meetings. Once we’ve done that as tier 1’s, I’ll look to open this up to the tier 2’s as well.

**GLOBAL FORMAL (SERVICES OFFICER)**

**MH:** The Global Formal is happening two weeks today [Thursday 24th October]. My main priority is trying to bring formals back to how they were before any of us were here- as a bigger event. It’s looking at what to do after the formals- what would work? The only idea I’ve had is having at some point in the evening, a few people singing in a different language. Those who sign up could get a free/discounted ticket to incentivise them- that would still be a lot less money than hiring bands. I’ve spoken to Emma [Music Rep] and Martin [Vice Principal] who think it could be a good idea but I’ll need to pass it by Janice [Operations Manager] as well.

**JK:** Relaying a comment from a fresher, they asked about wearing their gowns more. How many formals this year will be gowned?

**MH:** Likely all apart from the Christmas formal and End of Session formal [Black Tie].

**MH:** Has anyone got any other ideas?

**PL:** Could we have some kind of TrevsTalks kind of thing?

**HN:** I know that John Snow have some kind of rota system for bands after formals- maybe we could implement this.

**BD:** Are we OK to offer the performers a free/discounted ticket (financial incentive) or does this then contradict the fair pay system we have with bands/musicians? Would this be going half way and therefore slightly cheeky?

**DW:** I’ll check what it [Fair Pay Agreement] says.

**MH:** I’ll ask around and see if anyone would like to volunteer to perform. Heather [International Rep] might be able to get the word around.

**JG:** One observation I made from Freshers’ Week is that Tim Fowler [DJ] was often on too early in the evening- dissuades people from coming to the bar night given the loud music at a time when people are pre-drinking for their nights out. I think it’s still a good event post-formal, but we should try and get the live music to last longer before Tim.

**MH:** Is there anything informal we could do?

**KEYS (VICE PRESIDENT)**

**NP:** Janice [Operations Manager] would like to know who has which keys (e.g the JCR Officer), for both the Executive Committee and Tier 2’s/3’s.

**General:** All meeting attendees gave a list of their keys to NP. DW and PL also gave details of any Tier 2/3 positions within their supervision who hold keys. No other business was discussed.

**ANY OTHER BUSINESS**

**PL:** Do we want to switch to Discord instead of using Slack?

**Meeting Response:** Unanimous yes.

**DW:** Going forwards, please remember that if bands are being paid, so are the tech team for setup/ lightup/ soundboard etc.. Please factor this in when budgeting for events this year. Essentially it’s like budgeting for another band.

**BD:** I just wanted to briefly mention the Publicity Role. This year, I’d like to implement maybe Content Manager (Tiktok) and Website Manager tier 2 positons and a Publicity Committee. Jess [Assistant Publicity Officer] and I have found it difficult to manage the workload through Freshers’ Week and into term. It would be useful to re-jig some of the role responsibilities to make the workload more manageable.

**JG and DW:** We’ll put a microphone at the front of the JCR meetings going forward.

**ACTION POINTS**

Executive Committee to think about Winter Ball themes/ideas to bring to the next meeting. Decision on winter ball theme to be held at the next meeting.

Executive Committee to compile a barebones/essentials list of what their JCR role entails so that their sucessors/ President can ensure a smoother transition should handover meetings&notes be insufficient. To be completed before the next Exec Meeting.