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**TREVELYAN COLLEGE JCR MINUTES**

Executive Committee Meeting 2025

04/06/2025 18:15

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**PRESENT**

James Koo **President**

Bex Smith **Vice President**

Cody Boyd **Treasurer**

Isabelle Smith **Welfare Officer**

Sarah Margerison **Publicity Officer**

Livia Zuercher **Buttery Chair**

Dan Wattis **Technical Manager**

Andrew Hamilton **JCR Chair**

**Apologies:**

Rosie Crompton **Social Chair**

Helena O’Neill **Welfare Officer**

**EXEC REPORTS**

Introductions to **CB**, incoming Treasurer.

**SM:** Noticeboard done. Uploading minutes. On to Trevs Day publicity.

**LZ:** Have met with ButtComm. Discussions surrounding working events. Extended opening hours – accessing and changing in relation to this. How to publicise and incentivise better. Adjust afternoon opening hours to make better profit. All still trial.

**BS:** Trying to get rid of all remaining stash – some of it is very old.

**HN:** Not much to say. Testing the fridge in the JCR office tomorrow – hopefully doesn’t explode! Have sent out some emails about budgets for next year.

**DW:** Had a meeting with some sound professionals – taught us how to use some of the things in college. Going to look at what needs to be bought to make it complete. Organised the Exec Office clean-out and cleared out the Mash Room (need to order more things). Will be going through the tech cupboard tomorrow. Going to plan Trevstock with outgoing Music Rep.

**IS:** Stress-Less coming to an end, seemed to be successful. Trying to have a meeting with the whole welfare team and organise drop-in training. Meeting with college staff.

**Note for AH: keep checking on communications between tier 1s and 2s.**

**JK:** Summer Ball this week – have been working on the schedule. Wristband collections and food van tokens. Ordered Trevs Day t-shirts, create a profit. FinComm applications are open now, need to coordinate meeting for some time next week. TBAGS applications closed, all successful. Posting letters about our events to local residents – so they are aware. Frep applications are open.

**AH:** Updated Standing Orders – lots of work but finally done. Awards nominations still ongoing, close this week. Had a meeting with college about catering committee, will be rescheduled. Prepping for upcoming JCR meetings. Asked Summer Ball Chairs to come and do a report at the next meeting – aimed at future questioning.

**DISCUSSION POINT 1: Schedule for Summer Ball**

**JK:** Everyone is working except for **CB** and **LZ**. Also have some workers from the MCR exec – exec members split between the meal and ENTS. Ten of us working.

Should be three meal coaches (leaving at 6:15). Majority of exec will be here – should be easy to keep discipline.

**IS** and **JK** on ENTS coach. **IS** on first. Every exec member will get rubbish bags – picking up litter. **JK** on the last coach. Cleaning the coaches.

**BS:** What time should we be there to gather for coaches?

**AH:** Schedule on the Summer Ball Instagram.

**JK:** Staggered coaches from 6:15 from outside Josephine Butler College. I will do both coaches. For the going, pair yourselves up. **BS, HO, DW** together on the first coach – once there, need to point people the right way and make sure that there is no litter. **SM** and **RC** – second coach. **AH** and MCR members – last coach. One member at the door, one along the aisles – looking for litter.

**IS** and **JK** on ENTS coaches. Coaches should arrive roughly at 9:15. People already there can come out and help.

Discipline and when to intervene – when people cause problems or are having physical difficulties. Have a Welfare room with First Aid. We also have security – if people are being aggressive, tell **JK** and then security.

**Keep constant lines of communications throughout the event.**

**JK:** Enjoy the night, but if you see anything wrong, inform people – at the venue.

Return coaches – we have about 480 guests. Will have around 7-8 couches. Discussion on the timings – spread out. **AH** and **IS** on first coach potentially? Organising who is on what couch for returning to college.

Same thing as first couched – using bin bags. Making sure people aren’t too loud on the way back to Trevs and aren’t littered. Staggering.

**BS, SM** and **RC (potentially)** on 12:15 coaches.

**JK, DW and MCR** on last coaches

Details confirmed on separate notes with **JK.**

**JK:** Silent Disco.

**DW:** Pack-down will be done the next morning.

**JK:** Not much to do after the Silent Disco.

Pack-down will be minimal. Fixing dining room tables, litter, etc.

**DISCUSSION POINT 2**

**Conversation redacted as it involves discussions surrounding an upcoming motion that is in the process of being worked through with the relevant parties concerned.**

**ANY OTHER BUSINESS:**

**BS:** Frep applications email – what are the online options? Advertising this. Just need some further clarity. The formatting was a bit condensed so it may need to be re-sent for clarity.

*Discussions on more clarity surrounding the applications and how the anonymisation is going to work.*

**SM:** Creation of a Minuting channel on discord for ease of sharing.

**LZ:** Questions on clarification on awards panel next week.