

Ratified Minutes of
THE ORDINARY MEETING OF THE STANDING COMMITTEE
9th Week Trinity Term 2015
Monday 22nd June 2015
President's Office, 11:00

Present: **The President** (Mr Charles Vaughan, *St John's College*), **The Librarian** (Mr Robert Harris, *New College*), **The Secretary** (Mr Ssuuna Golooba-Mutebi, *St John's College*), **The Elected Member** (Miss Mia Smith, *Oriel College*), **The Elected Member** (Mr Tim Cannon, *Wadham College*), **The President-Elect** (Mr Stuart Webber, *Somerville College*), **The Senior Treasurer** (Mr Stephen Dixon, *Downing College, Cambridge*), **The Bursar** (Mrs Lindsey Warne), **The Chair of the Consultative Committee** (Mr Michael Li, *Magdalen College*), **The Chair of the Debate Selection Committee** (Mr Jamie Jackson, *St John's College*).

Attending: **The Ex-CCC** (Mr Samual Billington, *Somerville College*).

Apologies: **The Elected Member** (Mr Callum Tipple, *Hertford College*), **The Elected Member** (Mr Jonathan Tan, *Exeter College*), **The Librarian-Elect** (Miss Niamh Coote, *Pembroke College*), **The Ex-Secretary** (Mr Nikolay Koshikov, *Exeter College*).

Absent: **The Treasurer** (Miss Verity Hubbard, *Lady Margaret Hall*), **The Elected Member** (Miss Henna Dattani, *Brasenose College*), **The Treasurer-Elect** (Mr Noah Lachs, *Lincoln College*), **The Senior Librarian** (Mr Sean Power, *Oriel College*), **The Returning Officer** (Mr Robert Boissonneault, *Keble College*), **The Access Officer** (Ms Claire Butler, *Worcester College*), **The Access Officer** (Mr Harry Samuels, *New College*).

The President opens the meeting at 11:02.

The Librarian enters the room at 11:02.

The President-Elect notes humorously that the crowd goes wild upon the Librarian's entrance.

The President asks the Secretary to note in his email containing the Draft Minutes that everyone whose attendance is required at TSC must send their apologies in advance if they cannot attend, as a courtesy, unless some urgent matter should arise whereby this is not possible.

Requests to Pass Absences from Previous Meeting

The Secretary expresses his desire that his absence from TSC on Monday 8th Week be passed with 'good reason' as he had to attend a seminar in college from 16:00 to 18:00.

The President notes that he has seen the evidence for his absence as the Secretary sent it to all of the Officers.

The Secretary moves that TSC pass his absence from the Ordinary Meeting of TSC of TT15 8th Week as being with 'good reason' due to his attendance at a pressing and extraordinary engagement in accordance with Rule 23(c)(iii)(3).

Seconded by the President.

Passed nemine contradicente.

The President asks if anyone else has been asked to pass the absence of another on their behalf.

All present indicate that none has been asked to do so.

The President notes that he has not been asked to pass the absence of anyone on their behalf and asks the Secretary whether or not he has been asked to do so.

The Secretary indicates that he also has not been asked to pass any absences on behalf of other persons.

Matters Arising from Previous Minutes

The President notes that the minutes from the previous meeting are not present, which is not useful. The only matter with the President would like to discuss is a ‘carry-on matter’ for which there was not enough time for discussion last week, so TSC shall discuss it during the body of the business of The President.

The President-Elect notes that he would like to discuss the review of the IT Officer.

The President declares that this shall be discussed *in camera* alongside his business, which must also be discussed *in camera*.

The President-Elect states that it is important that the Bursar be present during the discussion of this matter since she had been requested to review the IT Officer.

The Senior Treasurer states that the Bursar is downstairs and is aware of his presence at TSC, thus she shall definitely be joining the meeting.

The President asks the Secretary to also mention in his email containing the Draft Minutes that all meetings of TSC shall start on time this term as the President is aware that many members have different commitments, so there is not enough time to wait for people to arrive, lest TSC run over time.

Ratification of Minutes

The President notes that we cannot ratify the minutes from the previous TSC meeting as a motion was passed to delay their ratification until 11th Week Trinity Term 2015. As a result, these minutes shall be ratified at the next TSC, by which point all minutes shall have been drafted.

The President

Business of the President:

The President states that he has three quick pieces of business. The President states that the staff training for racial awareness has already been dealt with. The President states that committee training and the open workshops for members shall be conducted by the same person. The President informs TSC that he and the Ex-President, Miss Olivia Merrett, had a meeting with the Pro-Vice-Chancellor for Racial Equality and were put in touch with a “remarkable woman”, namely Dr Machilu Zimba, who is the Equality Advisor in that office. The President informs TSC that the Office for Racial Equality has agreed to construct both workshops for the Union. The President states that the committee workshop would ideally happen on the coming Sunday for committee induction but it is not a convenient date for them, so a date in 10th week is being looked at. If that date also cannot work since they have only been given a few weeks’ notice and it takes time to create these bespoke materials, the workshop shall be held immediately before term starts in Michaelmas on a date that is convenient for the greatest number of committee-members. The President adds that the open workshops for members shall take place in the first few weeks of Michaelmas Term.

The Senior Treasurer asks whether or not the open workshops shall take place during the open period.

The President states that he thinks that it might be a good idea to run them during the open period so that non-members may also attend.

The President-Elect asks whether or not the open workshops will be open to non-members anyway.

The President states that they probably will, in which case having them during the open period shall alleviate any confusion over membership cards.

The President-Elect states his thought that it would be better to have as many people attending these workshops as possible and to have them as soon as possible.

The President agrees with the President-Elect.

Miss Mia Smith asks how many shall be held and how big they shall be.

The President states that two shall be held at the beginning of Michaelmas Term and the sizes depend on how many advisers come; if it is one person, around twenty people can attend, but anything more than that would not be manageable. The President mentions, however, that only around ten people went to each sexual consent workshop last year, despite their having been widely publicised. The President suggests that, then, we should plan for one adviser for the meantime and only look at further advisers or workshops if attendance on the Facebook event or any other indication suggests that many more than twenty people shall wish to attend. The President subsequently moves onto his second piece of business, namely the new appointed positions, all the applicants for which the President informs TSC he spent three whole days interviewing. The President informs TSC that there were seventy-five applications in total, fifty of which were for the GLO positions. The President informs us that the applicants were chosen either by the President himself or the relevant panels, as required by the Rules. The President subsequently requests that TSC ratify the following as appointed officials: Max Ramsay as the LGBTQIA+ Officer; Richard Kendal as the Disabilities Officer; Harry Chisholm as the Brookes Officer; Jack Lennard as the Press Officer; Adam Louis as the Web Officer; Harry Samuels and Claire Butler as the Access Officers; Alfie Shaw as the Chief of Staff; Jasdeep Gill as the International Officer; Karim Khwanda as the Graduate Officer; and Dan Lande, David Parton, Esben Wilken, Emily Dillistone, Rio Hoe, Sophie Tillman, Belinda Gurung, Anna Bozzo, Paula Melendez, Hannah Burrows, Dom Norcliffe-Brown, Max Gordon, Radhika Seth, Grace Cleary, John Hutton, Marie-Therese Png, Oliver Phillips, and Calum Neil as GLOs. The President informs TSC that the positions of Women's Officer and BME Officer are yet to be decided upon by their relevant panels as some applicants for these positions could not make the interview times, no matter how hard the panel tried to rearrange things for them, so they shall be voted on as soon as possible. As soon as they have been chosen, TSC shall vote on them either at an Emergency Meeting or the following Ordinary Meeting of TSC. The President asks whether or not there are any objections.

The Bursar notes that there is a high number of GLOs.

The President informs the Bursar that it is the same number of GLOs as there were last term, which seemed to work well as it meant that each GLO was able to work two debates and that they did not constantly have to be available.

The CCC adds that it meant that there was more flexibility as often people drop out on the day and so this means that there are more potential stand-ins available if any GLOs happen to suddenly be unavailable on the day.

The President moves that TSC ratify the following list of appointed officials: LGBTQIA+ Officer, Max Ramsay; Disabilities Officer, Richard Kendall; Brookes Officer, Harry Chisholm; Press Officer, Jack Lennard; Web Officer, Adam Louis; Access Officers, Harry Samuels & Claire Butler; Chief of Staff, Alfie Shaw; International Officer, Jasdeep Gill; Graduate Officer, Karim Khwanda; GLOs, Dan Lande, David Parton, Esben Wilken, Emily Dillistone, Rio Hoe, Sophie Tillman, Belinda Gurung, Anna Bozzo, Paula Melendez, Hannah Burrows, Dom Norcliffe-Brown, Max Gordon, Radhika Seth, Grace Cleary, John Hutton, Marie-Therese Png, Oliver Phillips, Calum Neil

Passed nemine contradicente.

The President states that, until the roles of Women's Officer and BME Officer are filled, their duties shall be reassigned to relevant committee-members, namely Ms Claire Butler and BME committee-members respectively.

The CDSC asks when Standing delegates shall be appointed to different committees.

The President states that this shall occur at the next meeting, explaining that most Standing Committee-members are currently absent due to examinations, given that we are currently in Trinity Term. The President subsequently expresses his desire to move into *camera* to discuss certain matters which he and the President-Elect would like to bring to TSC.

Mr Samuel Billington asks to be invited back in ahead of TSC moving into *camera*.

The President deems the request of Mr Samuel Billington to be present at the discussion of this financial matter as reasonable and his request to be present at the discussion of this employee matter also as reasonable given that he was present when it was discussed last week in his capacity as a member of TSC by virtue of his position as the CCC.

The President moves TSC into camera to discuss the actual negotiation of a sensitive financial contract with an external organisation and a matter directly relating to Union Staff at 11:28.

The President moves TSC out of camera at 12:47.

Questions to the President:

There are no questions to the President.

The Librarian

Business of the Librarian:

The Librarian reminds TSC-members who were on committee last term of the custom online speaker database that was developed for the Union. The Librarian informs TSC that it is now "pretty much up and running and ready to go." The Librarian states that, as the data that was transferred into it from a disorganised spreadsheet, it is still disorganised. The Librarian states that, if anyone who is free over the next few days would like to help with organising and neatening up the new system, any assistance would be greatly appreciated.

The President-Elect asks whether or not there are templates for debates and speakers on this new system.

The Librarian assures the President-Elect that there shall be templates for each of the debates, Presidential speakers, and Librarian speakers by the time everybody starts sending out invitations.

The President-Elect asks whether or not separates tabs can be created, similarly to what committee had on the Google Doc that was previously used.

The Librarian responds that such tabs shall be included and that he shall show the President-Elect how to link different charities to individual speakers on the system later on.

The President-Elect responds, "Delicious!"

The Bursar advises that committee-members using this new database should avoid the mistake of sending an invitation to someone with the wrong name or form of address, such as when an invitation was sent to John Hurt which read, "Dear John Hurt, you are my favourite actress."

The President-Elect states that the President has a good story to tell which involves such a blunder.

The President agrees, adding that it, surprisingly, resulted in a good speaker.

Much laughter ensues.

Questions to the Librarian:

There are no questions to the Librarian.

The Treasurer

The President notes that, despite DSC expenses being on the Agenda for TSC, he has not asked about them by the Treasurer *in absentia*.

Business of the Treasurer:

The Treasurer has no business.

Questions to the Treasurer:

There are no questions to the Treasurer.

The Secretary

Business of the Secretary:

The Secretary states that he would like to introduce himself to TSC. He states his name and duties as Secretary, in particular that he minutes TSC meetings. The Secretary requests that, should any member of TSC have anything they wish to be discussed at the next meeting, they send it to him by the evening of the previous Saturday so that he may ensure that everything appear on the agenda in time for the meeting on Monday.

The Librarian interjects that this should actually be done by the morning of said Saturday as the agenda must be sent out by 16:00 on that day.

The Secretary takes note of The Librarian's advice. The Secretary also notes that, despite his leniency in including business that was sent to him far after the required deadline, he would appreciate it if, in future, TSC adhered to the guidelines which he laid out. The Secretary also explains that it is perfectly acceptable for business to be brought at the meeting that was not put on the agenda but adds that, if two or more other members of TSC object to its discussion, it must be delayed until the following meeting of TSC, by which point it must have been sent to the Secretary in enough time as to appear on the agenda. The Secretary explains that Draft Motions shall be sent out within 24hrs after TSC and Draft Minutes within 72hrs. If any member of TSC should believe that a discrepancy exists between what commenced and what was written in the minutes, they may inform the Secretary of this. If he should accept the amendment as friendly, it shall be changed; if not, it must go to a vote of TSC. The Secretary reiterates the points aforementioned by the President regarding the delayed ratification of the minutes of previous meetings of TSC.

The President explains that TSC shall normally meet at 16:00 and not 11:00 as on this occasion, but that an exception was made for this meeting as the President must attend a meeting in London in the afternoon in pursuit of society business regarding a contract, which shall be discussed during the business of the President *in camera*.

The Secretary informs TSC that a provisional date has been set for the Venetian Masquerade-themed ball for Michaelmas Term, namely Friday 20th November 2015.

The President-Elect enquires into whether or not this conflicts with the RAG Ball.

Mr Samuel Billington informs the President-Elect that this shall not be the case as the RAG Ball shall take place in 3rd Week MT15.

The President states that he has checked that this proposed date for the Union ball does not clash with any other events, such as the IV, or any Union event that has already been organised. The President also states that no other society in Oxford has, to his knowledge, already set a date for a ball that shall clash with this proposed date.

The Secretary mentions that it would appear that the Elected Member, Mr Callum Tipple, did indeed send his apologies and that they simply did not get through to the Secretary as they had been sent to the Ex-Secretary, Mr Nikolay Koshikov, and the Ex-President, Miss Olivia Merrett, as the Officer email addresses have not yet all been transferred to their new holders.

The President informs TSC that the transfer of Officer email addresses shall be done the following day, so the current holders have 24hrs in which to ensure that their inboxes are cleared of sensitive and personal information, and organised. The President then returns to the matter of the date for the ball and asks whether or not anyone takes any issue with it.

The President-Elect asks that it be clarified that TSC shall accept it as a provisional date for the time being until such a time that any new information might make it seem no longer viable.

The President accepts the suggestion of the President-Elect.

The Bursar enters the room at 11:09.

The Senior Treasurer asks whether or not the Office is aware of the proposed date.

The President informs the Senior Treasurer that he shall email the Office regarding the proposed date once it has been agreed upon by TSC. The President explains to the Bursar that the date for the Michaelmas ball is being discussed and updates her on what has been said, emphasising in particular that there shall not be any IV taking place on that day. The President states that there is no need for a motion to be passed to that effect and that TSC can simply agree on this proposal.

Questions to the Secretary:

There are no questions to the Secretary.

Miss Henna Dattani

Business of Miss Henna Dattani:

Miss Henna Dattani has no business.

Questions to Miss Henna Dattani:

There are no questions to Miss Henna Dattani.

Miss Mia Smith

Business of Miss Mia Smith:

Miss Mia Smith has no business.

Questions to Miss Mia Smith:

There are no questions to Miss Mia Smith.

Mr Tim Cannon

Business of Mr Tim Cannon:

Mr Tim Cannon states that he would only like to introduce himself.

Questions to Mr Tim Cannon:

There are no questions to Mr Tim Cannon.

Mr Callum Tipple

Business of Mr Callum Tipple:

Mr Callum Tipple has no business.

Questions to Mr Callum Tipple:

There are no questions to Mr Callum Tipple.

Mr Jonathan Tan

Business of Mr Jonathan Tan:

Mr Jonathan Tan has no business.

Questions to Mr Jonathan Tan:

There are no questions to Mr Jonathan Tan.

The President-Elect

Business of the President-Elect:

The President-Elect states that he has no business other than the matter arising from the previous meeting which is to be discussed *in camera*.

Questions to the President-Elect:

There are no questions to the President-Elect.

The Librarian-Elect

Business of the Librarian-Elect:

The Librarian-Elect has no business.

Questions to the Librarian-Elect:

There are no questions to the Librarian-Elect.

The Treasurer-Elect

Business of the Treasurer-Elect:

The Treasurer-Elect has no business.

Questions to the Treasurer-Elect:

There are no questions to the Treasurer-Elect.

The Ex-Officio

Business of the Ex-Officio:

The Ex-Officio have no business.

Questions to the Ex-Officio:

There are no questions to the Ex-Officio.

The Senior Librarian

Business of the Senior Librarian:

The Senior Librarian has no business.

Questions to the Senior Librarian:

There are no questions to the Senior Librarian.

The Senior Treasurer

Business of the Senior Treasurer:

The Senior Treasurer emphasises the importance of what *in camera* means. It is rarely used as, according to the rules, it is only necessary when private commercial matters or Union personnel are being discussed since such information is sensitive. The Senior Treasurer stresses that nothing spoken about *in camera* can, under any circumstances, be discussed outside, not even with other individuals involved in the Union in any capacity. The Senior Treasurer states that anyone who breaches the confidentiality of *in camera* discussions shall be tracked down, summoned, and tribunalised because to do so is a heinous crime. The Senior Treasurer warns the members of TSC to beware other people trying to trick them into discussing *in camera* matters by pretending to either have knowledge of what was discussed or be entitled to know such affairs. The Senior Treasurer explains that one might be accosted by such individuals at the bar, for example, and led into revealing *in camera* information if one is not careful and states that such a situation has happened before.

The President-Elect facetiously asks the Senior Treasurer whether or not he is suggesting that snakes exist within the structures of the Oxford Union Society.

The Senior Treasurer briefly mentions the existence of OLDUT but states that a proper discussion of what OLDUT is can wait until Michaelmas Term.

The President-Elect adds that, when OLDUT shall be discussed, the importance of the Memorandum of Understanding should also be highlighted.

The President agrees with the President-Elect and states that he must read it downstairs.

The Senior Treasurer introduces himself and briefly describes his role as overseer of the accounts of the Society, explaining that no motions involving the expenditure of money may be passed unless a Senior Officer is present. The Senior Treasurer adds that there is no obligation to take notice of what he says, as he has no real authority, and mentions that he has been ignored in the past by one certain President in the past, but that some polite people do decide to listen to him.

Questions to the Senior Treasurer:

There are no questions to the Senior Treasurer.

The Bursar

Business of the Bursar:

The Bursar states that she only has the ongoing matter from last week to discuss, but that it shall be addressed later on *in camera*. The Bursar welcomes all present and highlights rumours that she is quite scary. The Bursar explains that she is scarier when she finds matters out too late or when people do not come to her in time regarding matters which should be brought to her attention. The Bursar advises, then, that in the interest of all fluffiness and light, members of TSC speak to her and Bridget regularly. The Bursar adds that she shall be providing an information booklet to TSC, which may be read over a cup of coffee.

The President-Elect states that he believes that everyone is “sick of coffee”.

The Bursar suggests that, if coffee does not appeal, gin could be a potential substitute. The Bursar states that the aforementioned booklet will be helpful and thus is worth reading.

The President states that most issues that have arisen in the past have been to do with poor communication between committee-members and the staff. The President believes that such problems can be avoided in the future by ensuring better communication. As a result, the President declares that he shall do tours of the Office to make all committee-members acquainted with the staff during vac days as this is very important.

Questions to the Bursar:

There are no questions to the Bursar.

The Returning Officer

Business of The RO:

The President states that, as shown on the agenda, the RO does have three pieces of business, stated as, “Standing Order D9”, “Expenses from Hilary Term 2012”, and “Amendment to Standing Order D12”. The President states that the RO is, however, not present and has not provided the President with any information regarding what discussion he wanted to have regarding these three pieces of business. The President asks whether or not anyone has these pieces of business.

The President-Elect asks whether or not the RO might have thought that the meeting was due to take place at 16:00 as meetings of TSC usually do.

The President states that this could be the case but he is not sure how as the email that was sent out clearly stated that TSC was due to take place at 11:00. The President confirms that the RO is still in the country and that he has texted the RO regarding his business and will let TSC know whether or not a response has been made by the end of the meeting.

Questions to The RO:

There are no questions to The RO.

The Chair of the Consultative Committee

Business of The CCC:

The CCC introduces himself and briefly explains his role, stating that his goal is to ensure that all events run smoothly during the term.

The CDSC suggests that the CCC sounded slightly sinister.

The President-Elect jokingly states that the CCC indeed is sinister. The President-Elect asks whether or not the wording of the CCC has been changed from 'Chairman' to 'Chair' in accordance with the gender-neutrality of the rules.

The President confirms that this has been done so and requests that the Secretary ensure that this change is made on all further agenda, minutes, and motions which he shall produce in future. The President states his belief that the agenda is the last document which the Society has that does not feature this omission of 'man' from titles.

The President-Elect adds that he noticed that somebody quoting the rules online used the pronoun 'he' and asks whether or not the online rules have also been made gender-neutral.

The President states that he is not entirely sure. The President states that the gender-neutral rules were certainly sent to be put online. The President tells the Bursar that he shall email the gender-neutral rules to her again so that she may upload them to the Union website.

Questions to The CCC:

There are no questions to The CCC.

The Access Officers

Business of The Access Officers:

The Access Officers have no business.

Questions to The Access Officers:

There are no questions to the Access Officers.

The Chair of the Debate Selection Committee

Business of The CDSC:

The CDSC states that he would like notice in advance if anyone books a big speaker on any given Sunday evening as problems have arisen in the past with regard to debate-training when this has not been done. The CDSC states that he shall endeavour to put notices up in advance regarding this. The CDSC informs TSC that the Oxford IV shall take place on Friday 13th and Saturday 14th November 2015, so nothing should be booked on either of those two days. The CDSC stresses this as in 2012, somebody booked the Chamber for an event for the same day as the IV and, given that there were hundreds of students from across the country and international teams, it was embarrassing for the Union.

The CDSC threatens severe repercussions for anyone who should cause such a conflict in bookings again, including a sternly written letter to this person's parents and a tribunal.

The President-Elect suggests that the CDSC and the Librarian work together to ensure that notices go up in the libraries letting people know that the rooms shall be booked on certain days.

The CDSC states that he does not think that the libraries shall be used by the debaters.

The President-Elect corrects himself, stating that he meant to say 'The Gladstone Room, the Goodman Library, and the rooms of the Union.'

The CDSC agrees with The President-Elect.

The President requests that the CDSC ensure that he book the spaces with the Events Manager.

The Bursar asks whether or not the Librarian-in-Charge has been spoken to regarding the IV.

The CDSC confirms that the Librarian-in-Charge has indeed been contacted.

The Bursar emphasises that it is courteous to keep the Librarian-in-Charge involved.

The President asks the CDSC whether or not he has any other business.

The CDSC asks that, should anyone wish to run any access-type workshops, which is very nice for schools when they do come in, they let the CDSC know at least a week in advance so that he may arrange for debaters to facilitate them. The CDSC gives an example of when, in the past, he has been contacted on the day regarding debate workshops, a situation which he found to be "not ideal."

Mr Samuel Billington adds that previous CDSCs, and the incumbent also, have been very good at arranging such workshops and that he highly recommends that people "take that up."

The Bursar reminds TSC that she has asked in the past that people let the Office know about such access tours of the Union in advance. The Bursar says that often groups turn up without the Office's notice and that they had no idea that they were coming, who they were, or who was in charge of them. The Bursar emphasises that this is important so that the Union doesn't look like it is idiotic and disorganised.

The Senior Treasurer asks where Worlds are taking place this year.

The CDSC responds that they shall take place in Thessaloniki, Greece but, if Greece should collapse, the Worlds shall take place in the south of France instead, a situation which would not be as expensive as in the past when they took place in Malaysia, for example.

The Bursar jokes that the topics shall perhaps all be on how to improve Greece's economy and that the contestants at Worlds might be being used as a think tank.

Questions to the CDSC:

There are no questions to the CDSC.

Changes to the Composition of this Committee

The President notes that there have been many changes to the composition of TSC in light of the recent election whereby all elected and appointed positions changed. The only new faces, however, are those of the two Elected Members present, namely Miss Mia Smith and Mr Tim Cannon. The President notes

that there shall be much higher attendance at the next meeting, at which time the other new members shall be introduced.

Any Other Business

There is no other business.

Date of the Next Meeting

Monday 0th Week Michaelmas Term 2015 (Monday 5th October 2015), 16:00, in the President's Office.

The President closes the meeting at 12:47.

Signed,

A handwritten signature in black ink, appearing to read 'Ssuuna Golooba-Mutebi', written in a cursive style.

Ssuuna Golooba-Mutebi
St John's College
Secretary