

The Draft Minutes of
THE ORDINARY MEETING OF THE FINANCE COMMITTEE
1st Week Michaelmas Term 2018
Monday 8th October
The President's Office, 15:00

Present:

The President (Mr Stephen Horvath, *New College*), **The President-Elect** (Mr Daniel Wilkinson, *Oriel College*), **The Librarian-Elect** (Mr Brendan McGrath, *Oriel College*), **The Treasurer** (Mr James Lamming, *Exeter College*), **The Secretary** (Mr Nick Brown, *Magdalen College*), **The Bursar** (Ms Lindsey Warne), **The Senior Treasurer** (Mr Stephen Dixon, *Downing College, Cambridge*), **The Chair of Debate Select Committee** (Mr Andrew Seow, *Lincoln College*).

The Chair of Debate Select Committee: enters at 15:08.

Attending:

The CCC (Mr Patrick Cole, *Lady Margaret Hall*), **The Ordinary Member** (Ms Gemma Timmons, *Magdalen College*), **The Ordinary Member** (Ms Mahi Joshi, *Trinity College*).

Apologies

No apologies.

Absent:

The Librarian (Ms Genevieve Athis, *Christ Church*), **The Treasurer-Elect** (Ms Amy Gregg, *Somerville College*), **The Elected Member** (Mr Robert Cootes, *Christ Church*), **The Elected Member** (Mr Adithya Menon, *Christ Church*), **The Elected Member** (Mr Thomas Laver, *Balliol College*)

Pass absences:

None to pass.

*The President opens this Ordinary Meeting of Finance Committee at 15:08 in the President's Office.
The President appoints Ms Gemma Timmons as Secretary in the absence of any Standing Committee Delegates.*

Ratification of Minutes

In the absence of minutes to be ratified at this meeting, Ms Timmons will check whether the minutes of the previous meeting of Finance Committee have been ratified and will circulate these with members of Finance Committee to be ratified next week.

Requests to Pass Absences from Previous Meetings

No requests.

Matters Arising from Previous Minutes

No matters.

The President

Business of the President

The President moves that the Finance Committee recommend to the Standing Committee that they pass a motion to grant the CCC speaking rights in the Finance Committee.

Passes Nem. Con

Questions to the President

The CCC asks for a purchase of a remote controller for the Oxford Union projector. This projector is often used by speakers for PowerPoint projections during speaker events. Such a remote controller could be used by speakers themselves during such projections and presentations and would ease the work of both the

speaker and of the committee. The committee member(s) on duty would ensure that the remote controller be returned to the Oxford Union committee after each use.

The Bursar and Senior Treasurer raise concerns about potential loss or accidental theft of the remote controller and necessary dongle.

The President agrees that the purchase of such a remote controller is a sensible idea. They suggest easy and clear labelling to ensure that the remote controller would not be lost or misplaced. They suggest that the President and the CCC will split the cost of this remote controller. This cost is approximated to be at most £50.

The Bursar highlights that if such a remote controller is purchased on Amazon, the Oxford Union can reclaim VAT on such a purchase.

The CCC moves that the Finance Committee recommend to the Standing Committee that they pass a motion to buy one remote controller for the projector used in speaker events up to £20 expenditure. This is to be ratified by the Standing Committee.

Passes Nem. Con

The President-Elect

Business of the President-Elect

The President-Elect has no business.

Questions to the President-Elect

There are no questions to the President-Elect.

The Librarian

Business of the Librarian

The Librarian has no business in their absence.

Questions to the Librarian

There are no questions to the Librarian in their absence.

The Librarian-Elect

Business of the Librarian-Elect

The Librarian-Elect has no business in their absence.

Questions to the Librarian-Elect

There are no questions to the Librarian-Elect in their absence.

The Treasurer

Business of the Treasurer

The Treasurer moves that the Finance Committee recommend to the Standing Committee that they pass a motion to pass DSC expenses through the Standing Committee of the total of £348.44p.

Passes Nem. Con

The CDSC states that they will provide additional expenses forms to be passed at Finance Committee in 2nd Week, pending the Bursar's approval.

The Treasurer requests that it be mentioned to debaters to staple DSC expenses forms rather than paperclip them.

Questions to the Treasurer

The Bursar raises the topic of funding flights for convenors of the Oxford IV. The Bursar explains that the Oxford Union has been asked to organise flights for a convenor. The President explains that these flights have been already discussed, and while it is not desirable to pay every adjudicator's flight, the Oxford IV budget will allow this funding on this occasion.

The President moves that the Finance Committee recommend to the Standing Committee that they pass a motion to authorise expenditure for flights for Bobbi Leet so she can serve as CA for Oxford IV 2018.

Passes Nem. Con

The Bursar highlights a problem with one DSC expenses form, in which different expense codes were used due to more than one competition being included on one debating form. The Bursar asks that this form be rejected.

The Treasurer-Elect

Business of the Treasurer-Elect

The Treasurer-Elect has no business in their absence.

Questions to the Treasurer-Elect

There are no questions to the Treasurer-Elect in their absence.

The Secretary

Business of the Secretary

The Senior Treasurer and President commend the budget on its level of detail.

The Secretary highlights that the budget for the MT18 ball has been reviewed and approved by the Bursar as of the morning of 8th October 2018.

The Secretary then reviews the budget for this ball with the members of the Finance Committee. The Secretary highlights:

- Infrastructure and essentials:
 - o The sound system is the same price as at the last Oxford Union ball.
 - o Regarding temporary bins, the Oxford Union is waiting on the City Council to confirm these bins will be available for use.
 - o There will be cloakroom rails and hangers at the ball. This will resolve the problem at the last ball of insufficient equipment.
 - o The Secretary has ordered one mop and bucket, one pack of 100 pairs of gloves and 140 bin bags. The CCC confirms that this will be a sufficient amount.
 - o The white tablecloth is intended for the prosecco reception.
- Design and theme:
 - o The same firm as previous years will be used.
 - o The fake tealights are from Bridget's suggestion for use at the bar.
- Drinks:
 - o The Missing Bean will offer their full hot chocolate and coffee menu at a discount to the Oxford Union.
 - o The same plastic glasses firm will be used as in previous years.
 - o A new, more reputable fruit palm company will be used.
- Music:

- o The Secretary has arranged for both a professional steel band and a student brass band, in addition to a silent disco, a saxophone and guitar duo outside the entrance to PT and a DJ in the Bar.
- o The Secretary plans that iPods and speakers from friends and committee will be used for the MacMillan room, Gladstone room and Bar.
- Other entertainment:
 - o The photobooth will be a different firm to that which was used in HT18 in Molly Greenwood's ball, but one which was previously used by the Oxford Union.

The Secretary moves to pass an amendment to the printed version of the ball budget, allowing £10 for printing costs for posters from the Oxford Union.

The overall budget then stands at -£193.36p contribution. The Secretary considers cutting one of the photographers or some of the theming in order to reduce this net negative contribution. The President comments that the budget need not be changed due to a negative budget contribution. They suggest replacing one of Bertie Beor-Roberts or Cesar Manivet (current planned photographers) with another cheaper photographer, such as Annabelle Barker or Ollie Robinson in order to reduce costs here. The Treasurer comments on the need to ensure a sufficient minimum quality of photographer.

The Bursar comments that it is bad practice to pass a negative budget, which is seconded by the Senior Treasurer who agrees that it is bad practice to pass a loss-making event. The Secretary comments that it is possible to make the event a positive contributing event and that the Oxford Union is likely to result in some additional income from the sale of guest tickets.

The Bursar leaves at 15:30, returns at 15:31.

The Treasurer comments on potentially cutting the payment of hired musicians but notes that bands are expensive (both professional and student ones). The Secretary mentions that the DJ was recommended by Bridget.

The Librarian-elect and Bursar state that there is a precedent of budgeting a loss-making event. The Secretary highlights that they do not foresee the Oxford Union losing money due to this event. The Senior treasurer mentions that MT is one of the best terms for turnout for balls and that they will not accept a loss so will not accept budgeting for a loss.

The Secretary notes that they have scheduled a slightly longer set time for musicians than in previous years, of 1h30mins compared to 1h in previous years.

The President suggests passing the motion approving the ball budget pending a cut approved by the Secretary and passed by the Bursar.

The Secretary states that they will cut one photographer from the budget, thereby reducing the loss by £175 to -£18.36. They will also reduce two plant decorations (from the 'Theme' quote), making a net contribution of £1.64.

The Secretary moves that the Finance Committee recommend to the Standing Committee that they pass a motion to authorise the ball budget for MT18, showing a contribution of £1.64.

Regarding food, when asked by the Senior Treasurer the Secretary explains that Vaults and Gardens will provide a Balinese menu featuring both meat-based and vegetarian food, rice and extras.

The Bursar

Business of the Bursar

The Bursar has no business.

Questions to the Bursar

There are no questions to the Bursar.

The Senior Treasurer

Business of the Senior Treasurer

Senior Treasurer has no business.

Questions to the Senior Treasurer

There are no questions to the Senior Treasurer.

Chair of the Debate Select Committee

Business of the Chair of the Debate Select Committee

Chair of the Debate Select Committee has no business.

Questions to the Chair of the Debate Select Committee

There are no questions to the Chair of the Debate Select Committee.

Mr Thomas Laver:

Business of Mr Laver

Mr Laver has no business in their absence.

Questions to Mr Laver

There are no questions to Mr Laver in their absence.

Mr Robert Cootes:

Business of Mr Cootes

Mr Cootes has no business in their absence.

Questions to Mr Cootes

There are no questions to Mr Cootes in their absence.

Mr Adithya Menon

Business of Mr Menon

Mr Menon has no business in their absence.

Questions to Mr Menon

There are no questions to Mr Menon in their absence.

Changes to the Composition of this Committee

TFC notes the temporary lack of standing committee delegates.

Any Other Business

None.

Date of Next Meeting

The date of the next meeting of the Finance Committee was set for Monday of 2nd Week, Michaelmas Term 2018 at 15:00 in the President's Office.

***The President** closes this Ordinary Meeting of Finance Committee at 15:40.*

Signed,

G. TIMMONS

Gemma Timmons

Magdalen College

Ordinary Member, elected Member of Standing Committee