

Ratified Minutes of
THE ORDINARY MEETING OF THE STANDING COMMITTEE
1st Week Michaelmas Term 2015
Monday 12th October 2015
President's Office, 16:00

Present: **The President** (Mr Charles Vaughan, *St John's College*), **The Librarian** (Mr Robert Harris, *New College*), **The Secretary** (Mr Golooba-Mutebi, *St John's College*), **The Elected Member** (Miss Henna Dattani, *Brasenose College*), **The Elected Member** (Miss Mia Smith, *Oriel College*), **The Elected Member** (Mr Tim Cannon, *Wadham College*), **The Elected Member** (Mr Callum Tipple, *Hertford College*), **The Elected Member** (Mr Jonathan Tan, *Exeter College*), **The President-Elect** (Mr Stuart Webber, *Somerville College*), **The Senior Librarian** (Mr Sean Power, *Oriel College*), **The Senior Treasurer** (Mr Stephen Dixon, *Downing College, Cambridge*), **The Bursar** (Mrs Lindsay Warne), **The Returning Officer** (Mr Stanislas Lalanne, *Merton College*), **The Access Officer** (Miss Claire Butler, *Worcester College*), **The Access Officer** (Mr Harry Samuels, *New College*), **The Chair of the Debate Selection Committee** (Mr Jamie Jackson, *St. John's College*).

Attending: **Ex-Secretary** (Mr Nikolay Koshikov, *Exeter College*), **CCS** (Mr Will Barnes, *Hertford College*), **Mr Thomas Reynolds**, **Mr Peter Corden**, **Miss Ceri Smith**, **Mr Jamie Lagerberg**.

Apologies: **The Treasurer** (Miss Verity Hubbard, *Lady Margaret Hall*), **The Librarian-Elect** (Miss Niamh Coote, *Pembroke College*), **The Treasurer-Elect** (Mr Noah Lachs, *Lincoln College*), **The Chair of the Consultative Committee** (Mr Michael Li, *Magdalen College*).

Absent:

The President opens the meeting at 16:02.

The President wishes to note that a speaker, Ms Mo Abudu, shall be arriving at 16:30 so, if TSC should run past this time, the President-Elect shall take over as chair for the rest of the meeting.

Requests to Pass Absences from Previous Meeting

There is no discussion on absences from the previous meeting.

Matters Arising from Previous Minutes

There are no matters arising from the previous minutes.

Ratification of Minutes

The President moves that TSC ratify the minutes from the Ordinary Meetings of TSC of MT15 0th Week.

Passed nemine contradicente.

The President

Business of the President:

Questions to the President:

There are no questions to the President.

The Librarian

Business of the Librarian:

The Librarian explains that the new speaker database system, which the current committee had been using over the summer vacation, whilst a vast improvement over the Google Doc used before, is not the most user-friendly or simple to use, due to its complexity. The Librarian states that he would therefore want to discuss with TSC the possibility of making the system much more user-friendly. The Librarian adds that the gentleman who developed the system (Sam) had a meeting with the Librarian and the President-Elect last Sunday to discuss the possibility of designing and customising the interface. The Librarian notes that this would, of course, cost more money, so he would like to assess whether or not there is enough money in the Union's budget to pursue this and if TSC would like to do so.

The President-Elect agrees with the Librarian that this is indeed something in which the Union should invest. The President-Elect adds that, at the start of the process, he, the President, and the Librarian were aware that this would be a work in progress of continuous improvements and adjustments. The President-Elect apologises to the Bursar for not having brought this matter to her before the meeting of TSC, citing his busy schedule. The President-Elect says that some of the processes on the system could be expedited.

The Bursar asks if this would be a one-off of an ongoing development cost.

The Librarian responds that it would be a one-off cost and that Sam charges an hourly rate.

The Senior Treasurer adds that TSC must be certain of this before committing to anything, especially if it shall prove an expensive endeavour.

Miss Mia Smith suggests that it might be better to look at developing the system after it has been used for a few more terms as it will be costly and we cannot yet be sure of all the improvements that might need making after just one vacation's use.

The President-Elect responds that he and the Librarian sat down with Sam and went through all the possible ways of improving the system and, since Rob knows it back to front from hours of initial development, he does not think that it would be prudent to wait, given that the two following vacations are much shorter than the summer one. The President-Elect states his opinion that it would be better, thus, to make incremental improvements from now rather than wait.

The Senior Treasurer asks whether it was that the product didn't meet the required specifications or that TSC underspecified on what was required and now realise that additions are necessary.

The Librarian responds that TSC did not underspecify per se but now realises that changes need to be made to make it more efficient by decreasing the length of process. The Librarian explains that this will require creating a customised interface, akin to building another website on top of an underlying structure.

The Bursar adds that TSC should ensure that it does not, in trying to simplify the system, in fact make it more complicated.

The President-Elect states that he is confident in Sam, who has done a great job so far and is very aware about how the invitation process works.

The President adds that he is aware that the Librarian has been keeping a list of all the problems encountered whilst using the system, so he has a comprehensive list of improvements to make. The President says that he is also conscious that there were high set-up costs in terms of teaching committee-members how to use the system initially and that, given the shorter lengths of the Michaelmas and

Hilary vacations, there would not be enough time to go through that process again. The President hence is for making the system simpler and more straightforward.

Questions to the Librarian:

There are no questions to the Librarian.

The Treasurer

Business of the Treasurer:

The Librarian explains, in the Treasurer's absence, that the DSC expenses were recommended to be passed by TSC earlier this afternoon.

The Librarian, on behalf of the Treasurer, moves that TSC pass the DSC expenses, totalling £911.61

Seconded by the President.

Passed nemine contradicente.

Questions to the Treasurer:

There are no questions to the Treasurer.

The Secretary

Business of the Secretary:

The Secretary explains that there are a few changes to the budget, following discussion with the Finance Committee. The Secretary explains that he has decided to remove the Carlsberg given that a lot of Italian beer has already been ordered, there will be a lot of alcohol on offer throughout the night (more than there was at the last ball, which was sufficient in any case), there is a lot of beer left over from the Librarian's 'Midnight in Paris' Michaelmas Ball, and the Bursar has suggested that more food needs to be ordered, with the money from the Carlsberg order being an easy source of funds for this. The Secretary adds that an amount of £6.58 also has since been added to the budget for the purchase of raffle tickets for the cloakroom and £30 to pay the President's college son, Mr Harry McSwain, to DJ for the second channel during the silent disco. The Secretary states that Mr Harry McSwain DJed at the last ball and that he was very good, so £30 seems fair. The Secretary informs TSC that there might also be the option of sourcing sponsorship for the ball from one of the club night organisers in Oxford.

The President informs TSC that the budget was thoroughly analysed by the Finance Committee earlier this afternoon.

Questions to the Secretary:

Mr Peter Corden asks the Secretary how he decided on the quantities of food.

The Secretary responds that he based them on the numbers used at the last ball, in discussion with the House Manager and the Bursar.

Mr Peter Corden asks whether or not the contingency could be reduce slightly to pay for more food.

The Secretary responds that he would be disinclined to do so as he believes that it is better to err on the side of safety and the contingency has already been reduced by 6% from what is traditionally required.

The Senior Treasurer adds that he would not be happy to reduce the contingency any further, reiterating the Secretary's point. The Senior Treasurer points out that the decision ultimately is up to TSC but that his advice would be to not do so.

The Secretary informs TSC that the amount of prosecco could be reduced as a means of sourcing more money for food.

TSC expresses strong disapproval of this suggestion.

The President adds that he would be against reducing the amount of prosecco as the 'Sparkling Reception' will be the first impression that people get of the ball.

The Secretary moves that TSC pass the budget for the Oxford Union Venetian Masquerade Ball, Friday 6th November 2015.

Seconded by the President.

Passed nemine contradicente.

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 has no business.

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

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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 informs TSC that, following on from last Monday's meeting, he informed Mr Willard Foxton of Sundog Pictures that TSC would be interested in hearing more about the documentary idea and so they shall get back to him soon with more information in time for the next Ordinary Meeting of TSC.

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 has no business.

Questions to the Senior Treasurer:

There are no questions to the Senior Treasurer.

The Bursar

Business of the Bursar:

The Bursar reminds TSC that, if any member has not received her information booklet on what to do with respect to their duties, they can ask her for copies in the General Office.

Questions to the Bursar:

There are no questions to the Bursar.

The Returning Officer

Business of the RO:

The President reads out the Returning Officer's business in his absence. The President announces that applications for the position of Deputy Returning Officer are open until 15:00 next Monday. The President reads out a farewell letter from the RO.

TSC listens to the letter with much laughter.

Questions to the RO:

There are no questions to the RO.

The Chair of the Consultative Committee

Business of the CCC:

The CCC has no business.

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 wishes to thank the committee members for all their help with the debate signups and notes that they experienced the highest turnout at Debaters' Drinks in 10 years. The CDSC thanks the President-Elect in particular for being of great assistance at the Freshers' Fair and the President, the President-Elect, the Librarian, and the CCC for helping clean up after Debaters' Drinks.

The President congratulates the CDSC for such a wonderful result in getting people involved in the Union's debating arm.

Questions to the CDSC:

There are no questions to the CDSC.

Changes to the Composition of this Committee

The President informs TSC that Mr Stanislas Lalanne is the new Returning Officer for the time being due to the resignation of Mr Robert Boissoneault, who has permanently moved back to Toronto.

The Bursar asks that the list of contact details in the General Office be updated.

The Secretary responds that he shall do so.

Any Other Business

There is no other business.

Date of the Next Meeting

Monday 2nd Week Michaelmas Term 2015 (Monday 19th October 2015), 16:00, in the President's Office.

The President closes the meeting at 16:30.

Signed,

A handwritten signature in black ink, appearing to read 'Ssuuna Golooba-Mutebi', with a stylized, cursive script.

Ssuuna Golooba-Mutebi
St John's College
Secretary