

The Ratified Minutes of  
THE ORDINARY MEETING OF THE FINANCE COMMITTEE  
9th Week Michaelmas Term 2018  
5<sup>th</sup> December 2018  
Morris Room, 13:45

**Present:**

**The President** (Mr Daniel Wilkinson, *Oriel College*), **The Librarian** (Mr Brendan McGrath, *Oriel College*), **The Treasurer** (Ms Amy Gregg, *Somerville College*), **The Secretary** (Mr Nicholas Leah, *Lincoln College*), **The President-Elect** (Ms Genevieve Athis, *Christ Church*), **The Librarian-Elect** (Ms Sara Dube, *St Hugh's College*), **The Treasurer-Elect** (Charlie Coverman, *Brasenose College*) **The Elected Member of Finance Committee** (Ms Mahi Joshi, *Trinity College*), **The Senior Treasurer** (Mr Stephen Dixon, *Downing College, Cambridge*), **The Bursar** (Mrs Lindsay Warne)

**Attending:**

**The Elected Member of Standing Committee** (Mr Jim Brennan, *St Peter's College*), **The Elected Member of Standing Committee** (Mr Elliot Bromley, *St Edmund Hall*), **The Elected Member of Standing Committee** (Mr Rai Saad Khan, *Christ Church*), **The Elected Member of Standing Committee** (Mr Shining Zhao, *University College*) **The Ex-Returning Officer** (Ms Alexandra Galloway, *Magdalen College*)

**Absent:**

**The Elected Member of Finance Committee** (Mr Robert Cootes, *Christ Church*)

*The President opens the meeting at 13:51*

**Apologies**

**The President** notes that they have received apologies from the Elected Member of Finance Committee (Mr Thomas Laver, *Balliol College*).

**Requests to Pass Absences from Previous Meetings**

There are no requests to pass absences from previous meetings.

**Matters Arising from Previous Minutes**

There are no matters arising from previous minutes.

**Ratification of Minutes**

The President moves that TFC ratify the minutes from the 8th Week MT18 Ordinary Meeting of TFC

*The motion passes nem. con.*

**The President**

**The President** notes that they think it would be a good idea if the President-Elect and Librarian-Elect went for professional interview training during the vacation so they can sufficiently challenge the speakers hosted. **The Treasurer-Elect** asks whether people will have

enough time between now and the start of the term. **The President-Elect** adds that there should be enough time.

**The President** notes that TFC would have to think about the costs of professional interview training.

**The Senior Treasurer** notes that they had previously held an induction for previous Presidents and President-Elects for their management roles with a trainer, but there was a lack of interest.

*Shining Zhao enters the room at 13:56*

**The Treasurer** states that there is difference between management training and interview training. **The Senior Treasurer** contends that interview training would have been a part of the management training. **The Bursar** adds that in previous terms there was training for all members of committee, and it would be sensible to speak to those people who underwent the training to hear about their experiences. **The President** agrees and believes that there would be interest in such training from members of committee.

**The President** thinks that it would be a good idea if TFC could support the idea for professional interview training. **The Senior Treasurer** adds that it is a good idea but they think it should be put on hold until next term because the previous training was not very well attended.

**The President** notes that they will raise the issue of professional interview training with TSC but put it on hold until next term.

**The President** asks the Bursar if something needs to be done regarding the breakfast budget with a spending limit of £150. **The Bursar** responds that it does.

**The President** proposes that the vacation day spending allowance of £8 be permitted for either food or accommodation. **The President** adds that currently members of committee feel as though they have to spend up to £8 on food. **The Bursar** says that there needs to be a solution on how this new allowance would be split towards either food or accommodation. **The Treasurer** thinks that it should be made as clear as possible for the accounts manager, and that should people should choose either to pay the full £8 for accommodation or the full £8 for food.

**The President** asks what would happen if committee members chose to use their £8 vacation day allowance towards both food and accommodation. **The Bursar** replies that there is a spreadsheet detailing how the vacation day allowance is spent, and asks the President to confirm if they sign off the vacation day expense forms. **The President** confirms that they do sign off all vacation day expense forms.

**The Treasurer** questions why someone would choose to claim both accommodation and food given that £8 would not go very far towards paying for accommodation.

**The Bursar** notes that group dinners make it difficult to tell where individual money has been spent. **The Treasurer** adds that committee members should endeavour to get an individual receipt during a group dinner.

**The President** says that they will speak with the accounts manager about this issue.

### **The Librarian**

#### **Business of the Librarian:**

The Librarian has no business

Questions to the Librarian:

There are no questions to the Librarian

**The Treasurer**

**The President** notifies the Treasurer about DSC expenses.

*The Treasurer leaves the room at 14:02*

*The Treasurer re-enters the room at 14:05*

The Treasurer moves that TFC recommend that TSC pass DSC expenses to the value of £322.80

*Seconded by the President*

*The motion 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-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 President-Elect:

The President-Elect has no business

Questions to the President-Elect:

There are no questions to the President-Elect

**The Secretary**

Business of the Secretary:

The Secretary has no business

Questions to the Secretary:

There are no questions to the Secretary

**The Bursar**

**The Bursar** notes that the accounts manager requires itemised receipts, not credit card receipts in order to reimburse vacation day expenses.

**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

**Mr Thomas Laver**

Business of Mr Thomas Laver:

Mr Thomas Laver has no business

Questions to Mr Thomas Laver:

There are no questions to Mr Thomas Laver

**Mr Robert Cootes**

Business of Mr Robert Cootes:

Mr Robert Cootes has no business

Questions to Mr Robert Cootes

There are no questions to Mr Robert Cootes

**Ms Mahi Joshi**

Business of Ms Mahi Joshi:

Ms Mahi Joshi has no business

Questions to Ms Mahi Joshi:

There are no questions to Ms Mahi Joshi

**Changes to the Composition of this Committee**

The President is now Mr Daniel Wilkinson (*Oriel College*)

The Librarian is now Mr Brendan McGrath (*Oriel College*)

The Treasurer is now Ms Amy Gregg (*Somerville College*)

The Secretary is now Mr Nicholas Leah (*Lincoln College*)

The President-Elect is now Ms Genevieve Athis (*Christ Church*)

The Librarian-Elect is now Ms Sara Dube (*St Hugh's College*)

The Treasurer-Elect is now Mr Charlie Coverman (*Brasenose College*)

**The President** states that TFC will elect a Standing Committee delegate in the 1<sup>st</sup> week meeting of Hilary Term.

**The President** states that TFC will elect a third Elected Member in the 1<sup>st</sup> week meeting of Hilary Term.

**Any Other Business**

**Date of Next Meeting**

**The President** will call the next meeting for 0<sup>th</sup> week of Hilary Term.

*The President closes the meeting at 14:06*

Signed,

A handwritten signature in black ink, appearing to read 'Nicholas Leah', written in a cursive style.

**Nicholas Leah**  
*Lincoln College*  
Secretary