

Ratified Minutes of
THE ORDINARY MEETING OF THE STANDING COMMITTEE
2nd Week Michaelmas Term 2017
Monday 16 October 2017
President's Office, 16:00

Present: **The President** (Mr Chris Zabilowicz, *Worcester College*), **The President-Elect** (Ms Laali Vaddlamani, *Trinity College*), **The Librarian** (Ms Melissa Hinkley, *Keble College*), **The Treasurer** (Mr Gui Cavalcanti, *Pembroke College*), **The Treasurer-Elect** (Mr Stephen Horvath, *New College*), **The Secretary** (Mr Ed Evans, *St John's College*), **The Elected Member** (Mr James Lamming, *Exeter College*), **The Elected Member** (Mr Brian Wong, *Pembroke College*), **The Elected Member** (Ms Shivani Ananth, *St Anne's College*), **The Elected Member** (Mr Julian Kirk, *Magdalen College*), **The Elected Member** (Mr Jan Bialas, *Magdalen College*), **The Elected Member** (Mr Kaleem Hawa, *Lincoln College*), **The Elected Member** (Ms Grace Joel, *Balliol College*), **The Bursar** (Ms Lindsay Warne), **The Senior Treasurer** (Mr Stephen Dixon, *Downing College, Cambridge*), **The Chief of Staff** (Ms Molly Greenwood, *St Hilda's College*), **The CDSC** (Mr Andrew Seow, *Lincoln College*).

Attending:

The Deputy Returning Officer (Mr Tom Turner, *St Catherine's College*).

Apologies:

The Librarian-Elect (Ms Sabriyah Saeed, *Somerville College*), **The Returning Officer** (Mr Michael Harkness, *Magdalen College*), **The Senior Librarian** (Mr Sean Power, *Oriel College*).

Absent:

The President opens the meeting at 16:05.

Requests to Pass Absences from Previous Meeting

Mr Brian Wong moves to pass his absence from the Emergency meeting of TSC in 1st week, on the grounds of an unmovable class.

Nem. con.

Mr Jan Bialas moves to pass his absence from the Ordinary meeting of TSC in 1st week, on the grounds of an unmovable class.

Nem. con.

The Treasurer-Elect moves to pass his absence from the Emergency meeting of TSC in 1st week, on the grounds of an unmovable class.

Nem. con.

The Secretary moves to pass the Librarian-Elect's absence from the Emergency meeting of TSC in 1st week, on the grounds of an unmovable class.

Nem. con.

Matters Arising from Previous Minutes

The President notes that the Librarian moved last week that two additional Elected Members of TSC be delegated to committees, but that in fact the President is required to move this.

The President moves that Mr James Lamming be Elected Standing Committee delegate to the Finance Committee.

Nem. con.

The President moves that Mr Brian Wong be Elected Standing Committee delegate to the Debate Select Committee.

Nem. con.

The President moves that Ms Shivani Ananth be Elected Standing Committee delegate to the Access Committee.

Nem. con.

The President moves that Mr Julian Kirk be Elected Standing Committee delegate to the Library Committee.

Nem. con.

The President moves that Mr Jan Bialas be Elected Standing Committee delegate to the Wine and Spirits Committee.

Nem. con.

The President moves that Mr Kaleem Hawa be Elected Standing Committee delegate to the Finance Committee.

Nem. con.

The President moves that Ms Grace Joel be Elected Standing Committee delegate to the Access Committee.

Nem. con.

The President-Elect notes, for the benefit of the delegates, that attendance at the meetings of their respective Committees is compulsory, and that they will automatically resign from their position if they miss three meetings without good reason.

Ratification of Minutes

The President amends the motion in the Emergency meeting of TSC in 0th week of MT17, with regard to the number of vacation days completed:

The Librarian - 38
The Treasurer - 54.5
The Secretary - 22
The President-Elect - 27
The Librarian-Elect - 16
The Treasurer-Elect - 35
Mr James Lamming - 26
Mr Brian Wong - 25

Ms Shivani Ananth - 30
Mr Julian Kirk - 28
Mr Jan Bialas - 26
Mr Kaleem Hawa - 23
Ms Grace Joel - 38
Mr Charles Wang - 16
Mr Shanuk Mediwaka - 19
Mr Adam Watson - 15
Mr Alex Yeandle - 15
Ms Abigail Ridsdill-Smith - 15.5
Ms Izzy Risino - 13
Mr Charlie Cheesman - 15
Mr Chris Garner - 18
Ms Freya Dixon-van Dijk - 15
Ms Genevieve Athis – 4
Mr Mike Fuller – 5

The President adds that all those who did not complete the required number of vacation days had good reason for doing so.

The Bursar asks how a ‘vacation day’ was now defined.

The President replies that it is 8 hours of work.

The President moves to ratify the minutes from the Emergency Meeting of TSC in 0th Week of Trinity Term, as amended.

Nem. con.

The President moves to ratify the minutes from the Ordinary Meeting of TSC in 1st Week of Trinity Term.

Nem. con.

The President moves to ratify the minutes from the Emergency Meeting of TSC in 1st Week of Trinity Term.

Nem. con.

The President

Meetings missed: 0, Missed without good reason: 0

Business of the President:

The President looks to ratify those Appointed Officials who were not ratified in 9th week of Trinity Term.

The President moves that Naren Koratamaddi, Megan Bennett and Katie Cook be ratified as the Press Officers.

Nem. con.

The President moves that Paul Schmidt-Engelbertz, Harry Webster and Daria Lange be ratified as the Logistics Officers.

Nem. con.

The President moves that Thomas Fitzgerald be ratified as the Partnership Officer.

Nem. con.

The President moves that Harry Webster, Charlie Gillow, Olivia Buckley, Sam Rice, Ben Darwent, Elena Casale, Alistair Hankey, Sebastian Morris-Dyer, Paola Anna Agnello, Fraser Macdonald Lister, Josie Dallas, Fahad Alshaibani, Matthew Alcock and Amy Gregg be ratified as Guest Liaison Officers.

Nem. con.

The President moves that Brahma Mohanty, Amy Whittaker, Rosamund Lawrence, Zaid Ahmed, Samuel Sussmes, Zain Sheikh and Cameron Hilditch be ratified as Research Officers.

Nem. con.

The Treasurer-Elect notes that the Partnership Officer did not primarily work on partnerships over the vacation, and in fact did invitation research.

The President replies that the Partnership Officer applied for that role and was accepted in that capacity, and so shall be ratified as such.

The President says that in 0th week TSC passed expenditure to film the Student Essentials Fair and one of the Welcome Drinks events, subject to the approval of the Senior Treasurer. The required expenditure is £440.

The Senior Treasurer gives his approval.

The President says that the Finance Committee recommended to TSC that further money should be set aside for filming at the Ball and at a Pub Quiz, recommending a maximum of £440. He asks if there are any concerns, and asks the President-Elect to have discretion over the expenditure.

The President moves that TSC approve the expenditure of a maximum of £440 to film the Ball and a Pub Quiz, as recommended by the Finance Committee, with the expenditure at the discretion of the President-Elect.

The Senior Treasurer raises the concern that this filming will be repeated by subsequent committees, with this expenditure as precedent for future expense.

The President says that this filming is to be done on a one-off basis, and will be suitably generic accordingly – such as pictures of members at social events.

The Senior Treasurer understands and approves the expense, but thinks it important that this point is understood by committee.

The President states that the money is to be spend this term alone.

The President-Elect asks if a Pub Quiz is taking place either before or after a speaker event, since these are busier and more worth filming.

The President replies that one is, in 8th week, after the address of Princess Mabel of Orange-Nassau. Most are not taking place after speaker events as the bar becomes too crowded.

The Treasurer-Elect notes that there is always a good crowd regardless.

Mr Jan Bialas suggests that it is undesirable to film a crowd that is too large.

Mr Julian Kirk raises the concern that the Ball ‘branding’, through decoration, will serve to identify a particular time in the footage.

The President-Elect notes that all themes are fairly generic, and will work for the purposes of the membership drive.

The Bursar asks that people are informed that they will be filmed.

The Secretary and **The Treasurer** agree to ensure that the Facebook event makes this clear.

The Treasurer-Elect points out that nobody complains after College Balls, although they are all filmed.

The Librarian suggests sending an email around.

The Treasurer argues this is too blunt a way of addressing it, and that he will include it in the event description on Fixr and Facebook, and the members of the Secretary’s Committee on the door can advise those arriving that they may be filmed, and give an opportunity for objection.

Mr Julian Kirk suggests that security can inform people going into rooms if filming is taking place.

Ms Grace Joel argues that it is better to do this in advance, in case guests are in too compromised a condition to think rationally.

The President-Elect suggests that it is better that guests are composed anyway.

The Treasurer says that any embarrassing footage will not be used, and that the plan is to film at the beginning of the ball.

The President suggests the information is just placed on the Facebook event.

The Treasurer suggests sending around a general email with this included.

The Bursar recommends that guests are simply advised that the Ball will be filmed.

The President-Elect points out that anybody who objects can raise it as a concern, and they will not use any footage in which they are captured.

The Bursar notes that an email used to be sent to remind members to bring their membership cards, and this could be included.

Nem con.

The President raises the issue of the benches in the Chamber. He notes that the fire door is now near completion, and that more benches are needed for the Chamber given the increased capacity.

The Senior Treasurer says that OLDUT are enthusiastic about the increased capacity, and may be willing to fund the benches. If not, it is an expense that the Union should take upon itself. He says that getting them made is not difficult, it is merely a question of cost.

The Bursar notes that there are already some benches upstairs that can come downstairs into the Chamber, but it needs to be decided where to put them. She recommends that before new ones are ordered, these should be moved. Given the aesthetic difference of any new benches, these should be placed upstairs instead. She adds that before necessary quantities can be established, the furniture needs to be suitably moved around.

The Senior Treasurer asks if a computer programme can work this out given the dimensions of the room.

Mr Jan Bialas says that this can simply be worked out mathematically.

The Librarian is concerned that the capacity seems significantly increased, but the Chamber looks largely full already.

The President responds that there is a great deal of unused space.

The Bursar notes that much of this unused space will need to be kept free so that fire exits remain accessible, but agrees that there remains space that can be used, perhaps enough for 8 new benches. She adds that an emergency seating plan does exist, but that it needs to be established how much space is available before it can be used.

The Senior Treasurer suggests that suppliers should be investigated and the price for one at least obtained.

The President-Elect agrees that the cost per unit should be acquired before the total number is decided.

The Treasurer-Elect suggests that this be delayed until next week so that the figures can be correct.

Mr Kaleem Hawa argues that there is required a short-term strategy, to deal with events taking place imminently, and also a long-term strategy about what needs to be ordered for future events. He asks what our short-term strategy is.

The Bursar says that chairs can be added, and more people can be sitting on benches than previously.

The President-Elect says that the logistics team need to manage benches better to sit more people on them.

The Bursar repeats that everything needs to be measured out before coming to a decision.

The Senior Treasurer would like to have a price for each bench, and suggests finding this now and looking for different quotes.

Mr Jan Bialas points out that arranging people in the chamber relies on the benches not being pushed back, and suggests that they are fixed in place.

The President-Elect replies that the benches need to be moved for socials.

The Bursar argues that the space just needs working out.

The President suggests this point is left until next week.

Questions to the President:

There are no questions to the President.

The Librarian

Meetings missed: 0, Missed without good reason: 0

Business of the Librarian:

The Librarian looks to ratify the new members of the Library Committee.

The Librarian moves that Yee Kwan Law, Carla Fuentes Lopez, Natalie Bennett, Brian Wong, Harry Holmes, Robert Sutton and Caroline Snell be ratified as members of the Library Committee.

Seconded by the President.

Nem. con.

The Treasurer asks if Mr Brian Wong can serve on the Committee as an Elected Member of TSC.

The President responds that he can.

Questions to the Librarian:

There are no questions to the Librarian.

The Treasurer

Meetings missed: 0, Missed without good reason: 0

Business of the Treasurer:

The Treasurer looks to have DSC expenses approved.

The Treasurer moves that TSC approve DSC expenses of £1,160.43 as recommended by the Finance Committee.

Seconded by the President.

Nem. con.

The Treasurer raises the point that the Finance Committee discussed acquiring a PA system, and that examples have been shown to the Committee of potential purchases. There is no need for expenditure of more than £250.

The Treasurer moves that TSC approve the purchase of a PA sound system for use at socials, the Ball, and other events, with a spending cap of £250.

Seconded by the President.

Nem. con.

Questions to the Treasurer:

There are no questions to the Treasurer.

The Secretary

Meetings missed: 0, Missed without good reason: 0

Business of the Secretary:

The Secretary notes that it was discussed in Finance Committee that, after ticket sales for the Ball, there is an additional £2,000 from guest ticket sales that can be spent. He adds that he intends to spend this money primarily on further food and drink.

The Secretary moves that TSC approve discretionary expenditure for the Michaelmas Ball of up to £2,000, as recommended by the Finance Committee.

Seconded by the Treasurer.

Nem. con.

Questions to the Secretary:

There are no questions to the Secretary.

Mr Lamming

Meetings missed: 0, Missed without good reason: 0

Business of Mr Lamming:

Mr Lamming has no business.

Questions to Mr Lamming:

There are no questions to Mr Lamming.

Mr Wong

Meetings missed: 0, Missed without good reason: 0

Business of Wong

Mr Wong has no business.

Questions to Mr Wong:

There are no questions to Mr Wong.

Ms Ananth

Meetings missed: 0, Missed without good reason: 0

Business of Ms Ananth:

Ms Shivani Ananth moves that TSC approve the budget for the ‘Into the Movies’ social, as recommended by the Finance Committee, with an expected contribution of £43.94.

Seconded by the President.

Nem. con.

Mr Julian Kirk, suggests that playing the film ‘A Streetcar Named Desire’ on the wall might require a licence.

The Bursar replies that the Union has a public performing licence for these occasions, and this is covered in the budget.

Questions to Ms Ananth:

There are no questions to Ms Ananth.

Mr Julian Kirk

Meetings missed: 0, Missed without good reason: 0

Business of Mr Kirk:

Mr Kirk has no business.

Questions to Mr Kirk:

There are no questions to Mr Kirk.

Mr Jan Bialas

Meetings missed: 0, Missed without good reason: 0

Business of Mr Bialas:

Mr Bialas has no business.

Questions to Mr Bialas:

There are no questions to Mr Bialas.

Mr Kaleem Hawa

Meetings missed: 0, Missed without good reason: 0

Business of Mr Hawa:

Mr Hawa has no business.

Questions to Mr Hawa:

There are no questions to Mr Hawa.

Ms Grace Joel

Meetings missed: 1, Missed without good reason: 1

Business of Ms Joel:

Ms Joel has no business.

Questions to Ms Joel:

There are no questions to Ms Joel.

The President-Elect

Meetings missed: 0, Missed without good reason: 0

Business of the President-Elect:

The President-Elect reminds TSC that guest policy was discussed last week. She has found it to be an issue throughout the membership drive that while the rules are clear in stating that members can bring guests but those guests cannot themselves be eligible to join the society, this is often overlooked. The rules say that any member fraudulently admitting a guest should be fined, and this is

not enforced. Accordingly, people are put off membership, believing they can come to events without requiring it. Therefore, while she does not believe in fining people in principle, she believes that enforcement is required to prevent the rules being broken. She suggests that a guest's ID should be checked, and their name recorded and that a list of names is produced that can be checked against Nexus. If the rules are breached, it should be reported to the Returning Officer.

The Treasurer-Elect points out that the names of both the guest and the member would need to be recorded.

The Bursar says that a guest book does exist and guests are required to check in, and points out that the rule on paper in front of her does not mention that priority is given to members.

The President-Elect says that she has merely printed out the existing rule for reference, and is not proposing to change the rules – she merely wants the current rules enforced, as she argues that the situation has become negligent at speaker events.

The President points out that the Ex-President, Mr Michael Li, fined two members for trying to bring ineligible guests, so names do get checked.

The President-Elect replies that there is no formal system in place.

The Treasurer adds that these two cases were particularly clear at the time.

The President-Elect suggests that, in the short term, TSC should discuss how the rule should be implemented.

The Treasurer-Elect agrees, since he believes the matter was handled differently in Trinity Term, where it was based on common sense. He stresses the importance of enforcement at the present time, at the start of the year, to prevent people thinking that they do not need to join and can instead pay a small fee on the door to an event.

Mr Jan Bialas asks if it is possible to check that someone is a student at the University.

The President-Elect says that it is possible to check through Nexus.

The Bursar says that this method would have to be very fast to work in practice on the door of an event.

Mr Jan Bialas says that this can be done after the event, since it is not intended to control admission.

The President-Elect agrees that the matter does not concern letting people into events, but rather checking lists retrospectively to ensure the rules are followed.

Mr James Lamming asks how it is possible to avoid name clashes, since there are very many undergraduates.

The Treasurer-Elect suggests the guest's College is recorded additionally.

Mr James Lamming replies that this will not be on their ID, and they will not show their Bod card as they are not supposed to be an Oxford student as a guest.

The Librarian suggests that their College could be found by reference to the friend bringing them, to see if they are a College connection.

The Treasurer-Elect points out that it is not the intention to punish the non-member, but rather the member bringing them, and if their College is known they can be identified.

Mr Kaleem Hawa notes that there is nothing to prevent a member saying that the wrong person has been identified, and it is not possible to prove that the rules were violated. If, additionally, a mistake is actually made, members are alienated.

The President replies that while no system is perfect, consistency of approach is advantageous. If names are written down systematically, this acts as a deterrent. While not all will be caught, some will be.

Mr Julian Kirk points out that many are unaware of the rules surrounding guest policy.

The President disagrees, and says that it is very clear in the termcard.

The Librarian suggests that along with their name, a guest's 'relation to member' should be added to the list.

The President suggests that this may be excessive.

The Bursar notes that it surprises her that members take the guest policy badly because they want to bring people, and do not understand that the policy is in place to protect their investment as members of the Society. She suggests care be taken not to offend members in enforcing the rules.

The Treasurer-Elect suggests that guests be asked for their student card.

The President replies that once one attempts to trick people, they catch on quickly.

Mr Jan Bialas suggests it be considered whether the benefits of this system are worth it, since guests are unable to gain access to the larger events anyway as members fill them up, and if the events are on a smaller scale it is beneficial to have a larger audience.

The President replies that this is a good point in practice, but there is now an issue because many will not buy membership in the expectation that they can attend events as guests.

The Bursar observes that there are a number of places on the internet advising students not to join because they can attend events as a guest or with other invited societies.

The President-Elect agrees, and notes that she has seen words to a similar effect on Facebook.

The President thinks there should be a rules change where protocol is clearly set, with somebody mandated to enforce the rules. For now, committee should take note of the problem, and he will speak to the President-Elect and the House Manager about how the existing rules might be enforced, and policy implemented. In the longer term, the President-Elect can look into changing the rules.

The President-Elect suggests that, in the shorter term, a list of guests at events and the members that bring them should be compiled, to be checked by the CCC.

Mr James Lamming points out that on occasion, certain members of committee can bring friends who are not members as guests, and asks if this will change.

The President-Elect argues that the policy should be different in these circumstances, such as at dinners for a debate at which a member of committee is speaking.

Mr Kaleem Hawa suggests that each guest should be asked to confirm that they are not members of the University, as this might be beneficial.

The President replies that this question is already asked.

Mr Kaleem Hawa says that there are many situations where people will not be comfortable emailing members about alleged breaches of the rules, since so many have the same names.

The President suggests that this is less common than is supposed.

Ms Grace Joel argues that once the word gets out about fines, they will act as a deterrent.

The President-Elect, in reference to the membership drive, notes that every fortnight throughout Michaelmas term an update is required according to Standing Order A.18, but with the office so busy processing membership data, she is unwilling to provide incorrect numbers. More accurate figures will be available next week.

The President-Elect moves to waive Standing Order A.18 for the current fortnight of the Michaelmas Term.

Seconded by Mr Jan Bialas

Nem. con.

The Bursar says that she is disappointed at the number of people who have come to the office and argued about misinformation provided by people who give tours. By way of example, visiting students request life membership, and others request month-long membership – neither of which are possible. She asks that those that give tours take care what they tell people, since many are disenchanted as a result of being misinformed.

The President-Elect says that this is disappointing to hear, since the committee was carefully and extensively briefed.

The Treasurer-Elect notes other examples of people giving misinformation.

The Senior Treasurer argues that it is now too late to do much about this, and that it should be raised as a concern next year.

The Bursar asks tour givers to take care when giving information.

Questions to the President-Elect:

There are no questions to the President-Elect.

The Librarian-Elect

Meetings missed: 0, Missed without good reason: 0

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

Meetings missed: 0, Missed without good reason: 0

Business of the Treasurer-Elect:

The Treasurer-Elect notes that according to Standing Order B15, which is concerned with vacation days, the President is required to have a sign-down sheet in the General Office. He notes that this is no longer relevant, as the GO is not always open at the relevant times. He asks the Bursar if it is acceptable to have the sheet in the President's office.

The Bursar replies that the sign-down sheet has not been in the GO for some years.

The President-Elect points out that people sometimes work from home.

The Treasurer-Elect says it is more relevant for those who are in the office, so that records can be accurate, and thinks it is better to have a sign-down sheet in the President's Office, for which the Standing Order needs to be changed. He says he will address this for next week.

The President says that he used a spreadsheet over the vacation, and each President has a different method, although the Treasurer-Elect's suggestion would bring consistency.

The Treasurer-Elect says that he wanted to check with the Bursar that the sheet is not required to be in the GO.

The Bursar notes that it was moved to the President's Office so that committee could be better scrutinised.

The President notes that it is important to prevent people fraudulently claiming vacation day expenses.

The Librarian asks about the 8 hour stipulation for vacation days, and notes that many often do much more than 8 hours, and asks how this was worked out to calculate vacation day totals.

The Treasurer-Elect argues this is a separate discussion, and he is only concerned with how the records are kept.

The President moves that the Treasurer-Elect be mandated to look into how vacation days are quantified and recorded.

Nem. con.

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 has no business.

Questions to the Bursar:

There are no questions to the Bursar.

The Returning Officer

Business of the RO:

In the absence of the Returning Officer, Deputy Returning Officer (Mr Tom Turner, *St Catherine's College*) addresses his business.

Mr Tom Turner looks to TSC to approve the DRO shortlist for this term. He presents the list.

The Treasurer-Elect asks at what point it is possible to object to the list on the grounds of conflict of interest, if a candidate is running for election in another society while also a DRO. He notes that the rule is unclear, and one of those on the shortlist is both currently involved and seeking election again in another society.

The Librarian asks to which societies conflict of interest should apply, since, for example, non-political societies should not pose a problem.

Mr Tom Turner notes that anybody can object in writing to the list once it has been published, and the DRO in question has the right of reply.

The Treasurer-Elect suggests the list be passed, and any member with concerns should write an objection.

Mr Tom Turner adds that this is what he recommends.

The Treasurer asks if there were any unsuccessful applications to the shortlist.

Mr Tom Turner replies that there were not.

The President moves that TSC approve the DRO shortlist, as compiled by the Returning Officer.

Nem con.

Ms Grace Joel leaves the room at 17:04

Questions to the RO:

There are no questions to the RO.

The Chairman 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 has no business.

Questions to the CDSC:

There are no questions to the CDSC.

Changes to the Composition of this Committee

There are no changes.

Any Other Business

Date of the Next Meeting

Monday 23rd October 2017, at 16:00 in the President's Office.

The President closes the meeting at 17:05.

Signed,



Ed Evans
St John's College

Secretary