

26/4/17

TCSU Executive Committee

Meeting V

Present: Toby, Dante, Kieran, Joanna, Martin, Farzana, Becky, Hadi, Seb, Molly, Ruth

Apologies: Mia, Robert, Zahra

Absent: Rebecca

Chair: Toby

Minutes: Dante

- *Vacation storage meeting - feedback from Toby*

In the meeting, it emerged that it is now too late to implement nine-month lease contracts for next year.

Societies, various departments, international and home students would all require (greater) storage space.

The Works' department will look into placing small lockable spaces and/or cupboards in rooms to allow students to leave some of their items behind during the holidays.

Simply locking a cupboard of the required size or providing under-bed storage would be some of the ideal solutions.

The aim is to have the system in place by October 2017;

- *TCSU+ launch - feedback from Dante*

Six additional TCSU+ Facebook groups, one for each 'sub-subcommittee', have been set up, with the relevant committee members as moderators.

It is stressed that *this term* all of the committee members should hold an introductory meeting with their respective TCSU+ sub-subcommittee(s) to simply gather ideas to be implemented in the coming terms.

Toby notes that the arrival dates of both full committee members and of TCSU+ members in late September or early October should be clarified soon for logistical purposes, related to both accommodation and Freshers' Week arrangements;

- *Use of Slack - feedback from the committee*

The feedback is excellent, as it is proving beneficial to separate TCSU-related messaging (Slack) from all of the other communication (Facebook);

- *Welfare room*

Becky notes that in the context of the recent College-wide sexual harassment policy meeting the need for a suitable room was mentioned, and that this feeds into a broader need for a welfare room. This is reinforced by the fact that having private, welfare-related conversations in Welfare officers' rooms is generally inappropriate.

Mark, BA Liaison and Welfare officer, will search for a suitable place to serve as welfare room.

Committee members emphasize some of the key elements that the welfare room should have, to include good lighting, being in a discreet location and having comfortable furniture such as sofas - with the Chaplains' room as a model.

It is finally stressed that the room should be lockable, and that the porters should receive a list of the Welfare officers entitled to use the room;

- *College sexual harassment policy guidelines*

Discussion on which Welfare officers' contact information should be included in the guidelines that are currently being produced. While having more contacts would make the document more inclusive, it would also make it longer and less streamlined. A proposed compromise is mentioned, which would entail including the contacts of the Male and Female Welfare officers, of the Women's officer and of the LGBT officer;

- *Easter term Open meeting - possible date and agenda items*

Toby notes that this is the last opportunity for constitutional changes before Freshers' Week. Possible constitutional changes include renaming Ruth's title and having the Secretary's duties separated from those of the Vice President and reassigned to another officer, as the two sets of responsibilities do not seem to match.

It is noted that Dante will also serve as TCSU+ Director.

Toby will launch a committee-wide doodle poll to set a date for the Open meeting. The need to provide an incentive for meeting attendance, such as offering Pizza to attendees, is emphasized;

- *Website reorganization brainstorming*

Ideas mentioned include placing all of the committee members, including Welfare officers, on the same page rather than on separate ones, having a 'Green' section, as suggested by Mia, and having a section with BME-related useful links, as recommended by Zahra;

- *Welfare officers' confidentiality policies*

Becky notes that currently Welfare officers face tricky decisions when determining whether to share some confidential information with others. As the current university confidentiality policy is very restrictive in the number of cases in which one may share information, the need for a TCSU confidentiality policy is expressed. The policy should be outlined on the TCSU website, so that what is expected of current and future Welfare officers is made clear;

- *Welfare officers' training sessions*

Feedback is provided by Kieran on the CUSU-run training sessions for JCR Welfare officers.

It is further noted that TCSU Welfare officers will soon receive regular training from the College Mental Health Advisor, and that this practice should be set in stone for future committees to follow as well;

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- *OFO cycle company sponsorship deal*

Toby outlines the deal proposed to TCSU, including its practical and environmental benefits for the JCR. It is suggested that Toby and two other committee members - potentially Molly and Mia - will visit the company's offices soon to obtain further information on the proposed sponsorship deal;

- *Phishing emails*

Committee members have experienced numerous phishing attempts in the past few weeks.

General comments on the state of the computing systems in College are provided by Toby, who also notes that compiling a full report on the status quo and on possible improvements would be beneficial for both current and future committees;

- *Spam received on committee emails*

Discussion of a range of possible solutions, including short-term fixes and long-term policies that the committee should consider.

Substantial solutions to ameliorate this problem should be in place by October.

Toby and Farzana to collaborate in dealing with this issue;

- *Handover notes*

Toby notes the need for handover notes to be provided to the successors of the current officers. Committee members are asked to write handover notes during the summer holidays. Dante will then collect them and collate them.

A consensus is reached on rendering the handover week between the election of the new committee and the beginning of its term in office a period of time in which *both* the outgoing and incoming sets of officers are active, so as to allow the latter group to learn more readily;

- *'Welfare+Ents' event*

An event jointly organized by the Ents officer and the Welfare officers, possibly featuring hot chocolate and marshmallows, could be held in the coming weeks;

- *Freshers' Week consent workshop*

The process of organizing the workshop should be initiated soon, as the individuals helping to run it must be chosen and trained first. TCSU+ help in this will be essential;

- *College parents' formal*

A formal for prospective college parents will take place in the coming weeks;

- *Next committee meeting*

The next meeting of the committee will take place on Saturday, May 6th at 7pm.