

Committee Meeting

Minutes

Chair: Emily Song (*TCSU President*)

Minutes: Alex Patel (*TCSU Vice President*)

Absent: Eliza Harry (Women's Officer), Ludvig Brekke (Overseas Welfare Officer) - all with apology.

Emily Song: President

General Admin:

- No more than two meetings in a row should be missed, in accordance with constitution
- Agenda points and apologies need to be given to Vice President at least 2 days in advance, so the meeting agendas can be released the day before the meeting.
- Committee members can attend parts of meetings just for relevant points of meeting if there are other time pressures, but notice should generally be given in advance.

Meetings will take place weekly from 5:30-6:30 on Saturdays.

In order to keep the TCSU website up to date, committee members will write short introductory paragraphs about their roles, and will also provide accountability statements (detailing what they intend to get done in their roles) which will be submitted to TCSU President or Vice-President by Friday 15th February.

TCSU committee handover documents should be submitted to TCSU President by Friday 15th February.

The TCSU room can be used by any committee members so long as notice is given to other members, and so long as this does not clash with any TCSU-related events.

Kiran Jolly: Computing and Publicity Officer

Emails are moderated by President, Vice-President or Computing and Publicity Officer before distribution amongst college members.

Permission to take committee photos is currently being obtained. Photos to be taken as soon as possible by Computing and Publicity Officer. Date tbc.
Group committee photo - date tbc.

TCSU is under an obligation to be GDPR compliant, so use of clients' data must be always approved by the client opting in. TCSU needs to be clear on the data being asked for and what its being used for. For example, when compiling surveys, content should be run past the Computing and Publicity Officer to ensure it is in keeping with GDPR guidelines.

Emily Song: President

CUSU:

- CUSU is pushing the provision of menstrual products in colleges. Welfare team to contact works department to update supplies and ensure distribution method is accessible and reliable.
- All committee to join their relevant CUSU connects Facebook page for own specific portfolio.

Welfare Team:

- Need to email tutorial manager to arrange welfare meeting
- Current welfare room is Angel Court D5
- Instagram - welfare officers to take over TSCU social media to publicise events and gain social media following. Name of page tbc.
- Welfare chocolate orders needs to be placed as soon as possible, along with any other refreshment for welfare teas.
- Ideas to have specific welfare teas for LGBT+ and Mental Health and Disabled Students Welfare tea.
- Welfare teas will take place on Wednesday, time tbc.

TCSU responsible for the upkeep of the JCR, so rota will be distributed among committee to check on state of the JCR before meetings. Any damage noticed in JCR should be reported to Vice-President to be documented. Furniture will be rearranged in upper JCR in line with fire safety guidelines.

Search for another non-silent workspace in college currently underway, raised by Access Officer.

Stash for TCSU to be ordered by President after colour decided on.

Online booking system to be reassessed in an attempt to make bookable spaces in college known, and able to book with greater ease and speed.

Burrell's Light Committee working group to be attended by President and Male Welfare Officer.

Environmental and Domestic Officer:

- Environmental and Domestic Officer to find another link to a clothes bank in Cambridge to facilitate the donation of T-shirts.
- Trial of booking out the Blue Boar Common Room to be underway soon. Bookings and regulations to be overseen by Environmental and Domestic Officer.