

Minutes of the Inaugural
Wolfson College Students' Association
Committee Meeting

on **Sunday 18th November 2018**, at **19.00**,
 in **Syndicate Room 3, Chancellor's Centre, Wolfson College**

Attendance: *Andrew Brooks, Kaustav Dutta, Vlad Ilin, David Izuogo, Joseph Kelen (left at 9.00), Sabrina Masur (9.30 onwards), Paul Matthews, Dennis Mubaiwa, Jia Jen Ng, Ruben Nijk, Julian Siebert, Timothy Trayhurn,, Ke Ming Yu*

Apologies: *Christian Pfordt*

Absent: *Casey Darnel*

Guests: *none*

MINUTES

Topic	Time	Presenter
A Welcome & Apologies		David
B Matters Arising & Confirmation of the Agenda		David
Item C changed from <i>Co-Presidents' Address</i> to <i>Co-Presidents' Updates</i>		
C Co-Presidents' Updates		David
<ul style="list-style-type: none"> - David: request to work as a team, makes it easier, reach out to one another, respond to emails - Julia Becker resigned from her position as external officer for personal reasons - 14 College committees need WCSA representation - House & Events (Ents to attend), 1pm - governing body meeting <ul style="list-style-type: none"> - co-presidents attended (without voting rights) - nothing to report back - next meeting: 26 Nov, 6pm, co-presidents and treasurer to attend - complaint about decorative plants purchased for Jazz night, taken up with green officer => avoid frivolous spending, spend transparently - general notes on financial spending <ul style="list-style-type: none"> - any spending should be done through college (request for payment rather than paying up front) - accountability for purchases lies with portfolio holder in committee, <u>not</u> with subcommittee 		

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<ul style="list-style-type: none"> - remarks - Paul: bursar is disappoint about WCSA spending - WCSA credit card with Wendy; email treasurer to process payments - reimbursement form exists, uncertainty about financial request form <ul style="list-style-type: none"> => Joe to follow up with Jack (treasurer) and to prepare "Money Procedure & FAQ" 		David

D Brief Presentation of Objectives

Equality and Diversity

- lacking a subcommittee representing women, people with physical or mental disability, LGBT community, part-time students
 - ==> circulate recruitment form
- general uncertainty around how to involve more women given Wolfson's skewed sex ratio
- currently in communication with in-College counsellor to increase capacity and reduce waiting times
- follow up on quality of tutorial system before Lent term (passed on from previous committee)
- sexual consent workshop (in conjunction with student union) will be continued next year
- aim to extend exposure of Wolfson to people from non-traditional backgrounds (first within UK, then internationally) to increase diversity
- push further to increase wheelchair access, particularly in the library and K block
- turned to College Family idea from other colleges to improve the buddy system as a support scheme for new students

Events

- feedback received
 - people want plant life in clubroom
 - complaints about quality of pool table and quality of queues ==> perhaps have scheduled maintenance schedule/purchase new ones
 - e-drum kit has missing items
 - more parties wanted
- parties at Wolfson
 - agreement with council and neighbours, only three loud events with at least three weeks apart
 - suggestion: increase silent discos; rent is expensive, but perhaps purchase own set

Timothy

Topic	Time	Presenter
<p>Events (continued)</p> <ul style="list-style-type: none"> - welfare coffee and cake <ul style="list-style-type: none"> - very popular - still run by Rugile, requires clarification - brings people together and increases socialisation - reconsideration of location - general thoughts <ul style="list-style-type: none"> - proposed to retain unused bikes and rent them out to generate income for WCSA - called for WCSA to be more structured and to make use of job descriptions - called for declaration of key performance indicators to allow for an evaluation - called to improve ongoing documentation to avoid loss of information when someone quits - enforced secretary's call for a single point of information (e.g., admin.cam.ac.uk/whatson) - events-specific <ul style="list-style-type: none"> - called for precise budget available to events - preferred approach: come up with events ourselves, then filter out by popularity - focus on events that build community, connect interest groups 		<p>Timothy</p> <p>Vlad</p>
<p>Treasurer</p> <ul style="list-style-type: none"> - most treadmills in the gym seem to be broken - equip coffee machines with card payment facility - push ATM project, especially because there are none close-by 		Joe
<p>Secretary</p> <ul style="list-style-type: none"> - short-term: fusing the current two newsletters into one, with a fresher design - long-term: reconsider website design and content - develop a streamlined (one source) information system 		Julian
<p>Internal Officers</p> <ul style="list-style-type: none"> - both Ruben and Andrew are attached to the Alumni & Development Office with the goal of connecting students to alumni and increasing the flow of information to students - help with job finding - avoid separate alumni events, see how students can get integrated (project from last year) - Lent: pilot Law dinner; invite law alumni back and connect to students to provide students with benefit pertaining to knowledge and job finding 		Ruben & Andrew

Topic	Time	Presenter
<p>Internal Officers (continued)</p> <ul style="list-style-type: none"> - idea encouraged at development committee - three other ongoing projects <ul style="list-style-type: none"> - clubroom refurbishment <ul style="list-style-type: none"> - last furnishing orders still to arrive - recycling bins are ordered - hopefully completed by Christmas - student experience workshops <ul style="list-style-type: none"> - organised by the president - A. would be happy to continue working on this - food focus groups, following on from catering survey on catering requires follow-up & revision 		Ruben & Andrew
<p>Sports & Societies</p> <ul style="list-style-type: none"> - suggestion: Boat Club/regular gym goers to run instruction sessions for those who want to use ergs/ other gym equipment - Wolfson Pole & Aerial Sports Club has been established - call for better communication of match results on screens or in newsletters - societies budget submissions due next week <ul style="list-style-type: none"> - need to check attendance to validate proposals - especially for societies with low attendance, suggestion to document attendance - NB.:communicate to students that societies cannot be funded if unattended - suggestion: calendar app to inform people about sports events (taken up by Paul: have prominently placed weekly planner with all internal activities) 		Paul (for Christian)
<p>Green Officer</p> <ul style="list-style-type: none"> - enforces point about community structure - focus on easy fixes <ul style="list-style-type: none"> - e.g. recycling bins in clubroom - locating waste bins, standardise waste disposal procedure (especially NB if people come from different countries) - providing one bin with multiple compartments in each room to reduce efforts - easing confusion around the responsibility for compost bins - continuing current intervention - organise more social events, e.g., talks on sustainability - have more targeted programmes (organised akin to sexual consent workshops) 		Kaustav

Topic	Time	Presenter
<p>Green officer (continued)</p> <ul style="list-style-type: none"> - regarding College activities: <ul style="list-style-type: none"> - measure impact and communicate key performance indicators to avoid greenwashing - visually present performance/output - May Ball <ul style="list-style-type: none"> - appoint environmental officer - reference to other colleges' zero CO₂ May Balls - edible garden at College <ul style="list-style-type: none"> - requires more student participation, as it usually dies down in summer - market it by having self-produced food at formals - currently running thermal imaging project <ul style="list-style-type: none"> - performance assessment of Wolfson buildings - goal is to identify weakness, e.g., clubroom windows - focus on environmental concerns in future renovations problems - heat retention <ul style="list-style-type: none"> - clubroom emergency exit door policies - use vending machine for heating adjacent rooms - plastic cup situation/water fountains to be revisited 		Kaustav
<p>Vice-president goals and ideas</p> <ul style="list-style-type: none"> - students to develop a greater sense of affiliation with Wolfson - involve underrepresented MPhils more - improve communication from WCSA - draft organisational structure with roles and responsibilities - develop a network of internal officers (e.g., music; accommodation (overlooked on WCSA); education (also on College committee); food; career development (especially for MPhils); library) - ensure Wolfson staff know whom to contact for what (communication between WCSA and College) - make easier for (non-)WCSA students to set up events and societies - tackle library temperatures (too cold in winter, too hot in summer) 		Paul
<p>External officers</p> <ul style="list-style-type: none"> - formal swaps <ul style="list-style-type: none"> - confirmed for Lent term: Downing, Pembroke, Clare Hall - pending: Magdalene and Lucy Cavendish - ticketing: first-come, first-serve in online form 		Sabrina

Topic	Time	Presenter
<p>External officers (continued)</p> <ul style="list-style-type: none"> - suggestion: make internal formals more appealing for non-Wolfson students, e.g., have WCSA reception in OCR with music - external trips: e.g. paintball, go-karting, link to emeritus fellows (collaborative events) - Oxford swaps: attempts to organise St Anthony's swap again, but also other colleges - David encourages external officers to attend CUSU and GU meetings <ul style="list-style-type: none"> - what are the benefits? - should WCSA remain subscribed to CUSU/GU? ==> David to obtain list of benefits offered to WCSA by CUSU/GU 		Sabrina

E Questions & Comments

The following points were raised at various points throughout the meeting, partly under inappropriate agenda points. Hence, they are all collated here (not necessarily in order of occurrence).

- Paul: coffee bar makes profit every single day, thus perhaps consider opening on Saturday;
 - => Andrew spoke to bursar: one-year-contract with Lauredana, waiting for long-term profitability results
- Ruben: Wolfson does not have details of all alumni; alumni portal in the making; staffing problem in alumni office
- Kaustav: suggestion to include details about people's occupation on formal list
- Julian: get WCSA more involved in hosting student-organised events
 - => Andrew: or create a "Theatre Society" to organise events
- David: College committee representatives
 - proposed online form to recruit students to sit on various College committees
 - lacking clarity about roles and responsibilities of students on those committees and about required skills
 - => vetoed by majority
 - => David to compile list of committees with detailed responsibilities and requirements
 - Julian: why do we not send committee members?
- volunteers to join College committees
 - health and safety: Kaustav (nominated by Andrew)
 - education: Kaustav, Paul, Julian

Topic	Time	Presenter
<ul style="list-style-type: none">- minority representatives needed urgently => Julian to circulate recruitment survey- food focus groups: suggestion to appoint an internal officer for food to head up focus groups (Vlad to help if tablet output data requires analysis)- Andrew: requested to use Slack instead of Facebook for WCSA Committee communications- Tim: alerted corruption last year- Andrew requests us to use Slack		

F Future Meeting Times & Routine

not addressed

Meeting adjourned at 21.55