



HUGHES HALL
UNIVERSITY OF CAMBRIDGE

MCR Committee
Wednesday, 1 May 2019, 8:30pm
Combination Room

MINUTES OF THE MEETING

Present: A Entwistle-Thompson (President); PS Perillo (Secretary); A Kölle (Treasurer); I Yu (Academic Affairs Officer); PR Librizzi (Social Secretary); N van der Steen (Social Secretary); R Hosking (Female Welfare Officer); J Deokiesingh (Equality Officer); A Gablier (Sports and Societies Officer); M Tang (IT and Infrastructure Officer); L Collas (Green and Ethical Affairs Officer)

I. Introduction

I.A. Apologies for Absence

No apologies were received.

I.B. Declaration of Members' Interest

No declaration was received.

I.C. New Committee Members' Introductions (**Annex A**)

The members of the new MCR Committee briefly introduced themselves. The list of MCR Committee members is found on Annex A.

II. Standing Items

II.A. Goal and Aim Setting for the Year Ahead

Ms A Entwistle-Thompson requested the Committee members to plan their respective activities, and discuss their ideas and proposals through informal one-on-one meetings that could be set at anytime. The proposals, which should reflect achievable and reasonable goals, will also be uploaded by the members on their respective folders in the Committee's Google Drive.

Action:

Committee members will upload their plans and proposals on their respective folders in the MCR Committee's Google Drive.

II.B. Schedule of Future MCR Committee Meetings

The MCR Committee will meet every other week during term time. The dates will be finalised and will be disseminated to the members of the Committee in due course. For Easter Term, the next MCR Committee meeting will be on 15 May 2019, followed by another meeting on 12 June 2019.

Action:

The meeting schedules will need to be identified, finalised and announced to the MCR Committee.

II.C. Vacant Committee Positions

There are four (4) unfilled positions on the MCR Committee: Vice President, Male Welfare Officer, LGBT+ Officer and Accommodation Officer. Pursuant to Article 8.9 of the Hughes Hall MCR Constitution, the President, Vice President, Secretary and Treasurer of the MCR Committee need to be elected. Other positions in the Committee may be appointed by a majority vote of its current members should they remain unfilled after two (2) rounds of votes. As two (2) rounds of election have already transpired, the Male Welfare Officer, LGBT+ Officer and Accommodation Officer may now be filled by appointment of the Committee. On behalf of the MCR Committee and the student body, Ms Entwistle-Thompson will open the Vice President position for election by the MCR on 2 May, with Hustings to take place on 8 May 2019.

Ms Entwistle-Thompson discussed that two (2) students have put themselves forward for two (2) of the unfilled positions: Mr R Advani for Male Welfare Officer and Mr K Bartsch for Accommodation Officer. The Committee unanimously did not appoint Mr Advani to the Male Welfare Officer position. The Committee decided to unanimously appoint Mr Bartsch to the Accommodation Officer position. A suggestion was made to encourage Mr Advani to consider joining one of the MCR subcommittees.

Ms L Collas noted that having a manifesto from students seeking to be appointed to unfilled positions would be helpful in making an informed decision. It was resolved that in subsequent applications for unfilled positions, a manifesto or some proposed aims / goals for the year ahead will be required.

Action:

Ms Entwistle-Thompson will reopen the nominations for the Vice President position and spearhead the next Hustings taking place on 8 May 2019 at 8pm.

II.D. Committees and Subcommittees (Annex B)

The Committee and Subcommittee representations were discussed during the meeting. Mr J Deokiesingh clarified about Black Asian and Minority Ethnic (BAME) representation in the Committee. It was clarified that BAME students are represented by the Equality Officer on the Committee, and are further represented by the Minority Ethnic Representative who sits on the Welfare and Equality Subcommittee, a constitutional subcommittee created by the Hughes Hall MCR Constitution. Such representative is one of the mandatory members of the Welfare and Equality Subcommittee and shall be elected at the start of Michaelmas Term.

It was further clarified upon the request of Ms R Hosking that additional members could be added to subcommittees, and that additional subcommittees could be created following the procedure and requirements of Article 7.3 and other relevant provisions of the Hughes Hall MCR Constitution.

II.E. Hughesletter and Announcement Circulation to Student Body

Mr PS Perillo discussed that the Hughesletter will be fully operational by Michaelmas Term. Any request to circulate events will be on an *ad hoc* basis in Easter Term, subject to the usual procedure that a maximum of one email from the MCR Committee could be sent per day, and the usual request to put events together in one email whenever possible.

II.F. Summer Storage 2019

Mr Perillo informed the Committee that the College would be undertaking the Summer Storage for 2019. In a meeting with Mrs V Espley (College Bursar) and Mr J Horwood (Facilities Manager), it was agreed that the Summer Storage Policy of 2018, which is a negotiated document between College and the MCR Committee, will be adopted this year. The College will iron out additional details before the policy and instructions will be circulated to the students. Mr Perillo acknowledged the assistance extended by Ms A Kölle, Ms I Yu and Mr A Di Antonio in last year's summer storage collection. Ms Kölle noted an issue of students not showing up in their selected deposit and/or collection date, which is an area that could be improved in succeeding summer storage operations.

II.G. Budget

Ms Kölle requested Committee members to submit their budget proposal for the year, including for the subcommittees that they are heading. While a rough budget proposal will initially be sufficient, Committee members are encouraged to plan their activities and budget as detailed as possible. Committee members are also encouraged to stick within their budget to prevent overspending. And unless circumstances warrant it, the budget for recurring spending by the Committee (such as tea and cakes) will remain the same.

However, Committee members are given the flexibility to augment or reallocate funds from their savings in another item/activity within their budget, and for as long as Committee members do not go beyond, as much as possible, their budget / spending limit. Requests for reimbursement or money claims for spending initially advanced by a Committee member will need to be substantiated with receipts. It was also noted that it is incumbent upon the Committee to carry over any balance of the budget to the next Committee in case of a surplus. Proposals, invoices, receipts and other documents could be uploaded on the respective Committee members' folder in the MCR Committee Google Drive. Ms Kölle is available to meet any Committee member seeking to discuss budgetary matters through one-on-one meetings.

In terms of funding allocation to societies, Ms Kölle clarified that the previous year's allocation will be consulted. But allocation could be changed depending on the specific circumstances surrounding each society. For instance, a growing society may be allocated more funding, whereas a non-performing society may receive less. In any case, societies will also be invited to submit their budget proposal in due course. And each application will be reviewed, and allocation will be decided on a case-by-case basis.

As to academic-related activities, Ms Kölle noted that relevant Committee members should discuss this with the College as the latter is able to expend for such activities, including but not limited to food and beverage.

Ms Kölle as Treasurer will share a document providing budget and a rough estimate / percentage of how the budget will be used and allocated for the year. This will guide the Committee members in preparing their own budget proposals. This will also be published at the Committee's open meeting, which will happen once per term, and will be made available to a member of the Hughes Hall student body upon request. It was clarified that the document will be open for comments from the Hughes Hall student body, but they do not vote on the allocation or change thereof.

Actions:

Ms Kölle will provide the budget and a rough estimate / percentage of how the budget will be used and allocated for the year. This will be uploaded on the Treasurer folder of the MCR Committee Google Drive.

Committee members will submit their budget proposals in the procedure outlined above. Committee members will also provide updates on how much has been spent within their budget and information on whether a reallocation of the budget is necessary. Finally, Committee members will also upload the necessary receipts and/or invoices on the Google Drive.

Upon the inquiry of Mr Deokiesingh, Ms Entwistle-Thompson will consult Mrs Espley on the process of seeking corporate sponsorship.

II.H. Procurement

II.H.1. Drum Kit

Mr N van der Steen proposed the acquisition of a drum kit for the jazz nights and MCR-related events. The drum kit is estimated to cost approximately £300. Ms Entwistle-Thompson recommended inquiring from the University's Music Department first if there is any possibility to hiring a drum kit.

Action:

Mr van der Steen will inquire from the University's Music Department regarding hiring of a drum kit.

II.H.2. Condom Machine

Ms Hosking requested the purchase of a condom machine. The condom machine is intended to safeguard the provision of free condoms to students from a similar sabotaging incident that has previously happened. The condom machine is estimated at £58 (inclusive of delivery), and totalling approximately £70, including tokens. The Committee decided to approve the request.

Action:

Ms Hosking will acquire the condom machine and tokens.

II.H.3. Crockery for Tea and Cakes

Ms Hosking proposed the purchase of crockery for the weekly tea and cakes. The reimbursement for the money spent to purchase the initial crockery (costing approximately £20) for the first tea and cake last 28 April was also requested, if possible. It was clarified that the acquisition of crockery could be included in the budget of the Welfare Officers and could be discussed further with Ms Kölle.

Action:

Ms Hosking will include crockery acquisition in her budget and activity proposal. This will be uploaded on the relevant folder of the MCR Committee Google Drive as part of the standing actions under II.A.

II.I. Equality Officer's Event: Black History Month

Mr Deokiesingh proposes the celebration of Black History Month in October with an exhibition with current black students within College. The proposal was well received. It was suggested, however, that plans for the event would need to be concretised. Ms Yu mentioned that a related exhibit has been organised at College. Getting in touch with the Development Office for alumni contacts was thus also suggested. Organising a formal

hall was further suggested. The budget aspect will be discussed with Ms Kölle. The discussion of this event will be revisited in September.

Mr Deokiesingh also inquired about getting approval to fly the transgender flag in November.

Actions:

Mr Deokiesingh will submit a proposal containing the budget and planned activities in celebration of Black History Month. This will be uploaded on the relevant folder of the MCR Committee Google Drive as part of the standing actions under II.A.

Mr Deokiesingh will also look into getting approval from College regarding flying the transgender flag in November.

II.J. Social Secretaries' Events

Jazz Night

Mr van der Steen informed the Committee that the first Jazz Night was successfully held, and the second event is scheduled to take place at the MCR Clubroom on 10 May 2019. There will be a request for donations, which will be ideally at £2 per person. An honesty box will be placed at the entrance for this purpose.

Eurovision Watch Party

Ms PR Librizzi discussed that the Eurovision event which will be held on 18 May 2019, is a collaboration between the Hughes Hall MCR Committee, the European Society and the Scandinavian Society. The organisers are expecting about 70 attendees. Decorations have already been sourced, and the licence extension has already been secured for until half past midnight. Ms Librizzi noted that the three (3) organisers would like to provide snacks and share £20 each for this purpose. Assistance will be needed as regards setting up and tidying. Mr M Tang will meet with Mr H Holkham (previous IT and Infrastructure Officer) to discuss handover and IT-related matters, including information on how to connect the projector to the licenced TV.

Pembroke College Swap

Ms Librizzi mentioned that the Pembroke College Swap is currently being organised. The date is still tentative. The Social Secretaries will also need to ascertain the date when the counterpart Hughes Hall Swap will be held.

Garden Party

The 19 June Garden Party will be themed 'The Wizard of Oz' and is tentatively to take place from 1pm to 7pm. Ms Librizzi advised that this will be a bigger event and would

need assistance from the entire Committee from setting up to tidying. She has also requested saving cardboards as these could be used as part of the props for the event. The Social Secretaries are also open to suggestions for food and entertainment. Ms A Gablier noted that the face painting at last year's Garden Party was successful. The croquet was also entertaining.

Pub Quiz

The Pub Quiz will take place during Easter Term. After consultation with students who may still have exams, the tentative date of 13 June 2019 was agreed for the event.

Potluck

Action: Ms Librizzi will propose a date on when to hold the event.

II.K. Housekeeping

II.K.1. Inventory of Decorations for Future Events and BOPs

Ms Librizzi noted that the inventory of decorations could be done at any time.

II.K.2. Inventory of MCR Storage Rooms

Mr van der Steen suggested undertaking the inventory of MCR storage rooms on either 12 or 13 June 2019.

The next meeting will take place on 15 May 2019, at 8pm, at the Pfeiffer Room.



HUGHES HALL
UNIVERSITY OF CAMBRIDGE

MCR Committee
Wednesday, 1 May 2019, 8:30pm
Combination Room

**Minutes of the Meeting
Annex A**

**MCR Committee
(as of 1 May 2019)**

1. President: Alexandra Entwistle-Thompson (ae418)
2. Secretary: Patrick Simon Perillo (psp27)
3. Treasurer: Anna Kölle (amk98)
4. Academic Affairs Officer: Irene Yu (jy382)
5. Social Secretary: Paulina Rose Librizzi (prl41)
6. Social Secretary: Nicolai van der Steen (nhjv2)
7. Female Welfare Officer: Rachel Hosking (rh730)
8. Equality Officer: Jenson Deokiesingh (jjad2)
9. Accommodation Officer: Kilian Bartsch (kpb30)¹
10. Sports and Societies Officer: Alexandra Gablier (ag2006)
11. IT and Infrastructure Officer: Michael Tang (cit27)
12. Green and Ethical Affairs Officer: Lydia Collas (lc591)

Unfilled Positions:

1. Vice President
2. Male Welfare Officer
3. LGBT+ Officer

¹ Appointed at the MCR Committee Meeting of 1 May 2019.



HUGHES HALL
UNIVERSITY OF CAMBRIDGE

MCR Committee
Wednesday, 1 May 2019, 8:30pm
Combination Room

**Minutes of the Meeting
Annex B**

Committees and Subcommittees

College

- I. College Council
 - A. President
 - B. Secretary
- II. Development Strategy Group: Secretary
- III. Estates Committee: President
- IV. Finance Committee: President
- V. Green Committee (devolved to House Committee)
- VI. House Committee
 - A. Accommodation Officer
 - B. IT and Infrastructure Officer
 - C. Green and Ethical Affairs Officer
- VII. Investments Committee: Green and Ethical Affairs Officer
- VIII. Prevent Committee
 - A. President
 - B. Equality Officer
- IX. Bridge Committee (formerly Research and Study Centres Committee):
Academic Affairs Officer
- X. May Ball Committee: President (*ex officio* member)

Internal (MCR Subcommittees)

- I. MCR Subcommittees: Vice President (*ex officio* member)
- II. Constitutional Subcommittees
 - A. Academic (Chair: Academic Affairs Officer)
 - B. Social (Chair: Social Secretaries)
 - C. Welfare and Equality (Chair: Equality Officer)
 - Mandatory Members (to be elected):
 1. +1 and Families Representative
 2. Mature Representative
 3. One-Year Students' Representative
 4. Disabled Students' Representative
 5. Minority Ethnic Representative
- III. Green Impact Team (Chair: Green and Ethical Affairs Officer)

External

- I. CUSU Council
 - A. Vice President
 - B. Green and Ethical Affairs Officer
- II. CUSU Education Meetings: Academic Affairs Officer
- III. CUSU Women's Campaign: Female Welfare Officer
- IV. GU Council: Vice President
- V. RAG Representative: Green and Ethical Affairs Officer