

Agenda items for CR Committee Meeting 1 on 17.1.24

Attendees: Jack Flowers (President), Thomas Underwood (Secretary), Charlotte Ball (Wine and Dine officer), Sean Telford (Food and drink representative), Yengi Emmanuel Daro Justine (Environmental officer), Sophie Kubik (Welfare Officer), Charlie Hamilton (Social secretary), Robin-James Zenker (LGBTQ+ representative), , Shivansh Nauriyal (Welfare officer), Shaneik Parks (OUSU representative), Kenneth Lin (Treasurer), Isabelle Haynes (Social secretary),

Apologies: Yama Mujadidi (Social secretary), Jake Beck (Publicity officer), Leila Ilupeju (Development and charities officer), Will Bowles (Punt admiral)

President and Secretary Updates and Points for Discussion (PFD)

1. CR Exec and Committee Admin

- Introduction
 - ⇒ Some roles are currently unfilled
 - Missing: Linacre Lines editor and Sport and Rec secretary, Fellows representative, arts coordinator, Bike representative, International rep, Disabilities rep, families rep, Women's rep, Race and Ethnic minorities rep, Living out rep.
 - ⇒ We will carry out the tasks of these roles ad hoc for now as and when required
- Committee emails
 - ⇒ Yengi does not have access
 - ⇒ All others do as of now
- Handover meal
- Meeting minutes
 - ⇒ Will be uploaded to the Linacre website from here on
 - ⇒ **Action Tom to ensure this happens**
- CR payments "to ourselves"
 - ⇒ Issues with previous payment arrangements (Amazon voucher)
 - ⇒ What to do with amazon voucher – potentially cash in through the Bar
 - ⇒ Kenneth raises point of adding requirement for approval for self payment.
 - Motion to amend reimbursement procedure – proposed by Kenneth
 - 'All self payments, including invoicing for services rendered, must be approved by the Cr treasurer regardless of amount'
 - passes unanimously
- Potential sabbatical officer idea
 - ⇒ Questions of role – would this be a student sabbatical officer, hiring process and line manager etc, bar admin? (other admin generally e.g. gym)
 - ⇒ **Action Jack to bring questions to Nick**
- Exec meal plan allowance and honorarium
 - ⇒ Passed in governing body meeting before Christmas
 - ⇒ **Action Jack with follow up to ensure this goes through**
 - ⇒ Sean raises question of it becoming a payment rather than just a meal credit
- Linacre committees with CR committee individuals
 - ⇒ Trustee board is just President
 - ⇒ Governing body – President plus three students
 - Currently Treasurer and Secretary plus one more
 - Seeking member of committee to nominate themselves
 - Charlie Hamilton nominated
 - Passed unanimously

- Question raised of pre nomination by Jo whitfield of environmental rep
Jack to follow this up to confirm

- ⇒ Finance – Treasurer
- ⇒ Academic – Secretary and Welfare
- ⇒ Welfare and equality – welfare officers
- ⇒ Domestic – Secretary
- ⇒ Strategy Liason – Whole committee

2. JRF Rep Elections

Two roles to be elected
Both on Governing body
One on CR exec and one on Trustee board

We will arrange election

By-law amendment needed (Tom actioned)

Noted importance of strong relationship between JRF's and CR exec and students

3. Egalitarian Policy and Linacre Room Availability

Tom and Jack actioned: Release statement about use of room and dispel rumours of fellows room

Importance stated of having a free coffee machine in the CR to be raised at next meeting along with budget considerations

4. Linacre CR Storage Spaces

Main space in CR cupboard

Question of Bamborough storage space

Now seems to be allocated to college

Maintenance have offered to assist in removing stuff from space

Jack suggests sorting CR storage space ourselves ASAP before college so that we have a clear understanding of situation before we go to college regarding other spaces

5. Linacre Ball

Jack has met with ball committee – strive for continuing good relationship

6. Potential New Initiatives

- President's PitStop
- Expert Exchange

7. Potential Donations and Subscriptions

- Oxford Scientist
- Oxford Spires Scout District Charity
- Oxford Pink Week
- Tap Social Charity
- New York Times
 - List of subscriptions added to the CR website
 - Instructions for sign up to NYT
 - We have approx. 2000 for subscriptions
 - Jake actioned to research options and hold poll

8. CR Committee Stash and General CR Stash

Look into CR stash

Committee stash £700 – Tom actioned to look into options

9. Linacre Constitution and Bylaws

Tom to redraft and bring amendments for votes at committee and then CR meeting

10. CR M+S Donations

Due to issues with refrigeration and safety this donation has had to be stopped

11. Vice-Chancellor Breakfast

All places filled for breakfast on February 9th

Tom Jack Sophie Shaniek Jake Sean .

Pre meet with Nick to discuss talking points one week in advance

If people have points they would like raised at the breakfast please direct to Jack

12. Hughes Hall Collaborations

More events this year

Including a committee meet up in london

13. CR meeting 25th January 19:30

Have wine and cheese for the meeting – Market as a wine and cheese night + meeting

Issue of clash with formal for consideration for future meetings

Other Updates and Pfd

- Treasurer

Ken has shared finances and will share specifics so committee members can budget for the rest of the year to ensure budget is used effectively

Ken has reiterated the CR reimbursement and invoicing policy

If below 150 can be paid upfront and reimbursement or directly invoiced

If above 150 email Ken with cost and reason to get approval and then proceed for reimbursement or invoice

College credit card can be used if requested in advance

All members actioned: Look at remaining budget for role for the rest of the year and to come to the next meeting with a plan of how this budget will be spent across the next two terms

- Social

Term card preparation has had issues

Worries about publishing then correcting while striving to give notice

Aim for two socials a week. One relaxed and one more lively social

Social secs will share informal plan for the term

Ceilidh planned for next Saturday

Will approach maintenance for moving tables and chairs

Subsidy for party on Friday night, drinks subsidy to be up to £250

Term bop planned for 8th week (post torpids) nominally Saturday

- Welfare
 - Welfare boxes
 - Welfare teas on Sundays of even weeks
 - Four identity based holidays coming up organised between Sophie and Robin
 - Inclusive spaces for the ball and bops – some issues with the small CR at SSF
 - Potential issues of cost of security
- Food and Drink/Linacre Bar
 - Unable to change menus to celebrate events but they will name formals to indicate celebrations – e.g. black history months, Burns Night, Midsummer, Lunar new year
 - Shaniek raised importance of celebrating black history month – this may be through the Linacre seminar series or otherwise and invited speakers as well as a formal
 - Welfare/social event for lunar new year
 - Menu cannot be changed now for formals this term but could for next term
 - International Women's day formal
 - Water machine approved and to be installed in CR
- Wine and Dine
 - Cr meeting wine and cheese and exchanges
 - Cr meeting W and C amount?
 - 100g cheese per person
 - Aiming for £100 on cheese
 - Aiming for £250 on wine
 - £50 for crackers and miscellaneous
 - Events being planned for 4th week and later tbc with social secs
- Publicity
- LGBTQ+ rep
 - LGBTQ+ history month
 - Pride flags missing
 - Bop for the term to be specifically Queer themed?
- Environment rep
 - Looking into waste sorting and recycling with the college in general
 - With Catz and Oriel environmental officers organising event
 - Look at previous environmental initiatives

AOB

Next Meeting: Friday 26th 13:00pm