

Full Board Trustee Meeting 19-09-2020

Present: Sean Barrett (SB) (Chair of Board of Trustees), Sarah Panek (SP) (Vice-Chair), Serge Chapman (SC), Jeremy Dodd (JD), Tom Fletcher-Manuel (TFM), Jack Pearce (JP), Kirstin McCann (KM), Prof Elizabeth Archibald (EA) (Principal), Saskia Wootton-Cane (SWC) (JCR President), Maddy Wilson (MW) (FCO), Michael Power (MP) (Vice-President), Serena Smart (SS) (Social Chair), Matt Fox (MF) (Facilities Manager), Emma Stephens (ES) (Senior Welfare Officer), Tom Bowers (TB) (Sports & Societies Chair), Ben Thomas (BT) (JCR Chair), Eduardo Enamorado (EE) (Communities Chair), Jack Simmonds (JS) (Postgraduate & Mature Students Chair), Eleanor Radcliffe (ER) (Librarian)

Apologies: Rowan May (RM) (PR Officer)

Absent: Lottie Brand (LB) (Outreach Chair)

Agenda Point	Discussion	Actions and Owners
Preliminary Session		
1. Welcome	SB welcomes all	
2. Meet the Executive Committee	Exec and trustees introduce themselves. Means of communication with trustees is explained. SS, MF, ES, TB, BT, EE, JS, ER leave zoom call.	
3. Update from Principal – Prof Elizabeth Archibald	<ul style="list-style-type: none"> · Arrangements concerning COVID-19 have been difficult, but I know the JCR has been working hard. · Some students have arrived and quarantined. Moving Freshers in will be complicated, and there are issues that we don't have solutions to, much is unclear. · Far fewer have deferred than expected. I fear that due to recent restrictions some UK students won't arrive as expected. The situation concerning the A-level results caused many problems for us. All Freshers will have a room available for them in colleges in some capacity. There may be people who arrive later in the year than expected. · We worry about establishing a community given circumstances, but perhaps the young will be more able to adapt to online communities. The JCR has arranged online 	

	<p>activities, but this is inherently limited. The SCR will organise talks, which will be short, and open to all, just to remind freshers of our wider roles. The Vice-Principal has organised a talk on local heritage, and I will give one on St Cuthbert. Everyone is trying hard, it will be complicated. Formals will not be able to happen due to coronavirus restrictions, and a maximum of 50 people will be allowed in the dining room at any one time. We are doing what we can, but induction and other standard events are inevitable casualties.</p> <ul style="list-style-type: none"> · We need to encourage incoming freshers to follow the rules put out to them. There will be a 3 day curfew on college to prevent asymptomatic carriers spreading the disease, and this will be hard to police. We hope we will return to normality soon, but we have no way to know when that will be. · While restrictions are frustrating, recent alumni events have shown that innovation is possible, and we need to be able to adapt in order to allow incoming freshers to mingle across generations. · Plans for the new building are on hold until next year, but the PVC is keen to make this happen, and has been very positive about Cuth's · I have told the PVC that I am retiring next summer, and the process of finding a replacement is underway. Principal of Mildert is also leaving. There will be student representatives on the committee, likely Cuth's PG&M Chair and Van Mildert JCR President. This process should be underway by January. Candidates do not necessarily have to be full time academics, practical experience is also valid. <p>EA leaves zoom call</p>	
<p>4. Approval of minutes of last meeting June 2020</p>	<p>Minutes pass on a general aye No significant missing action points</p>	<p>20.27 Minutes passed</p>

<p>5. President's Update</p>	<p>SWC</p> <ul style="list-style-type: none"> · Freshers week is the most pressing issue. It would be an understatement to say that planning has been difficult due to changing government advice. I fear both the social side of frepping and the experience of freshers will be hurt by this, and this will have long term knock-on effects for the JCR. · Our Head Frep has been talking to college about restrictions. Planning will be done in the days before it. We have to manage expectations. I hope you understand a lack of certainty. Restrictions have been changing. · The JCR has financed 2 marquees, one for the entirety of Michaelmas Term, one for freshers week. The university contributed £2000 of the £8000 cost.. · We won't be able to offer the same level of support to Freshers, but unsure to what extent this will be. We have bought a MS teams account for Welfare. The University are very risk averse, but I fear that this will lead to freshers wanting to ignore guidance entirely. Offering something in college is important. · On a brighter note, online freshers week has been ok. Engagements has varied, social events have been going well. Freshers fair will be online. Online chat groups are a blessing and a curse. I've stayed out of groupchats, but I fear they will spread misinformation and promote fake events. I have taken steps to combat this, but it's had. · The Website is up, we've been getting levy payments in, and S&S subs are payable online now. · I've met with all members of the exec, all are facing challenges. First exec meeting last night, Various concerns raised. · Changed some elections to method 3, in order to make roles less intimidating in these uncertain times. · Facilities are increasingly difficult – gyms may not be able to be open this term. 2 colleges are sharing a cleaning employee, we cannot do this. The library may open but uncertain. 	
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- Each college are largely following University guidance. As presidents we want further representation on the University Council. I will likely be PresComm chair, so it is worth knowing I could have this extra responsibility.
- Planning ahead will be done on a day by day basis. There will likely be another exec meeting soon.

JD You mentioned an increased Refreshers event, are there more plans on this?

SWC hopefully we will be able to do this, as a sort of Freshers week part 2 with a heightened prep presence. I am willing to do as much as possible, within restrictions

TMF In regard to the household rule, could differing accommodation lead to freshers feeling unlucky.

SWC We aim to make households as big as possible. Some blocks (House 8) will be separate households, this is hard to police but unavoidable. I hope no one feels like they have got a raw deal.

KM Will JCR meetings all be online?

SWC There is no way to organise in person JCR meetings, but we have contingency plans to increase engagement. These are reliant on restrictions being lenient. I am trying to increase visibility to boost engagement in other areas.

SC I have the impression that freps will be underwhelmed by their role. What is the management of freps looking like?

SWC We still have prep week coming this week. Socials however will be more difficult; team socials will have to be online. I agreed with our Head Prep that training sessions being shifted

	<p>meant that prep week will likely be more relaxed. Use time with the team to socialise. Freps must still be allowed in households to some extent, even if it's in a reduced capacity, as long as freshers are open to it. I've had a health and safety training that I found frustrating due to a lack of information and what I saw as disrespect of my role.</p>	
Finance Session		
FCO Quarterly Update	<p>MW I joined in august so wasn't aware of June and July, I've gone through our former FCO's accounts and all is well. Spending is massively down. In terms of August spending, there was very little spending, term hadn't started, and freshers week purchases hadn't yet been made. I made a Book order, which is reimbursed by college, and bought Freshers week wristbands. September spending has been higher, due to Frep and Freshers clothing. There has been some reserve spending.</p> <p>SB Are you feeling on top of things?</p> <p>MW We've moved to Xero for bookkeeping, and we got a discount as we were a charity. I wasn't aware of management accounts spreadsheets until Monday. It's not been too bad.</p>	<p>20.28 MW to provide Sage files to SB for conversion to excel/CSV files.</p>
FCO budget report to date	<p>MW Month by month our spending has been low, large increase in September. Marquees will cost about £8000, 2000 of which will be covered by the University. This can be taken from Cuths' Day and Summer Ball money from last year which went unspent.</p> <p>Approved spending on Marquees.</p> <p>SB Are we expecting a significant drop in levy's due to a lack of in person students</p> <p>MW I am unsure. Initial paying of Levy seems high, so we have reasons to be cautiously optimistic.</p>	<p>20.29 MW to provide finance committee monthly update on levy situation.</p>
FCO Month 1 Finances	Item covered in quarterly update above.	

<p>Investing Reserves</p>	<p>MW I haven't thought too much on this. All in we have about £140,000 across 3 accounts. I don't believe it is working well for us, interest rates are low due to pandemic. I don't know if this is a general trend, it requires further research.</p> <p>SB when our former FCO RJ moved money into better account we encouraged this. I have been asked if we should be looking at investing this money.</p> <p>TFM There is still huge volatility in the market right now due to a lack of certainty in COVID. Some market activity is picking up, but there is a feeling that many stocks are grossly overvalued, and a drop is possible. There is an argument for moving money into the market, but now might not be the time. It depends on our goal – if we want to get a safe plan, our current system is working well. Post pandemic, I think this could be an avenue worth exploring. My personal recommendation is to revisit this question when markets are stable.</p> <p>JD and SC echo this sentiment</p> <p>SC Until the Levy is confirmed, we need a decent amount of reserves</p> <p>Agreed not to invest in the market at this time, but FCO to keep a watching brief for finance committee.</p>	
<p>Living Wage to Sabbatical Officers</p>	<p>SB Prior to appointment of this year's sabbatical officers, we agreed to pay national living wage, and not National minimum wage. We hoped to secure some money from a government scheme, who initially approved it, but later went back on this. As an emergency measure we removed the reduction of the accommodation but left it as national minimum wage. We cut hours back to 35 (same as last years contracts) to make this work out. It works out as a minor increase in wages compared to last year. There has been another question of pension access, unable to give an</p>	<p>20.30 SP to make sure contracts are on the agenda for the relevant meeting, early 2021</p> <p>20.31 SB to email salaries at university to ascertain pension situation.</p>

	<p>answer on this. Hopefully trustees agree with this. Apologies for lateness of contracts issued to MW and SWC</p> <p>SWC I am happy with this, SP can you ensure that this is on the agenda for the relevant meeting? I trust this group of trustees, but I would appreciate us acting professionally on this. I appreciate this is a year of change, but it's an important decision</p> <p>TFM We realised that we could have underpaid people in the past, and it's vital we sort this as early as possible – could tie this in with the start of the new financial year. Aim to get it signed before the summer before the term starts. Issues may arise from University's lack of diligence on raising salaries in line with NLW. We could implement a plan where we remind the University to increase wages to the NLW. It could be added to the charity bylaws.</p> <p>SB FCO could oversee messaging payroll in March. A slight backtrack from original plan, but I hope that SWC and MW are ok with this</p>	
Levy/Income Update	<p>MW Can't be sure of Levy payments until end of October. We are offering instalments this year and advertising it, this scheme seems to work well. Can trustees formally approve the Year End accounts that RJ presented with a couple of months missing?</p> <p>Trustees formally approve.</p> <p>MW Auditors will call on Monday</p> <p>SB as we are no longer using SAGE, we can no longer use our back up file, but a former employee of sage maybe able to open, convert, and return us the file as a .csv if we need it in the future.</p>	
Nominations Session		

<p>Nominations update</p>	<p>KM We have 3 candidates in total. The LinkedIn Advertisements have been the most effective. We did not find anyone with a financial background until this week, when we received one with Amanda. From my understanding we need 2 positions to be filled. We received an application from a lawyer with a broad background. He scored the highest of the 3.</p> <p>The Trustee Board approved Glenn’s appointment. As a panel we decided to offer him a position.</p> <p>KM We also must also fill another role, which we felt should be offered to Chiedza. She has a unique perspective and fresh ideas.</p> <p>The Trustee Board agreed to offer her the second vacancy</p> <p>JD I do struggle to commit time to this. If there is a suitable replacement, I am happy to stand down, but I’m not desperate to get out.</p> <p>KM If you do step down, I would be keen to get someone with a obvious financial background. Amanda could potentially fit this description.</p> <p>JD agreed to remain as trustee until a suitable person with financial experience is recruited</p> <p>SB thanked Nominations as we will now have a full board.</p>	<p>20.32 KM to make contact with Glenn and Chiedza to offer them positions</p>
<p>Update on trustee advertisement</p>	<p>-</p>	

<p>New Trustee on-boarding</p>	<p>SB Charity commission seems to have caught up on appointing people. The charity commission website has been updated, and candidates noted this.</p> <p>SB I propose TFM as chair of finance committee, with KM and JD as members – if JD steps down and is replaced by a financial expert, they will therefore sit on the committee.</p> <p>Approved</p> <p>SB I propose to maintain KM as chair of nominations, members to be SWC, SP and myself</p> <p>Approved</p> <p>SB I propose Communities Committee, SC as chair, members to be JP, SWC, KM</p> <p>Approved</p> <p>SB I propose legal committee, myself, Glen, JP, and SWC</p> <p>Approved</p> <p>TFM I suspect Chiedza may be interested in Communities committee given her experience. Finance Committee will be convened at the next possible juncture this week.</p> <p>KM I plan to wait a couple of weeks and then ask Elizabeth if she has any recommendations on financial trustees.</p>	<p>20.33 MW send invoice for marquee to Finance Committee</p> <p>20.34 KM finalise recruitment for financial committee member</p> <p>20.35 Finance Committee to convene at next possible juncture to discuss Marquee expenditure</p>
<p>Student trustee to committees on-boarding</p>	<p>-</p>	
<p>Legal Session</p>		

Legal Update	<p>SB With regards to risk assessments, following an incident last year SB requested that all societies complete a risk assessment including in relation to COVID-19. Government advice has also been circulated.</p> <p>SWC reported back that some haven't responded, but will ensure that missing ones are completed over summer.</p>	20.36 SWC to maintain communications with society leads to ensure risk assessments are in place.
Governance Session		
Governance Update	SB having made appointments of Trustees we are now up to our correct compliment of 6 external and 4 internal trustees. Finances should be approved by auditors	
Annual Report	<p>SB this was written in part by this year's and last year's sabbatical officers,</p> <p>Trust Board members approved the text of the annual report</p> <p>SB Maddy and I will meet with auditors, and double check if all is perfectly compliant. `</p>	20.37 SB and MW to meet with auditors and combine financial audit with report for Charity Commission publication.
Membership Update	SB We are fully staffed and have agreement to seek out a finance person who will replace JD as our longest surviving trustee	
Update on Charity Commission	Nothing further to report.	
Nominal Membership	SWC This is due to the increased number of distance learners/livers out. Mainly this is for people who aren't in Durham at all. Quite a small amount of people, some of who won't take this up. It's unreasonable to ask those who aren't in Durham to pay the levy, and to block them from online meetings due to a lack of payment. Hopefully, this will be a temporary membership. It would require a vastly lower levy. It is a measure to ensure that they can still be a part of the community. This may include an update of the byelaws. Our JCR chair and FCO are fine with this, it would need to be passed through a JCR meeting. I don't see this being a massive occurrence every year.	20.38 SWC will amend byelaws and circulate them

SB I think this is sensible and commendable. I support this.

SWC We would be spending almost no money on these people, so it's all surplus. Maybe something like FemSoc could be engaged with, but otherwise further engagement wouldn't be possible. People who pay this this year would then pay the standard levy annually, similar to postgrads, and FCO can help with this flexibility.

SP I assume that there will be measures to stop abuse of this.

SWC Potentially we could make it an email option. We can check the name vs the list of livers out. Checking people shouldn't be too hard as we are doing so already due to COVID-19

TFM could we have a hypothetical distance learner who can still come to big events like balls – would you still feel like this is a legitimate use of this levy?

MW there is heavy reliance on levy for Summer Ball and Cuths' Day.

TFM Back in the day Cuth's was the designated college for local/part time students, so we ran into this issue a lot. This year is likely to be an exception, but if Durham becomes more reliant on distance learning, we could face issues here.

SC I agree that people can abuse the system, but the negative of having this option but hiding it away is quite severe, therefore I'm in favour of this and its inclusive nature, and even if 100s of people cheat the system here we can take the hit due to our large reserves.

SWC cheating the system is already possible, but we can clearly show it on the website. I don't see widespread abuse as likely, and the option to pay in instalments helps to prevent abuse of

the system. We can check and this can work. We can't predict future COVID-19 situation, so as long as we review before start of next year. Can we pass this?

SB Yes, but you must also examine byelaws, and present this to trustees.

SWC We could call an extraordinary JCR meeting to pass this

TFM You have contacts for distance learners, could you not inform them of the upcoming change? This is presumably for the people who want the standard experience but can't this year, could we not allow for this for this year then revoke this in the future? It seems unethical to ask people to pay a small fee, it would be charitable to ask them not to pay

SWC Payment allows us to register who has become a member, though we could do an email opt in. The £1 is a barrier to cross, nominal only.

SB In your shoes I'd go ahead and do it, as JCR will not throw this out. I understand the £1. I say we commend that lateral thinking.

SWC I'll talk to the exec so that it has passed some students, and talk to college, then present it to a JCR meeting. Ultimately trustees have final say, so we will be changing standing orders to affirm the decision of trustees

All in agreement with this.

SB Small number of complaints arriving from various committee members, and they have been dealt with. SWC has been told to keep this confirmation confidential. This confidentiality should be included in footers of Trustee emails. Nature of the complaints were firstly about the nominations process (timescales, and opportunities), secondly there was a complaint about

	<p>sexual behaviour of Facebook profile, I cannot remember the 3rd complaint. From a trustee point of view, they were handled correctly and fully. It was not appealed so it did not come to me.</p>	
Strategy Session		
<p>BCP Discussion</p>	<p>SB This concerns how the JCR functions when things go wrong, this started before COVID-19, we must write out what the JCR does, how the trustees manage that, what is essential to ensure that happens, what are potential hazards. It's important to return to this in light of recent events, especially vis-à-vis COVID-19.</p> <p>SWC It covers loss of key staff, I'm worried that a student will die of COVID19, this has to be covered.</p> <p>SB this is about the continuity of the JCR, for example if a sabbatical officer died. Are passwords secured, can the business continue? It's from the point of view of executive officers and trustees. Are people keen to sit down and outline rules?</p> <p>SC Are we talking about an event where a member is incapacitated? It may be helpful to have a generic response to a death. I would be happy to work towards this.</p> <p>SWC I should work with you on this.</p> <p>TFM there are likely templates from other companies who have a Death in service policy. It's overdue, and we should put something together.</p> <p>SWC This is likely due to our close association with college, but we do need to remember we are our own organisation.</p> <p>TFM I think BCP seems incomplete, and some parts are not filled in</p>	<p>20.39 SC and SWC to talk about response to a death and present at the next trustee meeting.</p> <p>20.40 SP and TFM to populate BCP by 20/10/2020, return to trustees by email.</p>

	<p>SB some contact points are unknown, but we can sign document off, and next vice chair can organise finishing this document – it’s already functional, if not perfect, just needs finishing off.</p> <p>TFM I’d propose that we sign it off as the desirable format, but we sign it off properly by a designated date. We must also ensure it is filled in correctly as this is important.</p> <p>SB Can we propose that we get this signed off by the 20th of October? Arbitrary date, but allows us to sort it in time. Appreciate there still may be unknown data, but I can meet with SP in Durham to help.</p> <p>SP Happy to work on this</p> <p>TFM Also happy to work on this as I have experience in this area.</p> <p>SB Can we pass the format and later update it?</p> <p>Trustee Board approved the document, acknowledging that contact details etc. require updating and populating.</p>	
Review Session		
President & FCO Contracts for next year	<p>SB We will put that on the agenda for the January/February meeting. Hopefully no major changes. Make sure we can continue to support on this/ is it entirely necessary.</p>	
Policy Review	<p>SC In regard to safeguarding, it was phrased that we won’t run activity involving young people without explicit trustee approval, but that isn’t the case</p> <p>SWC I believe all JCR programs that involve young people were approved when they commenced</p> <p>SB The rule is that we won’t enter into anything new without consultation.</p>	<p>20.41 SC and KM to construct a vulnerable/at risk adult safeguarding policy.</p> <p>20.42 SC to change the social media policy into a behaviour policy.</p>

	<p>SC We rely heavily on Durham’s reporting mechanisms, but there is an available safeguarding training that president should be mandated to attend. We must also address adults at risk, this could be tabled for another discussion, but we should acknowledge students who are at risk of self-neglect – we should have a policy on this, which could change how welfare and reporting works.</p> <p>SB we have a welfare policy, is this an addition to welfare, safeguarding children, or a different policy entirely</p> <p>SC likely a change to welfare policy, but could be addressed in its own thing.</p> <p>SB I’d suggest that you draft a safeguarding adults policy.</p> <p>KM volunteers to help.</p> <p>SC I suggest some slight changes in wording, and social media policy should potentially just be removed or added to a code of behaviour policy.</p> <p>This is approved</p> <p>TFM There are areas I need to get opinions. Disciplinary actions are out of date, especially the JCR membership ones. Information isn’t clarified, and some are close to a NDA, which could be quite serious if someone has concerns relating to discrimination. This contradicts the JCR whistly blower policy. There are other contradictory points. The biggest issue is note taking, there is no clarity on who should take notes, and where these notes should be kept. Wording and proposed actions are far too vague, and mandates destruction of evidence after 2 weeks. I am astonished that this was ever signed off. Wording is bizarre and regulation is strange, and unenforceable. There is a complete lack of concrete information regarding safeguarding. It’s a real mess, and</p>	<p>20.43 TFM happy to redraft policies in regard to discipline, complaints etc., with the help of JCR members and Glenn.</p> <p>20.44 MW and TFM to review all GDPR related policies. SP to add GDPR policy to the next agenda.</p>
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needs to be rewritten. It could need to be passed by the JCR, or perhaps just the trustees. Complaints order is equally questionable. It is massively open to abuse from those conducting the investigation. We must consider that the documents must be kept for longer than most people stay at Durham and longer than the tenure of trustees, so we need a continuity plan, or could face severe legal ramifications. We need to review storing of personnel information, including records of disciplinary reports. How do we ensure that this information is secure?

SB I think there are a lot of outdated policies out there. Having a format that allows for the safe, secure storage. Trustees shouldn't necessarily write them

SWC I believe this is a trustee matter only as it is policy issue

TFM I believe a lot of these policies were signed off by AK and the former Chair of Trustees, but they are very out of date, having been in force for (at the very least) well over a decade. I can redraft some of these but will require a fair bit of time – we should have JCR input on this, so that we aren't imposing rules from above.

SB We should involve Glenn in this.

SC We don't have a framework to help MW and SWC to do GDPR training, should we do so?

TFM Yes. It is now standard practice. It is frustrating, and questions are condescending, but necessary. We have to be able to say that employees have undergone GDPR training. This could also include other roles. This should be done ASAP.

JD We'd have to understand the scope there. This could potentially include a lot of captains/presidents.

	<p>SC I may be able to source an accessible GDPR training document, which could be adapted to the needs of the JCR</p> <p>TFM I could help with this adaptation. All data protection services should be reimagined. Keep them up to date. If we must store data, we must know where, and where can we securely secure things? Who will then be responsible for the integrity of this information? Trustees must enforce this. An audit could be caused by one complaint from a frustrated student, and could lead to massive fines, and reputational damage.</p> <p>SWC FCO should be able to deal with this. Sports and Societies can't store data</p> <p>SP Last year Freshers fair's data policy was strictly regulated</p> <p>SWC While documents are out of date, as an organisation we aren't so bad. From my understanding RJ was confident we are compliant.</p> <p>MW I, too, am confident that we are GDPR compliant.</p> <p>TFM Splendid. I was not trying to disparage.</p> <p>MW I didn't like the GDPR training, I found it unhelpful</p> <p>TFM If there was a breach in some regard, which can happen to anyone, an audit could then lead to issues if we don't have official policies and sufficient training, leading to a harsh judgements. Consequences could be severe.</p> <p>SB TFM and MW must address this policy wise, KM should also review nominations vis-à-vis this.</p>	
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	<p>KM We currently do not strictly follow our nominations rules, I was intending on keeping contact information of unsuccessful applicants, would I need to contact them in order to store their data</p> <p>SB In the past we have asked candidates if they were willing give their data to other colleges.</p> <p>KM We could have a shared drive with other college trustee boards.</p> <p>SWC I think this exists, created by IndyComm of last year, but I am unsure how far they got with this</p> <p>TFM this could all lead to some GDPR failings, so as a board we should only store names going forward. Encourage an opt-in when applying. This could fall under “legitimate interest”, but we will still need to inform candidates that their information may be stored.</p> <p>KM I should have included more GDPR</p> <p>TFM We should rename Finance committee to finance and compliance committee , makes sense</p> <p>MW approves</p> <p>SB Would matters concerning compliance not better fall under the remit of Legal Committee?</p> <p>TFM There’s nothing to stop us co-opting a legal person to help with this.</p>	
Any Other Business		
Renaming of Finance Committee	<p>TFM formally proposes Finance Committee to be renamed to Finance and Compliance Committee</p> <p>Passed.</p>	20.45 TFM to rename Finance Committee documents.

<p>Process of application for overtime</p>	<p>SWC enquires in application for overtime. The process is unclear, I am happy to do so retrospectively. I'm happy to work over my hours every now and then, but I don't think I'll be able to make this overtime up, I'd be taking weeks and weeks off. I may be asking for some overtime.</p> <p>SB if you envisage working extra hours, you must ask before. Email this to estimate potential extra hours for however many weeks. Estimate approximate extra hours. Applying retrospectively could mean application is rejected. Applying in advance allows us to confirm/make amendments. Email this to me.</p> <p>SWC Hours changing per week could also impact this – my overtime may be greater than Elena's.</p>	<p>20.46 SWC to send email of estimation of overtime</p>
<p>Next Meeting - 5/12/2020</p>	<p>SB Will be likely over zoom again due to COVID restrictions.</p>	
<p>Meeting Adjourned.</p>		