

Full Board Trustee Meeting 07-09-2021

Present: Tom Fletcher-Manuel (TFM) (Chair of Board of Trustees), Ben Thomas (BT) (Vice-Chair), Serge Chapman (SC) (Trustee), Chiedza Mhondoro (CM) (Trustee), Sean Barrett (SB) (Trustee), Keely Brown (KB) (Student Trustee), Alfie Whillis (AW) (JCR President), Isaac Costello (IC) (FCO), Kirstin McCann (KM) (Vice-President), Prof Tammi Walker (TW) (Principal), Jack Simmonds (JS) (PGM Chair), Jade Gavigan (JG) (Senior Welfare), Tom Bowers (TB) (Facilities), Lara Halici (LH) (Communications), Euan Martin (EM) (Chair), Emma Whiley (EW) (Social Chair), China Luckman (CL) (Outreach Chair), Zoe Hiscutt (ZH) (Librarian)

Apologies: Glenn Holmwood (Trustee), Julian Ward (Sports&Socs Chair), Neave Taylor (NT) (Student Trustee)

Absent:

CHARITABLE FULL BOARD MEETING 07.09.2021		
Agenda Point	Discussion	Actions & Owners
Preliminary Session		
1. Welcome	SB officially steps down as chair and hands over to TFM. TFM thanks SB and welcomes all	
2. Meet the Executive Committee	Exec and trustees introduce themselves. Means of communication with trustees is explained. JS, LH, EW, JG, CL, ZH, EM, TB leave zoom call.	
3. Update from Principal – Prof Tammi Walker	TW took over from ES a week ago. We have a lot of guidance for returning to campus and trying to do everything in person. We are getting a marquee for 12 South Bailey to increase space for events. We are sorting out events for the year, coordinating formal themes with Alfie and the exec as we are looking to make some changes. Leading on the new build at Parson, it hit a stall due to liability but it is going ahead now starting September 13th and due to finish in spring - students at parson will be able to use space from then. Developing a new college plan with new vision and mission statement.	
4. Approval of minutes of last	Minutes from the last meeting approved.	

<p>meeting July 2021</p>		
<p>5. President's Update</p>	<p>AW put out a statement last month with no response except for two comments saying it was a good statement. On going concern with COVID; going to affect more than previously thought with lifts needed for events but JCRs are not wanting to be the ones enforcing uni rules but uni is not cooperating. We can't use the back bar, limiting capacity. Matriculation is not happening at the cathedral. Other than that, the anti racism workshop is being run and expanded, and met a lot with the communities committee. Drug policy has been raised with college and SSDP, we should be able to offer better welfare services and information, testing kits still undecided but SSDP supporting with structure - college are keen to work with us on this. The SLA has yet to be signed, not happy with it as I don't think it does very much for us - the uni are impossible to negotiate with. I'm unhappy with them having too much leverage and the composition fee is too low. The license to occupy will be complicated by new building - heard from other colleges they had the same issues. With a new principal and new exec of the alumni association we are looking to improve alumni relations, would like trustees to be involved in this considering a lot of you are alumni. Hatfield has a trust fund for the college as the university is not good at running these things so I would like to use the charity to support this financially.</p> <p>Questions & Comments SB with contracts, if you want trustee input, the sooner we can see them the better for a prompt response.</p> <p>AW I will chase finished companies tomorrow nf get them to you by the end of the week</p> <p>TFM is there any update on the hardwick situation and given the amount is there any merit in us taking legal advice?</p> <p>AW spoke to the head of wider experience durham and he is negotiating with them on our behalf, was a multi-college issue but now it's just us. He hasn't been able to chase them down but thinks he can have a meeting in the next week or two that I will be invited to. He thinks we can get 50% of the 21k max, they aren't budging on 30% currently but I think we could expect 40%. The uni giving us 5k takes our coverage of the exposure to 50/60% so not as huge a loss then - not sure legal action will help considering the vague contract and the reason for the cancellation: we didn't have to cancel but other options were unfair. The leg we have to stand on is reputation damage.</p>	<p>AW: email trustees contracts by end of the week</p> <p>AW: update report with hardwick info</p>

	<p>TFM for michaelmas ball, what are we doing with beamish to avoid a similar situation?</p> <p>AW: Michaelmas is not as far along as it should be, we have locked in a date and negotiated down prices but currently all we have are emails - hoping to get contracts in the next week and will make sure we have covid assurances and send them to the trustees.</p> <p>TFM no money has been wired?</p> <p>AW no we haven't sent any money, things are moving slower this year than they normally do.</p> <p>TFM expenditure of this size needs to be passed by trustees, the finance and compliance committee can approve on behalf of the board. Need to check spending thresholds so it's clear what you can spend and then what you need to the board to approve. You mentioned the back bar being closed - what's the situation with access to toilets?</p> <p>AW it has been categorised as a hallway.</p> <p>CM about the hatfield trust fund - what is it so we can think about your ask?</p> <p>AW Hatfield has the 1863 club and it has a trust, when you join you make a rolling contribution and get perks for donations. The trust is run by the college, alumni and uni people, the JCR then makes applications to the trust asking for funding and the trust falls under the uni fundraising department. Castle has a club which is an independent charity involving principal and ex officio trustees and works similarity with jcr making applications. JW (Vice Principal) said the 1888 club exists but have found nothing on it and I don't believe any money has come from this. I think there is a lot of scope for fundraising beyond the uni as they dont spend wisely. It would be good if we set up our own, potentially in collaboration with college. There is precedent with Castle doing it through a charity and we could follow their structure.</p> <p>SC In relation to the alumni relations, from the uni perspective, their fundraising dep would not be happy with money being taken out of their pockets. Further, if it comes under cuths JCR as a charity it would be bound by our duties as an organisation - I think what we really need to think about is what are your asks of an alumni body that would get them interested in supporting. With beamish, you hopefully have a marquee for freshers</p>	
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	<p>but it could be a backup for michaelmas in the worst case scenario. Around the SLA, is the SLA the same agreement for all independent organisations and what do you mean with license to occupy being complicated?</p> <p>AW Wanting the marquee for the year and hopefully use it for Feast. It's the same for every common room but license to occupy is individual. Most colleges are throwing in the towel as we have no leverage. A lot of the colleges are going independent and for them any agreement is better than the DSO. With the license to occupy, it will be difficult as the new building is not going to be a huge game changer, what it will do is re-jig a few rooms like gyms and exec office. I worry there will be arguments with college over our existing spaces. There has been no discussion on who gets what room and what the licensing laws on the spaces will be as it is connected to the bar. We ran into issues a few years ago with jcr space being licensed so you can drink your own alcohol and then them saying no you cant this is a bar space. We will need a code of conduct with college and they don't think it will be controversial but it previously has been.</p> <p>TFM where college have said they want to exchange space have they given any reasoning?</p> <p>AW they want half of the refounders gym, it's a long room with a natural arch and they want to repartition that room with a college officers room as they do share the welfare office - I am open as we could then have the welfare office solely to us. However, thinking of long term problems with them complaining about the gym being next to their offices. We won't lose house 8 and TW is keen to examine how to use cuths space better and that could give us more.</p> <p>TFM on the JCR licensing point, I'm sure serge will have had the same arguments about this too. The initial reason for the license was so drinks could be taken from the bar and also so people can buy wine from the bar for formals. This is something to negotiate but there would be significant consequences from un-licensing it too.</p>	
Financial Session		
<p>1. FCO quarterly update</p>	<p>IC currently covering last quarter of the last year. In May spending was fairly normal with sports and socs starting back up. In June events spending blew up massively with summer ball, fashion show, and cuths day and that overflowed into July. With June the main issue is the 21k from hardwick missing. We ran a lot of events using fixr for tickets but have not got any money back from them with fashion show, queer the wear,</p>	<p>IC and SR: meet to discuss accounts</p>

	<p>cuths day, ect. They are being incredibly slow with replying and are difficult to contact. It's hard to say how much we are down because of how their platform works and they aren't showing ticket costs - it's unclear how much we are down but I know we are missing money from them. With restrictions easing and then events cancelling the last quarter is erratic in terms of spending.</p> <p>SR is this purely on a cash basis? If you are owed in respect to the last year you should be accounting for money in the year it's due - this links in with where accounts are done on an income expenditure basis or on an accrues and prepayments basis.</p> <p>IC I noticed that we haven't got anything back from fixr and Maddy told me to look into it and now nothing has arrived. As far as I know its income and expenditure for the accounts.</p> <p>SR I think we will need to look over that due to the length of turnover and change as it does not agree with accounting policy for the accounts and I'm happy to help with that.</p> <p>TFM do we need strongly worded letters or calls as I am happy to get on the phone and berate?</p> <p>IC I have logged a complaint with the company but am yet to hear back. I know from MW they are incredibly slow to reply.</p> <p>TFM: Assume we are not using them in the meantime?</p> <p>AW Fixr have a monopoly on ticketing in durham and I will look into alternatives for michaelmas if we haven't heard from them</p> <p>TFM When did you lodge the request?</p> <p>IC Over a week ago</p> <p>TFM Do we have a sense of how much they owe us?</p>	<p>SB: introduce TFM to uni invoice/salary contacts</p> <p>AW: look at alternative ticketing company</p>
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	<p>IC Not right now as these were events Maddy was budgeting and running but it's tens of thousands. Fashion show are pushing me to make the donation from ticket sales but haven't got the money back from fixr. I'll get in contact again.</p> <p>TFM I will see if I can find the CEO on linkedin and send a message.</p> <p>SR Awful that they are keeping money from one charity wanting to give to another charity. Anything thing to mention is the salary line and I know uni are slow about invoicing for salaries but we only have one payment - last got a payment in april - is that for the whole year or? Want to make sure you don't have 16 months salary for 21/22 accounts</p> <p>IC If that is the only line that is the only time they've invoiced us</p> <p>TFM In MW update she had said she had not received invoices from the university. SB please introduce me to your contacts</p> <p>SR We had budgeted for £38,000 and only paid £26,000 so something is definitely missing</p>	
<p>2. FCO budget report to date</p>	<p>IC in terms of spending right now it's mainly been covering expenses from last year like with bands having not yet invoiced us. A large spending has been freshers week spending. We are currently at 12k in the account at the minute but fresher's payments will be coming in and we have easy access to the lloyds account so liquidity isn't a huge concern.</p> <p>TFM We need to make sure the operational and back up accounts are in a comfortable position - we may need to dip into reserves for cash flow purposes and I know that can take some time</p> <p>IC From redwood reserves I know maddy has set up 52k to come in which will come in by 31st of October</p> <p>TFM that alleviates any concerns, if the fixr issue is resolved too then it will be fine</p> <p>KB with fixr, it may be worth contacting wider student experience. A couple groups I'm involved with have had similar issues and I have been using wider student experience to contact them too.</p>	

	<p>TFM If this is a recurring problem it could be worth going to pres comm with this Alfie and then using the power of numbers to threaten to move away from them as a company and change provider.</p> <p>AW I didn't include in the update but the uni are going to replace event durham and the reason we haven't gone with it is the uni will take months to get money back to us, if I can't find an alternative provider we always have that option. Fixr do take a huge chunk of our income too so I am keen to change and will take it to pres comm.</p>	
<p>3. FCO Month 1 Finances</p>	<p>SB: Do we have a complete set of accounts for the year</p> <p>IC I've attached accounts and been in contact with ribchester to get the audit for the year. I looked at what Maddy sent last year so I've done a general ledger, trial balance and the full list of all transactions from Xero and ribchester should be able to access these reports.</p> <p>SB Do you have dates from ribchester?</p> <p>IC I sent what they asked for but haven't got any dates yet.</p> <p>SB Once maddy chased them last year we got things quickly.</p> <p>TFM What's the deadline for the charity commission?</p> <p>SB We have a year, everyone understands we don't have all the documentation for the year end but I like to get it in by December with final reports from the President, FCO and Chair. They have to approve them which takes 2-3 months and we get a final version of accounts from ribchester which we will bring back to the board and then upload.</p> <p>SR legal requirement is 10 months for documents and having ribchester do the accounts could be the reason for the discrepancy between the policies and what we actually do. Could be worth talking to ribchester to find what adjustments they make in preparing the accounts.</p> <p>TFM in your experience, what's the impact of unpaid salaries?</p>	

	<p>SR you just accrue for them and effectively when its paid put it against last years recall rather than this years - an accrue and prepayment basis</p> <p>SB exactly, thats how its been done for the last few years accounts and ribchester are thorough but fair</p> <p>SC just looking at fixr t&cs they say 5 days but can delay payment as long as they like for refund claims</p>	
<p>4. Investing Reserves</p>	<p>IC Our reserves right now, we have £55,560.90 at hampshire, that is interest increase by 560.90 amount</p> <p>TFM what time frame? Money has been there a minimum of 12 months, under two years</p> <p>IC Not sure I will look back. Redwood is £71,046.72</p> <p>TFM With the transfer underway what does that leave us with?</p> <p>IC It was 52 k going to the operational account</p> <p>SR Leaves us with 19k</p> <p>AW Been trying to familiarise myself with policy and strategy documents and I believe our strategy has expired. On the old documents there was talk about investing our reserves and a student trustee had the plan of making thousands of pounds in return, numbers have changed now. This time last year we agreed we wouldn't invest due to the markets. TFM I'm sure you are much more familiar with the markets but it seems we are sitting with 50-70 with little return when we could put it into a diversified tracker fund and there is one specifically for charities. Obviously we should keep some money around but we could put 40 into a fund and make a big return off that instead of losing money to inflation . This is potentially a loss of meny for the chairy. This is a decision we obviously want the trustees heavily involved in.</p> <p>TFM We would have to be heavily involved for sure. There was so much uncertainty this time last year but things are stabilising and most established tracker funds are doing reasonably well. This never rules out a crash but a well diversified portfolio would mitigate that. If we are investing a large sum in order to accrue a larger</p>	<p>IC, SR: look at how much we need in reserves for worse case scenario</p> <p>AW and IC: spending plan, thinking about levies and reserves</p> <p>BT: draft strategy doc</p>

	<p>sum, as a charity we have to ask to what end? How is this compatible with our objectives, our aim is to spend our money and increasing our reserves is frowned upon on the charity commission.</p> <p>AW We had the largest amount of reserves and our levies were highest of comparable JCRs when it was reported in a Palatinate article.</p> <p>TFM What we should be asking is, yes we do what to keep the reserves for a rainy day, but we need to decide how much we want and how accessible we want it, then what we invest in if we are going to invest at all, then what we do with this extra money sloshing about. I feel strongly that we have places where this money can be spent for the JCR.</p> <p>SB: What is important is that the trustees have a strategy for how money is spent to enhance student experience. RJ made a plan to spend on gym equipment. Without covid I'm sure MW would have spent as well. But we have to make sure we have a plan to spend sensibly but we always have a healthy reserve. I think it shouldn't be higher than our annual turnover. Before RJ plan our reserves were higher than yearly turnover. We need to keep in mind those two things but I'm not adverse to investing.</p> <p>TFM My view is to wait until we have the fixr situation resolved. What is the picture with levy payments?</p> <p>IC We are ahead of where we were at last year, currently got 55, expecting about 300 more.</p> <p>TFM Looking at around another 50k then. AW AND IC go away and consider what are your spending plans in an ideal world - where can the jcr benefit for additional expenditure. Once you guys decide we can then approve if it's in line with charitable aims. Following a year where expenditure would've been much higher than it was, you have some money to play with which should be spent to benefit the members.</p> <p>AW On what we want to spend on, RJ tried his best but it proves to be a persistent problem, we never run out. We have so much that spending on day to day things falls so easily in the budget that we don't have to dip into reserves. A lot of the long term plans seem too big that they are far outside of our financial means. We have a weird middle ground with too much and too little at the same time. So I guess it's what we all need to think about. But we could set a very long term aim and work towards that. Currently no one can think of what to buy.</p>	
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	<p>TFM I remember RJ saying the same, we don't want to dictate but if you want advice we have been missing a sports car</p> <p>SC Are we potentially collecting too much money? I appreciate you guys have paid your full levy and we are talking about a discount but considering the palatinate article, it is something for the student body to consider.</p> <p>AW It's a good point but over what period of time are we reducing levies, ideally over a long time but if the money pot runs dry there's the potential issue of having to potentially raise them significantly in one year.</p> <p>IC With levies in terms of accessibility we could do targets so people who need it get a discount instead of a blanket discount.</p> <ul style="list-style-type: none">• TFM What springs to mind is people coming to cuths who have struggled to buy university supplies, we could have a fund for those who come to uni in hardship. We have avoided it recently as I know the JCR has felt uncomfortable looking into student finances. It was done before and not touched. We could make frequent charity donations but then it raises the question of if we are donating to others why are we paying so much. We could consider library pay rises. <p>KB Talking about grants and targeted reduced levies, there's a lot of recent research that students who need it feel uncomfortable coming forward asking for hardship funds but targeted levy reductions would be good.</p> <p>TFM Are there areas of cuths life that are more accessible to some than others - i remember rowing particularly being quite inaccessible due to high upfront cost. A lot to go away and think about. Is there any objection to investing?</p> <p>No objections</p> <p>AW: Previous strategy was written 2018-19 by SWC but can I suggest BT takes the lead on writing a new trustee strategy</p> <p>SB: Should be a jcr strategy that is then run by the trustees, we aren't here to write it and take lead but more to just approve. Would be useful to look back and think about what went well, what missed the mark, what would</p>	
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	<p>be good but wasn't brought on. COuld be an annual thing but in favour of something new with inclusivity being a focus both financially and considering how we truly become an inclusive organisation.</p> <p>TFM Using the word strategy, it gets banged about a lot but we need to be clear what we mean by it. I'd start with a vision - what do you want the ultimate direction of travel, inclusivity is an obvious one; creating a truly inclusive organisation could be the overall vision and a few more things. From the vision we need to work out how we get there and that's the strategy.. Things that change day to day are the tactics that achieve the strategy but that last document did not do this. The big question is what we want cuths to look like, how do we get there and then consider the day to day changes. We also need to consider how long we want the strategy to last as we all have a finite time on this board. How are we going to implement and keep accountability for the strategy?</p> <p>AW We have the stipulation that anything brought to the jcr get brought back every 3 years - but 3 years is not long enough for a lot of plans but 10 years there wouldn't be any trustees or students about</p> <p>TFM 5 years is not bad, in 3 years you could have a jcr with drastically different views. 3 years is good as the average lifecycle of an undergrad at cuths. Nothing wrong with keeping the same vision as before but different strategic points but I think we had 3 years so there was someone in the student body who remembered.</p>	
<p>5. Sabbatical Officers Salaries</p>	<p>AW We will cover it in the payroll discussion</p> <p>TFM If im not wrong this is making sure standing orders are kept up to date</p> <p>AW Motion I have written is in the agenda but I want to check I have accurately reflected trustee views before I take it to a jcr meeting</p> <p>SB We asked for the living wage - accommodation cost and this tidies that up. Other trustees have to agree as AW you are materially affected by what is proposed and both you and IC can't vote in the jcr meeting.</p> <p>TFM Student trustees for proposer and seconder for better optics?</p> <p>AW The reason for this situation is RJ and EM not doing a motion and now there is such a disconnect.</p> <p>BT I'm happy to propose</p>	

	<p>TFM This just formalises what we have agreed, in the event we were discussing a change to your salaries in a board meeting you two would need to recuse yourself but this is just formalising what we have previously agreed.</p>	
Nominations Session		
<p>1. Nominations Update</p>	<p>TFM We have updated most recent details</p> <p>SB Only three not all four</p> <p>KB Have forwarded the fourth to TFM</p> <p>TFM Will forward to SB</p> <p>SB You are now chair so it falls to you. Have others received emails from the commission?</p> <p>KB, BT, AW Yes</p> <p>TFM No</p> <p>SB I got an email to say you should now be contacted - I believe it may be your personal email account</p> <p>TFM I will add the last details in the next few days. Alfie when we spoke you expressed concern of a front loaded committee - 5 joining in a year. We need to make sure we are confident in our continuity, we lost quite a few in a short space of time</p> <p>AW My knowledge of trustee bylaws is not extensive enough, others have ideas but we should space out the leaving of trustees to minimise damage to the board.</p> <p>SB It's a consistent problem of knowing there are people who know how things run and continue without work getting lost in succession. You can change any terms that you think would allow us to do that. You can ask people to stay on longer than their term but we could second someone to a board if someone leaves abruptly - could be finance or legal that you need support but you can second someone and change your rules to allow for that.</p>	<p>TFM: update commission</p> <p>KM, BT, AW: review bylaws for trustee terms</p>

	<p>AW Hate to use strategy again but we should think about this now so we aren't left without a board.</p> <p>SC You could do it by drawing straws but ultimately it falls to the nominations committee.</p> <p>TFM We do have a fair amount of flexibility and we need to utilise that. The big problem has been leaving due to personal issues and those things are difficult to account for. Assuming those who are currently will remain for a full term, when we come to the end of the terms - we need to ask who would be willing to stay an extra year and work it out that way. It is worth us stress testing the bylaws and making sure the flexibility is there.</p> <p>AW The bylaws are unclear for your terms as chair</p> <p>TFM Im never leaving</p> <p>AW Do we have an agreement now</p> <p>SC Could change, it says one year currently</p> <p>TFM KM you know a lot about this, with BT and AW look into them and bring it to the next meeting and then we vote - not comfortable saying now how long.</p> <p>SB When we update we will need to update the commission.</p>	
<p>2. On-boarding of student trustees to committees</p>	<p>TFM Who have we lost and who do we need to replace?</p> <p>BT All the previous student trustees</p> <p>TFM Do we know who was on what committee previously?</p> <p>KM Nominations committee was previously myself, SP, SWC, and SB. Legal was SWC, JP, SB, and GH. Finance and compliance was myself, TFM, SR and MW was invited. Communities committee has all student trustees on it. Ideally you want two student trustees on each committee I think.</p> <p>TFM I propose KB as nominations chair and myself, BT, and AW as members.</p>	<p>SC: send out yearly invite</p>

	<p>Approved</p> <p>TFM I propose BT and NT to join the legal committee.</p> <p>Approved</p> <p>TFM I propose KB to join the finance and compliance committee and myself as interim chair.</p> <p>Approved</p> <p>TFM I propose KB, BT, NT, and AW to join the communities committee.</p> <p>Approved</p> <p>TFM AW you can join any meetings but voting in legal and finance would be inappropriate. These committees can change through the year.</p> <p>CM Is the plan for each committee to meet twice per term</p> <p>TFM Depends on the committee, makes sense for communities to meet regularly but it's not formally mandated I believe.</p> <p>SC Communities committee is mandating itself to meet twice a term. Think in the bylaws it says once a term. Will send out yearly invites.</p>	
Legal Session		
1. Legal Update	AW SLA is not in the position to be reviewed. Will need a legal committee meeting in the next month	
Governance Session		

1. Governance Update	AW Nothing other than SLA, will circulate most recent version	AW: circulate most recent sla
2. Annual Report		
3. Membership Update	As previously discussed	
4. Update on Charity Commission	As previously discussed	
Strategy Session		
1. BCP Strategy	<p>AW Current document is workable but not fit for purpose, more broad. Priorities in the plan are not right, we need to make sure we can function in the event we have lost all our files or something like that rather than so welfare focused. We need to distinguish between critical and core functions, governance and finance are critical. Not sure the core functions are relevant in the plan at all. Would like to do re write from bottom up</p> <p>TFM All charities require a continuity plan that has to follow a structure but part is waffles. Part is potentially my waffle. We need to strip back to what is critical vc core and then go from there. BCP is what happens if we don't have welfare then what happens, no welfare or who takes the reins - can't plan for every eventuality but as many as possible.</p> <p>AW This plan relies on the fact me and IC are doing our jobs, if something happened to IC tomorrow I don't know what I'd do. I couldn't get into the accounts or know anything of what IC does and we would be screwed. We need plans for eventualities in case of these type things, more specifics and situations.</p> <p>CM With handover notes, they should be more processes based and less situational - are the handover notes comprehensive enough?</p> <p>TFM Maybe a handbook for your roles so then the next one president and fco will have something really quite comprehensive explaining processes</p>	<p>CM, AW: go back over bcp</p> <p>AW, IC: look into google password</p> <p>AW: look into handovers - a regular update system</p>

	<p>AW current handover notes are like that for my role</p> <p>IC A lot more of the functional stuff could be explained in the handover, knowing what tax codes, the specific finance and accounting stuff could be better covered.</p> <p>SC I think you build up a bank of handover notes from previous years, don't know if each time its a completely new doc, but it looks like you have the materials to build a handbook though.</p> <p>AW The one I got was from EM with SWC annotations and add-ins. We could keep a user and password account to keep all these things in case of an eventuality.</p> <p>KB Google password can be used for this</p> <p>CM For the handovers it could be an ongoing action to update them through the year</p> <p>AW Back to BCP I would like to overhaul and then link other documents that go along with this that are more situational</p>	
Review Session		
<p>1. President & FCO contracts for next year</p>	<p>TFM This has been done contracts are all signed</p>	<p>BT: put on agenda for march</p>
<p>2. Constitution Review</p>	<p>SC BT and I have overseen it as part of policy review and I will take responsibility for sending the next ones that need to be reviewed. May just be the constitution and bylaws that have been reviewed. All it involved was changing some gender specific language, besides from that all fine. In the bylaws there were a few about tying reference where bylaws linked to constitutions, a formatting issue, communities committee meeting and change of wording for nominations from mandating even gender balance to over all diversity, how vice chair and chair get nominated; changed so it reflects the current situation and so vice chair is in durham.</p> <p>TFM Any changes to the constitution needs to be approved by jcr?</p> <p>SC no as trustee board if we vote that accounts for the constitutional vote needed but update the commission</p>	<p>SC: send out constitution</p>

<p>3. Charity Bylaws Review</p>	<p>Covered above</p>	
<p>4. Policy Review: a. Volunteer Management b. Complaints c. Paying Staff d. Bribery e. Code of Behaviour</p>	<p>SC The volunteer management I looked at last year, TFM looked at two last year. Code of behaviour was looked at by SWC and I. Bribery just has a cover sheet and I will write this policy</p>	<p>SC: write bribery policy</p>
<p>5. Social Media Training</p>	<p>TFM We made the commitment that we would also have diversity and inclusion training - any findings?</p> <p>IC no findings within the university and i was a bit overwhelmed last meeting</p> <p>TFM I think this fits in the mandate of the community committee and on ICalone is unfair. I think we need to do this fairly early given term is starting soon</p> <p>IC In regards to social media training we think a more robust social media policy would be better</p> <p>AW Looking at social media training it is not really what we think you had in mind at the last meeting, it's more important to improve the policy</p> <p>TFM Lets review the policy and make anyone who uses the social media sign the policy and then we will do the diversity and inclusion training</p> <p>KB I am happy to help out with this</p> <p>AW The sooner the better as I want to make specific reference to policies in code of conduct to sports and socs when they sign it and then there can be no argument</p> <p>TFM Assume you still have induction and make it clear by signing they will read the policy docs and are formally bound by them.</p>	<p>KB: review social media policy within the month</p> <p>SC, KB: look into diversity and inclusion</p> <p>SC, AW: discuss unconscious bias training</p>

	<p>AW We used to have unconscious bias training, none of us have had it but it was difficult to get and i could look into it</p> <p>SC I provide unconscious bias training and could help with this if you think it would be useful</p>	
AOB		
<p>1. AOB:</p> <p>a) Our own payroll system</p> <p>b) Email Signatures</p>	<p>TFM This is a bigger discussion but I have brought it up before, don't remember outcome but it seems that we are always chasing the uni</p> <p>IC When me and alfie received our first wage we were overpaid</p> <p>TFM Precisely this type of thing and its playing havoc with our accounts, we always tell them what to pay and they get it wrong since we changed from paying president by cheque. We should explore the cost to the jcr what having a separate payroll provider is to then not go through uni, only benefit is it free</p> <p>AW It is not free anymore, now we would pay no more than £500</p> <p>TFM We need to decide if it's worth the price to get more clarity of how much we are paying our sabbs, i am in favour</p> <p>AW Just depends on how much</p> <p>IC How do we claim as a jcr what we've been overpaid</p> <p>TFM They should account for it but once I have SB contacts i will chase this.</p> <p>AW For email signatures - can we all put our pronouns into the signatures and I do want to standardise them</p>	<p>AW: find out how much we are charged by uni for payroll</p> <p>TFM: work with aw and ic to find payroll provider</p> <p>AW: email trustees about signatures</p>
<p>2. Next Meeting – 4/12/2021</p>		

