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The Cambridge Union Society
9A Bridge Street
Cambridge, CB2 1UB
Email: secretary@cus.org

Cambridge Union Society Standing Committee Minutes

Dining Room, Cambridge Union Society
08:15, Monday 5th October 2015

In the Chair

Oliver Mosley PRESIDENT (OM)

Present

William Fitzalan Howard VICE PRESIDENT (WFH)
Fred Vincent EXECUTIVE OFFICER (FV)
Sachin Parathalingam SPEAKERS' OFFICER (SP)
Charlotte Ivers TREASURER (CI)
Asia Lambert SOCIAL EVENTS OFFICER (AOL)
James Hutt PRESIDENT-ELECT (JH)
Joshua Ellis SPEAKERS OFFICER-ELECT (JE)
Charlotte Petter TREASURER-ELECT (CP)
Ash Nandi SOCIAL EVENTS OFFICER-ELECT (AN)
Muhammad Asadullah Khan DEBATING OFFICER (MAK)
James Riseley DEBATING OFFICER (JR)

In Attendance

Page Nyame-Satterthwaite SECRETARY (*taking minutes*) (PN)
Joe Burman CUSEL REPRESENTATIVE (Events Manager) (JB1)
Oliver Yeates HOEM (OY)
Leyla Gumusdis DEPUTY HOEM (LG)
Louise Bratchie SGL SPEAKERS (LB)
Nadia O'Shaughnessy SGL SPEAKERS (NO)
Sarah Sheard SGL DEBATES (SS)
Katherine Dunbar SGL DEBATES (KD)
Florian Kressyig HEAD OF AV (FK)
Alison Devlin DME (AD)
Matteo Violet-Vianello HEAD OF PRESS (MV)
Timothy Adelani HEAD OF PRESS (TA)
Jack Lewy HEAD OF PUBLICITY (JL1)
Christ Williamson CHIEF PHOTOGRAPHER (CW)
Jack Lewis MEMBERSHIP OFFICER (JL2)
Helen Dallas WOMEN'S OFFICER (HD)
Till Schoefer ACCESS OFFICER (TS)

Meeting opened at 08:15

1) Welcome(OM)

- a) Thank you to everyone in attendance-this is the regular meeting time unless it changes
***(n.b. following this meeting, Full Committee meeting time changed to Tuesdays at 8:15am)**
- b) Minutes approved by VMOs
- c) Publicity
 - This is the worst week for publicity, as we are in the initial stages of term and everyone has to be told everything at once
 - Publicity team doing a really good job-thank you
 - Publicity team and OM drawing up a schedule so that committee members will not need to publicise every single event
 - As part of this you will no longer have to share events on your timeline



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- Events are allocated to people rather than everyone publicising every event-this is more effective, especially as this term there are many days with several events
- 2) **This week**
- a) **Open week**(which ends midnight Wednesday 14th October)
- First week of term so everyone will be testing out their respective roles
 - A good week of speakers and debates
- b) **Emily Maitlis(SP)**
- ***Monday 5th October, 7:30pm**
 - ***Main issue is turnout**, as publicity was only initiated yesterday(Sunday 4th with the release of the termcard) so many unaware that it is happening
 - ***SP asks that committee members invite everyone they can and post in their college groups at 2pm**
 - This year open week is significantly shorter so non-members have access to three speaker events before open week closes so important that they are aware of the three events
 - Turnout for this event also important as first event of term and good to set a precedent that there is strong attendance
 - Committee members please try to attend too, bring friends and thank you to those who have already said they are coming
 - Logistics:
 - Emily Maitlis arriving by train (leaving 5:44pm, arriving 6:34pm) and Nadia dealing with transport via taxi (arriving at Union, around 6:45pm)
 - Drinks in Mountbatten room, signing speakers' book and may take press questions depending on response
 - SP says to TA and MV the Tab and TCS have requested to send interviewers, Varsity may send an interviewer
 - Leaving by 9:15pm, without dinner but will take questions in the dining room after the event
 - OM stresses that publicity for this event is an exception to the rest of term, which will be more regular and organised in the schedule.
- c) **Debating workshops(JR/MAK)**
- JR: Event being made-idea of numbers important for working out free pizza
 - Those giving their time will be allocated to attendees at different levels
 - ***Recruitment is very important as there is a competition this weekend(Saturday 10th) to which we send freshers, the UCL President's Cup and usually 3-4 teams entered**
 - ***Emphasise the useful transferable skills of public speaking in reference to the workshops**
 - MAK: Very important that we recruit strongly, especially from freshers, as last year fresher debating intake was relatively poor
 - **We need a lot of people to get involved, especially so we can convene three tournaments(which contributes to maintaining our charitable status)**
 - As JR addressed, share these workshops as helping **public speaking, giving transferable skills, building confidence-not intimidating.**
- d) **Oxbridge debate=THB Oxbridge is a Finish School for the Privileged, Thursday 8th at 7:30pm(FV)**
- first debate of term and logistics are mostly sorted
 - There is a list of those with taxis(although SS does not have exact times for three about station pick up, FV and SS to clarify this by end of the day)
 - OM notes that SS and SGL speakers should be aware that the office will be doing more hotel bookings, hospitality and management.



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- Both SGLs and office will be using the event planner-***keep it up to date and keep in touch with the office about keeping it updated***
 - FV notes that this is the first debate, expect it to be busy and a good showcase for the Union, so be positive and enjoy it
 - Three trustees attending and guests from CQC, based upstairs, so be welcoming
 - **AOL post-debate entertainment is Azeem Ward playing in the bar, around 9:15pm and a good preview for this Sunday(11th), Azeem & Friends event**
 - Really important that people attend to make it worthwhile
 - OM notes wine policy post-debate-**wine is on offer, but it is only intended for those who have helped out** with the event
- e) **Josh Radnor(SP)**
- This week is quieter than usual for speaker events-usually 3 per week
 - Good turnout expected-full chamber
 - Starting Facebook event after the Oxbridge debate event
 - Logistics:
 - awaiting flight details, expected by end of the day
 - after receiving this information, LB will update everyone about logistics
 - we are handling all transport (between station, hotel, Union building and dinner-AOL and LB going to dinner)
 - event at 7pm
 - *JB1 asks that this information is emailed to him, which SP agrees to do**
- f) **Women's public speaking workshop(HD)**
- HD says making online event today(5th) or tomorrow(6th), SP requests tomorrow(6th) due to Emily Maitlis publicity and HD agrees
 - OM notes that there will be a schedule for publicity today on this
 - OM checks that committee members know how to make events from the Union's Facebook page(go to Union Facebook page and create event there)
 - HD thanks everyone who has offered to help out and if you can come and want to help, no debating experience is needed(structured teaching and 1 hour long)
 - MAK adds even if you have no debating experience, it is helpful to show faces to promote a friendly and inclusive atmosphere, dispelling myths about Cambridge debating.
 - OM clarifies that self-defining women only are invited, HD confirms, although men could steward if they want to and FV confirms that female stewards for women's workshop has been coordinate in the past and fine to do this again.
- g) **Azeem Ward & Friends(Sunday 11th, 6:30pm) in collaboration with St John's JCR(OM)**
- Mainly John's freshers attending
 - Need to find out if stewards will be needed, AOL has not heard any information about this
 - Committee members could help out and come for free, if you are available
- h) **Consent forum, 7pm(HD)**
- Very good speakers
 - High standard of discussion expected
 - Logistics:
 - Transport for speakers via car (as several coming from the same part of London), although it may change to train, which would be preferable
 - Running in the Chamber
 - OM notes the clash with CUSU women's squash and HD confirms that she is planning to attend squash afterwards and will indicate that this is possible on the event



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-OM notes that the CUSU women's officer was pleased with this term's events, in terms of the Union's efforts to address women's issues so well done to the team (especially HD) for work to continue to improve work in this important area

2) Termcard distribution(JL1)

a) Today's schedule

- JL1 checked that everyone knows what they are doing from spreadsheet(taking a box to a college or via taxi delivery)
- Responsibility that once you get there(if in taxi) you do correct handover
- Boxes in the Chamber with college name or signifier on boxes, with list of members
- Also distributing turf flyers(5000) to go in pigeon holes as part of contractual obligation and in reciprocation 10 committee members per event get free entry to turf events
- OM notes also poster space in Cindies and covering taxi costs in return
- JL1 notes SC do not have to wait until 9:30am, can distribute straight after SC if already here
- CI notes obligations to sponsors in contracts, who are vital for running our events and would like **evidence of termcard delivery**(Everyone is welcome to do this, but in the interests of not taking up everyone's time **OM, PN, HD, NO, KD, LG and CP specifically requested to send pictures to CI**)

3) Freshers' fairs(OM/JL2)

a) CUSU Freshers' Fair(OM)

- OM discusses CUSU freshers' fair, staffed by the elected team, as committee members have already been asked to run stalls at college fairs. However, you are still welcome to come along to help if you can, but not required.
- **Stash should arrive in the office today(5th)** and you should get double the amount paid for due to printing issue with first delivery-you can wear this at freshers' fair stall
- Runs Tuesday(6th) and Wednesday(7th), 10am-5pm at Kelsey Kerridge)-aim is to give out merchandise and sell membership

b) College fairs(JL2)

- See the sharepoint timetable for allocated college fair
- ***Take a laptop for excel sign up(using online spreadsheet if possible, which should be emailed to JL2, Jack Lewis Head of Membership, after the fair)**
- There are signs and shirts in the office to take, OM notes that above the items to take there is a list of exactly what to take
- OM also notes that ***there is a lot to carry so both people on the stall should arrange to meet at the Union to carry it to and from the stall**
- ***Please bring items back afterwards(especially as only 6 spare shirts)**

4) Open week publicity(JL1)

a) Sharing events

- Invite people to Facebook events to make it an online focal point
- If freshers ask about societies to get involved with, do **discuss the Union**
- They do want to know about it and it is better for people to hear from those who are members about what membership is realistically like, than non-members

5) Dinner preferences(FV and SP)

- ***FV asks that you please fill out the form if you haven't already-if you don't you will not be able to go**
- ***SP notes difference between allocation for debate dinners and speaker dinners:**
- Everyone can attend at least one debate dinner(as per requests on the preference form), with speaker dinners it is allocated based on contribution to invitation writing-if you don't get a speaker dinner it is simply because it is based on this and only so many people can be accommodated.



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6) Stewarding(OY)

- ***Fire training-please complete, following link already posted and send OY screenshot**
- Sign up for stewarding on the event planner, which has been circulated
- OM asks if anyone in the meeting can commit to stewarding the Emily Maitlis event and encourages committee members to sign up to steward in general
- The benefits include free wine, SS notes that this is also available if you GLA and both roles are vital for running events
- LG notes that there are no stewards signed up yet for Emily Maitlis
- OY there will be an email going to members about stewarding this week and there is also a Facebook group.

7) Tuesday's social(WFH)

- a) Please indicate if attending on the event
 - Make WFH aware of serious allergies
 - There will be various options

JL2 leaves at 08:46(for DoS meeting)

8) AOB

a) Site development

- OM notes that over the coming years the Union is planning to go through major site development
- The plan is with the council, waiting for permission and feedback
- ***If you want to know more, ask OM**

b) Union's governance structure

- The Cambridge Union is a charity and a company(CUSEL), a subsidiary of which JB1 is in charge that runs the bar, conferencing events and other operations
- This means the staff work with us, but not necessarily for us **so *please be welcoming, kind and respectful towards us-remember terms of the code of conduct**
- OM notes that this means they could threaten to sue you, so whilst what is being asked is common courtesy, consider your behaviour towards staff seriously.

c) New bar manager starting in a week's time

d) ***Everyone must have signed the new NDAs and Codes of Conduct(see WFH for copies, if you did not receive these at meeting of Saturday 3rd)***

e) Michaelmas Vacation Committee expenses

- ***Please submit all expenses by this Sunday(11th) to CI**
- CI needs to know the amount and if not told by the Sunday deadline you cannot be reimbursed
- **CI clarifies that this is for Michaelmas planning, expenses for Lent term planning Vaccomm are allocated in the Lent budget**
- JH requests that Lent term expense claims are given to him-he will make sure they are identified appropriately and processed

Meeting closed at 08:52

❖ **Next Standing Committee is Tuesday 13th October 2015, 8:15am in Dining Room**