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Page Nyame-Satterthwaite
 Secretary, Michaelmas 2015
 The Cambridge Union Society
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Cambridge Union Society Standing Committee Minutes

Dining Room, Cambridge Union Society

17:00, Saturday 3rd 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)

Asia Lambert SOCIAL EVENTS OFFICER (AOL)

Katherine Reggler EXECUTIVE OFFICER-ELECT (KR)

Joshua Ellis SPEAKERS OFFICER-ELECT (JE)

In Attendance

Page Nyame-Satterthwaite SECRETARY (*taking minutes*) (PN)

Joe Burman CUSEL REPRESENTATIVE(EVENT MANAGER) (JB1)

Oliver Yeates HOEM (OY)

Daniel Chouchena HOEM (DC)

Leyla Gumusdis DEPUTY HOEM (LG)

Louise Bratchie SGL SPEAKERS (LB)

Katherine Dunbar SGL DEBATES (KD)

Florian Kressyig Head of AV (FK)

Matteo Violet-Vianello HEAD OF PRESS (MV)

Timothy Adelani HEAD OF PRESS (TA)

Allan Hennessy DEPUTY HEAD OF PRESS (AH)

Jack Lewy HEAD OF PUBLICITY (JL1)

Rainy Wongprasert DIVERSITY OFFICER (RW)

Meeting opened at 17:00

1) Welcome from the President(OM)

a) The Term Ahead

- Termcards being released tomorrow(4/10/15) to the press at 10am, publicity drive from 12pm, do not disclose details until then
- Excellent initial press response to the termcard
- To clarify, the event on 26th October(Yanis Varoufakis), which had details released early by Marshall Society, is in collaboration with the Marshall Society and Union hosting the event
- Note that the stewarding timetable cannot be released until termcard is released, so events next week at risk of being understaffed

***ALL SC members please sign up to help when the event planner is sent out.**

b) Social Media

- Tomorrow(4/10/15) is biggest publicity push-with release of termcard
- *please share the termcard along with positive press responses**



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- JL1 organising termcard distribution and publicity drive-please support him and do what you've been allocated
- Use of Facebook*try to use Facebook page sparingly and **send anything that is relevant to your role via email**

c) This week

- Monday(5th)-Emily Maitlis, 7:30pm
- Wednesday(7th)-Debating workshop, 7:30pm
- Thursday(8th)-THB Oxbridge is a Finishing School for the Privileged Debate, 7:30pm with Azeem Ward as entertainment afterwards.
- Friday(9th)=Josh Radnor, 7pm and Women's public speaking workshop
- Weekend=Azeem & friends
- Monday(12th)=Consent forum, 7pm
- Tuesday(13th)=Heather Mills, 7pm
=3 speakers, 1 debate, 2 workshops, 1 forum in 'open week'
- Note 'open week' closes on Wednesday 14th(earlier than previous years), at around the time of freshers' ball ticket release(to be processed online)

d) Freshers' Ball 2015

- Freshers ball next Saturday
- AOL organising this and will discuss(see below)

e) Union IT

- Please direct any IT and sharepoint questions to OM
- Read the sharepoint guide and *make sure you are on sharepoint*
- **Put email account for your role on your phone**(instructions for this also on Facebook page, ask OM if any queries)
- Deputies should know the password for account, Heads must tell them this.

f) Other points:

- OM congratulates everyone on their appointment
-SC is smaller than previous years-more efficient set up
-it is going to be a busy term and all your work is very much appreciated

g) AOL reports on Freshers Ball

- Saturday 17th October, morning set up from 9am
- All SC expected to help (unless you have already contacted AOL to let her know otherwise) and there will be staffing rota
- Really good work from AOL organising this-OM notes that this is a significantly larger event than previous years

2) Press(MV)

- Remember any statement you make can be taken as representing the Union
- If someone approaches you to discuss the Union(including speakers and events), please direct them to TA and MV(Tim and Matteo-Heads of Press)
- Do not reveal details of the termcard until 10am release on 4/10/15

a) Remember article sharing along with termcard publicity

b) Confidentiality(OM)

- New NDAs (Non Disclosure Agreements) to sign



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- New Volunteer agreement to sign (recognising SC are volunteers)
- Code of conduct to sign (recognising Union is professional environment, treat everyone with respect, see the code for details)
- WFH is keeping a record of those who have/have not signed

***note to those not in attendance today-you can get copies of these from WFH to sign**

3) **Publicity(JL1)**

a) **Termcard sharing(Sunday 4th)**

- Very important for membership
- Everyone has been allocated termcards to distribute, also post on freshers groups(on Monday)
- Monday(5th)=termcard distribution day
 you must be at the Union to collect termcards or outside your allocated plodge at around 10am-any questions ask JL1(Jack Lewy-Head of Publicity)
- termcards go into pigeon holes using alphabetical lists(except for Downing)
- Question: do we need photographs for sponsors?
- OM has spoken to every Head Porter so if any issues refer to Head Porter
- OM notes that Alex Eadie has stepped down from position as Head of Publicity-she has our thanks and best wishes
- So JL1 is temporarily the solo head of publicity -please support as much as possible

4) **HOEM update(OY)**

- a) Stewarding information will go out via email
- As noted before, SC particularly needed as stewards for open week
 - OM-Event planner is in one sheet (so SGL/AV/Steward/Press info all there and Heads of Department to input who is in charge for events)
 - DC and OM note that we should promote stewarding-stewards are vital
 - *everyone on SC needs to be fire trained in order to steward, OY has put link for this on committee group
 - The event planner will be shared after today's meeting

5) **AOB**

- **OM notes arrival of new staff**, please introduce yourselves
 - Nathan is the new Senior Technician-started last week, his job is to assist with students on AV, not to run it alone
 - Jody is the new Bar and Café Manager who will begin after the freshers' ball
 - until then the bar is understaffed, so please be kind to all staff, especially bar staff
- **SP updates on Monday's speaker event**
 - first event of term is Emily Maitlis, Monday 5th at 7:30pm
 - please attend, share and invite others

❖ Next Standing Committee is Monday 5th October 2015, 8:15am in Dining Room.

Meeting closed at 17:24