



Jasmine Cavalla
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UCS Easter 2023 Meeting Minutes

Godwin Room, Clare College Old Court

2.30pm, 28/05/2023

A record of the UCS Meeting Minutes

Attendees: Jasmine, Luca, Emma, Barakah, Sophie, Dan, Rose, Molly, Ed, Lucas, Sally*

Chair: Emma

Minute-taker: Jasmine

Updates from last meeting's action points

- *Sally - reach out to previous roles regarding handovers for those who haven't already received them.*
Sally and Emma has chased everyone up regarding handovers, still some that need to be sorted
- *Luca - transfer people's UCS bios written on slack to the UCS website.*
Luca has done this; should also add photos
- *Mia and Nell - add image descriptions to the UCS bios.*
Completed
- *Mia and Nell - will create a format for sharing minutes every week*
- *Emma - Create an open google doc for people to suggest discussion topics for an open meeting/raise issues*
This has been done! Under the name 'google forms' on the shared drive
- *Haley - contact the previous BME officers and Libby regarding the status of the BME open day*
Previous BME officers will get back to Haley post exams
- *Emma - send UCS statement of support re College of Sanctuary to Master and Development Office*
Toby Wilkinson will take on the project within Clare
- *Luca - update the mailing lists*
This has been done (yay), but still a few people missing (around 40)
- *Mia and Nell - make a UCS tiktok, remove the current UCS story highlights and archive posts that are no longer relevant on the UCS instagram*
Unsure about the tiktok, have done the instagram
- *Everyone - send in things they have done in their roles this week to the social media reps for a 'name and fame'*
Make sure to complete this!

Finance committee update



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Barakah attended the meeting, there is going to be an increase by 17% in buttry and formal hall prices (e.g. from £10.20->£12), we're still apparently cheap compared to other colleges though

The website is very out of date with formal prices

Out of term rent is increasing, however will stay the same if it's for academic reasons

Barakah (and Jackie) has been able to stop college increasing the price of replacing lost camcards

Barakah now has the UCS bank account and budget for each society; we won't need approval for reasonable expenses as long as UCS are in agreement; Fred Parker should be consulted for more expensive purchases

Library Committee Update

Library is going to purchase some more laptop stands due to requests from students.

Discussed microwave in LCR, still seems unfeasible but looking into alternatives as the need has been recognised.

Possibility of group study spaces was discussed and the suggestion of allowing students to book supervision rooms was very well received, hopefully we will see development of this for next term.

Removal of screens in FML: librarians are happy for them to be removed if the students wish, will be done outside of term time so that there is not a noticeable shift mid-exams.

Patrick should go back and continue to (very nicely) push regarding the fire test results for the microwave

Any other college committee updates?

No college committee updates!

Feedback from Emma's meeting with Jackie T

Discussed the tutor system.

Emma discussed with Jackie T regarding tutor meetings; there won't be any mandatory meetings, however tutors will be encouraged to hold group 'welfare' events a few times a year, and to send out personalised check-in emails rather than generic ones to the whole tutor group.

BOGOF food campaign

Update from Molly. Is there anything else that needs sorting?

BOGOF is an initiative to improve food donations (a competition between Oxford and Cambridge colleges)



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SU will sort most things (including the van to take food donations), all that needs to be done by Clare is a tally every two days

Molly spoke to Ellie (MCR equivalent) regarding extending it to postgrad accommodation - Ellie is keen!

Molly asked about storage options in Castle Court and for someone to help with tallying; a spreadsheet will be made for this so people living in Castle Court can help and get involved Molly will source cardboard boxes as well

Funding

What funds are available for pre-existing funds e.g. Gender Expression?

Need to think about/make clear what other funds we have available.

Currently done on an ad-hoc case by case basis

UCS should do research over summer to clarify the status of different funds available in

Clare for the fresher's guide (should make the UCS fresher's guide short and not too overwhelming)

Discussions about the funds themselves; can potentially be adjusted throughout the year if necessary

Handover with Old Committee

Potential for a post-exam old JCR/new JCR picnic, or some other event

Flora should email Lee about potentially booking a formal hall for the event?

Enhancement Scheme

Removed from discussion as Keren/Lily are absent

Sports Day

Is Sports Day going to happen?

Probably won't happen this year because Oxford have awful scheduling and no May week

Office Hours

Do we want to introduce office hours?

Discussion about UCS members having informal 'office hours'; could potentially book out the gatehouse for this, particularly for welfare based officers

Will probably start during Michaelmas term 2023 (because exams and stuff)

Welfare

112 (unique) welfare responses, Ed and Rose will order the necessary welfare treats; Sally will distribute them to Castle Court people



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Ed and Rose will talk to sex fairy regarding their role and getting sexual health supplies to Castle Court

AOB

Reminder about Heads of Department lunch mingle on 2nd June. 12:30 in Cellars.

Talk to the MCR committee about the new committee

Clare Goes Green are in discussions to (potentially) get compost/food waste bins across all college sites

Summary of action points

- Luca should add photos to the UCS bios that have been uploaded onto the UCS website
- UCS should continue to discuss clarification around funds over summer to be put in the incoming fresher's guide
- Flora should email Lee regarding potentially booking a formal hall for a post-exam old/new JCR crossover event
- Ed and Rose will talk to the sex fairy regarding their role and where to get sexual health supplies (along with transporting them to Castle Court)
- Molly will make a spreadsheet for people to sign up to help with Castle Court food collection

Meeting adjourned