



RCSA Open Meeting Minutes  
2pm, 15th October 2017, JCR



Agenda

1. Apologies for absence or lateness

Laura Prince, Ed Butler-Caddle, Mihai Truta, Sneha Barai, Amelie Haerberlin.

2. Announcement of the presence and purpose of guests

N/A

3. Approval of the presence and speaking rights of guests

N/A

4. Approval of the order of the agenda

- Motion G moved forward to the beginning of the meeting.
- Motion B moved to the next open meeting

5. Reading by the secretary on request by any member, amendment if necessary and approval of the minutes of any previous Open Meeting not yet accepted by an Open Meeting.

N/A

6. Matters Arising from the minutes

N/A

7. Committee Reports and Resolutions

Rhys Goodall (RG): The UL car park can be used for parking again next freshers week. Not sure yet whether we will be able to use it at the beginning of lent and easter term as well.

8. Questions to the Committee

N/A

9. Extraordinary Motions

10. Ordinary Motions

- a) Sewing Machine
- b) Cut Sheet Plotter Printer
- c) Football Funding
- d) Purchasing a Camera Base

- e) Purchasing a Lens
- f) Robinson Medical Society
- g) Student Access to the Crausaz Wordsworth Building

### Ordinary Motions

#### **G) Student access to the Crausaz Wordsworth Building (CWB)**

RCSA Notes:

1. The CWB is part of college
2. It is difficult to access as a member of college
3. Societies have been rejected/prevented from booking or using the building

RCSA Believes:

1. It would be great for societies and teaching to be able to use this building
2. It should not come at the cost of individuals

RCSA Resolves:

1. To support individual members of college and college societies in booking rooms in the CWB.
2. To mandate the RCSA President to mention that at present it is difficult for students and academics to use the CWB in his next meeting with Bill Nolan
3. To mandate the RCSA President to investigate and report on, with documentation, the college's policy for student bookings of the CWB

Proposed By: Lizzie Palmer

Seconded By: Lottie Howson

#### **FOR:**

Lizzie Palmer (LP): At the moment it is very difficult for students to access the Crausaz Wordsworth building even though it is advertised as being for the use of students. FemSoc have tried to book it and have been unable to do so. We want to resolve that - we believe that the RCSA should make a statement that we want to use it and should be able to use it. I would also like to amend the motion (friendly amendment).

RCSA resolves should state:

- 1) To support individual members of college and college societies in booking rooms in the CWB

- 2) To mandate the RCSA President to restate that at present it is difficult for students and academics to use the CWB in the next meeting with the Senior Tutor
- 3) To seek written policy from the college about the use of the CWB
- 4) To mandate the RCSA to campaign on student use of the CWB as part of its policy
- 5) To campaign to allow student societies regular access to the CWB
- 6) To request use of the CWB for the annual budget meeting

**AGAINST: N/A**

**QUESTIONS:**

Mark Driver: Perhaps we should also add about speaking to Nick Milne or Alexei about it.

RG: I speak to Nick about it quite regularly.

Mark Driver: Friendly Amendment Change resolves 2, to state “To mandate the RCSA mandate the RCSA President to restate that at present it is difficult for students and academics to use the CWB in the next meeting with the Senior Tutor and Steward”.

LP: Thats fine

**VOTE**

**For: 25**

**Against: 0**

**Abstentions: 0**

*This motion passes.*

## **A) Sewing Machine**

RCSA Notes:

1. That a sewing machine would be really helpful for repairing/making clothing
2. That the proposer would be happy to give training sessions to people wishing to use the sewing machine for the first time.

RCSA Believes:

1. That a sewing machine would be really helpful for repairing/making clothing.
2. That a sewing machine would be a useful aspect of welfare activities such as craft/art sessions.
3. That a sewing machine could also be used for making/mending pieces of costume used in Brickhouse productions.

RCSA Resolves:

1. That a sewing machine is bought using the RCSA reserves budget. The proposer has found one online (a Singer Sample 3223 Machine), which would cost £130 including accessories.

Proposed By : Rebecca Guthrie

Seconded By: Matt Kite

### **FOR:**

Matt Kite (MK): We'd like to buy a sewing machine because it is a good resource to have. Lots of college societies could use it including Brickhouse and Femsoc. Furthermore, they're not particularly expensive and can last for decades. Becky Guthrie has also agreed to train anyone that wants to use it.

**AGAINST: N/A**

**QUESTIONS:**

RG: Friendly Amendment: To change resolves 1, so that it states "that a sewing machine is bought using the open meeting budget", as we have £1000 left in that budget.

MK: Thats fine.

### **VOTE**

**For: 25**

**Against: 0**

**Abstentions: 0**

*This motion passes.*

## **B) Cut Sheet Plotter Printer**

RCSA Notes:

1. Architects at Robinson need printing facilities within college. The only available printers for portfolio work (the main component of the course) are at the faculty department.
2. While this in itself is not a issue, the fact that all three years of roughly 130 people use the faculty printers in the week lead-up to portfolio deadlines has meant every year students have to either be selective of what they are able to print due to a large waiting list or reconfigure work so that they avoid using large format printers (a workaround that becomes less viable as the course progresses).

RCSA Believes:

1. Money in the reserves could be put towards a cut-sheet plotter printer that would ensure all architects are able to fully print out their portfolio work without having to cut corners and compromise the quality of their work.
2. The printer would not only benefit architects. Several groups including the ENTS team in college have asked architects to use printers in the faculty to produce posters and banners to promote events in college. By having the printer in college, all societies and college groups would be welcome to print any A1/A2/13 sized documents/posters/banners.
3. Negotiations could be made with the IT department in terms of installing the printer and paying for the ink throughout the academic year.

RCSA Resolves:

1. To take £658.80 from the reserves to purchase a HP DesignJet T120 24 Printer.
2. To take £196.80 from the reserves to purchase ink for the printer. Discussions could be made with the IT department to see if they could cover any costs.

Proposed By : Michael Croghan

Seconded By : Penny Brearley

**FOR:**

RG: This motion has been deferred until the next open meeting.

**AGAINST: N/A**

**QUESTIONS:**

**C) Football Funding**

RCSA Notes:

1. That the three teams are entitled to new kits this season.
2. That league fees, referees, equipment, and laundry all need to be paid for.

RCSA Believes:

1. That it isn't the responsibility of the players to pay for these things.

RCSA Resolves:

1. To transfer £1500 from the reserves into the different sections of the football budget - refs, laundry, kit, equipment and league fees.

Proposed By: Stefan Thomson

Seconded By: Oliver Friend

## **QUESTIONS:**

MD: Can this wait until the budget meeting.

RG: If you don't need the money until November it would be better to wait.

MD: Does their budget have any money left Will?

Will Birch (WB): Yes, £250.

Stefan Thomson: We need £800 for new kits.

WB: It would be best to wait until the budget meeting.

MD: It wouldn't be appropriate to use the Reserves budget as that budget is for long term things, where as new kit is needed every few years.

Lizzie Palmer (LP) : Is it a financial difficulty for anyone if this waits for 2 weeks? Will you be to wait until then?

ST: Yes.

RG: Will is going to send out the guidelines for applying for money from the budget meeting, and the college will probably give you all the money as you haven't had new kit in a while.

## **D) Purchasing A Camera Base**

RCSA Notes:

1. That the photography society owns a go pro and a Fuji FinePix HS50 EXR. Both these products are good for certain limited uses but cannot be upgraded.
2. That the photography society has not run any competitions this year and has not spent any of its budgets.

RCSA Believes:

1. That purchasing a camera base and separate lenses is the best way to ensure that the needs of all students interested in different types of photography are met.
2. That the RCSA will get best value for money in purchasing a second hand entry level professional camera such as a cannon EOS 70D (£440) as opposed to a new camera.

RCSA Resolves:

1. The 70D was released in 2013 and replaced by the 80D in February of this year. Despite a better sensor on the 80D the 70D is still arguably better in many regards (weatherproofing, more shots per charge)
2. To reallocate £150 from Prints, £100 from Projects and £100 from Prizes for competitions to equipment to allow for the purchase of a new camera base.

Proposed By: Rhys Goodall

Seconded By: Ed Butler-Caddle

## **FOR:**

RG: Last year, the photography society didn't spend all their budget so I bought a new camera with the budget. However, the budget is split up into different categories. To pay for the camera I need to put all of this money into one pot which is what this motion does.

**AGAINST: N/A**

**QUESTIONS:N/A**

**VOTE**

**For: 25**

**Against: 0**

**Abstentions: 0**

*This motion passes.*

**E) Purchasing A Camera Lens**

RCSA Notes:

1. That the photography society provides the camera used to take photographs at bops.

RCSA Believes:

1. That purchasing a lens specifically tuned for low light portrait photography would produce better bop photos and so such a lens would be beneficial for the photography society to own.

RCSA Resolves:

1. To allocate a further £31 from the open meeting budget to the photography society equipment budget to allow for the purchase of a Canon EF 40mm F/2.8 STM EF Lens (£91).

Proposed By: Rhys Goodall

Seconded By: Ed Butler-Caddle

**FOR:**

RG: To go with a new camera base I bought a new lens so we can take photos in the dark at Bops. I spent £531 so I need £31 from the open meeting budget.

**AGAINST: N/A**

**QUESTIONS:N/A**

**VOTE**

**For: 25**

**Against: 0**

**Abstentions: 0**

*This motion passes.*

## **F) Robinson Medical Society**

### RCSA Notes:

1. There is not a formal Medical Society in Robinson College, and we are an exception given most colleges of our size have a formally established society.
2. It will provide extra-curricular insight in Medicine with the principal event being the invitation of distinguished speakers to Robinson College accompanied by a formal dinner, likely to be on the Tuesday Formal.
3. To promote the interests of Robinson Medical Society and to maximise numbers attending talks by distinguished speakers, the events shall be open to all members of the University.
4. The talks by distinguished speakers have been already been confirmed and set out in the society term card.

### RCSA Believes:

1. The costs of the society shall be limited to light snacks and refreshments for the events hosted in Robinson College, as well as the formal dinner for the speaker.
2. On principle, the society believes that the speaker should be well-treated, as their talk will be entirely voluntary and done on good faith. Consequently, the society believes their visit to Robinson College should reflect their good sentiment.
3. The society does not request RCSA funding to provide the formal dinners for students themselves.

### RCSA Resolves:

1. To establish 'Robinson Medical Society' as a recognised society by the RCSA, binding by its own constitution (available on request) and also the society in turn will agree to be bound by the Constitution and Policy of the RCSA.
2. Permit an annual budget, to be confirmed in the budget meeting.

Proposed By: Rahul Herlekar

Seconded By: Monty Matson

### **FOR:**

Rahul Herlekar (RH): There is currently no formal MedSoc in Robinson so we want to form one with a proper constitution. The idea would be to invite speakers 3 or 4 times a year and any budget would be to cover travel costs.

**AGAINST: N/A**

**QUESTIONS: N/A**

MD: I have some friendly amendments to your constitution. Firstly the constitution should be amended to allow all members of the college to be members, not just medics and vetmeds otherwise you will not be eligible for RCSA funding.

RH: I'm fine with that amendment.

MD: If you have your own bank account, which this seems to propose, you would need your own senior treasurer for the society.

WB: The boat club have a separate bank account because they're spending a lot of money, if you're only anticipating spending a few hundred pounds per year it would be easier to just send me your receipts. It is up to you but it is easier if you're not handling a lot of money.

LP: Would you be claiming a lot of money.

RH: No, it would be fine not to have a bank account.

RG: If you need a bank account in the future you can just amend your constitution come back to an open meeting and ask us to approve the change.

RH: But the current changes don't require us to come to another open meeting? We would only come back if we needed a bank account?

LP: That is correct. Do you accept the Friendly Amendment ?

RH: Yes

LP: Anymore Amendments Mark?

MD: Yes I have a few. Including voting for the committee through a single transferrable vote system.

LP: Are those things you could discuss at a later date?

MD: Yes

## **VOTE**

**For: 25**

**Against: 0**

**Abstentions: 0**

*This motion passes.*

## Appendix

### **1. The Constitution of the Robinson Medical Society (to be amended)**

#### 1. Name

1.1. The name of the society shall be 'Robinson Medical Society'.

#### 2. Membership and subscriptions:

2.1. All medical and veterinary students of Robinson College shall be Full Members of the Society.

2.2. The Committee, with agreement of the President, may invite any supporter of the society to become an Honorary Member.

2.3. No subscription or minimum payment is required for membership of the society.

2.4. All Members agree to be bound by the constitution of the RCSA.

#### 3 Definitions

3.1. In this constitution, unless stated explicitly otherwise,

- i) AGM shall refer to the Annual General Meeting which takes place at the end of Easter term.
- ii) EGM shall mean an Extraordinary General Meeting, which may take place at the discretion of the Committee throughout the year.
- iii) A Member may be both Full Member and Honorary Members as per 2.1 and 2.2.
- iv) The limitations of Honorary Members are such that they may not stand for election to officer roles, nor may they vote in elections for such roles.

#### 4 Composition and Election of Committee

4.1. The following shall be officers of the committee:

- i) President
- ii) Secretary
- iii) Treasurer
- iv) Ents

4.2. iv) as above may be co-opted positions at discretion of the leaving Committee at the AGM.

4.3. The President has the right to permit, for any period, non-voting additional members of the Committee. They may include but is not limited to

- i) First year representative(s)
- ii) Clinical school representative(s).

4.4. Responsibilities for the running of the Society shall be divided up by the Committee.

4.5. Nominations for officer positions shall be presented to an officer of the Committee.

4.6. The nominations for elected positions shall be received no less than 24 hours before the AGM.

4.7. In the case of unfilled positions, the responsibilities of the vacant role shall be split between Members of the Committee.

4.8. Voting will be done from midnight of the day on the AGM and during the AGM, either via email or attendance in the AGM.

4.9. In the event of a tie the Committee may have

- i) The role split as outlined in 4.2.
- ii) A re-vote in the case of more than two nominations for the position, with the nomination with the fewest votes excluded for the second round.
- iii) The position decided by majority vote of the Committee, and in the rare event of another tie, the President.

4.10. Leaving Committee Members will remain in their posts after the election until midnight on 31st July. The new Committee is effective from 1st August onwards only. It is the responsibility of individual officers to ensure there is a smooth transition during the change of Committee.

#### 5 Finance

5.1.

- i)
- ii)

College

iii) Other sources and sponsors

5.2. The financial year shall be kept from August 1st until July 31st.

5.3. It shall be the duty of the Treasurer to keep accurate details of decisions, correspondences, accounts and all expenditure by the Society, which may be inspected by the Committee at any time.

The Society shall be funded by

Robinson College Students' Association

Director(s) of Studies and Funds Allocated by the Senior Treasurer of Robinson

5.4. All Society-related expenditure is under the authority of the Treasurer.

5.5. The Society shall maintain an Activities Account and as per 5.4., the signatories shall be the Treasurer and President. Subject to Review Following RCSA Meetings 2017

5.6. All income and funds raised by any lawful project undertaken by the Society shall be paid into the Activities Account. Subject to Review Following RCSA Meetings 2017

5.7. The Treasurer, after consultation with the Committee, is responsible for preparing the budget proposal, to be submitted to the RCSA each year.

6 Meetings

6.1. An Annual General Meeting of the Society shall be held once every year at the end of Easter Term.

6.2. Reasonable Notice of the AGM to all Members must be given.

6.3. An EGM may be convened on one of the following grounds:

i) A formal request made by Members of the Society.

ii) Request by any Committee Member.

6.4. Ordinary Motions may be brought forward by any Member of the Society and must be submitted at least 24 hours before the posted date of the General Meeting.

6.5. Emergency Motions may be brought forward by any Member of the Society to be handled in a General Meeting.

6.6. The substance of an emergency motion must have arisen less than twenty-four hours before the beginning of the meeting or be of such importance that it cannot reasonably be deferred until the next meeting.

6.7. Attendance of all Members is permitted at all General Meetings.

6.8. It is the responsibility of the President to convene meetings. It is their discretion to permit a meeting in their absence.

7 Constitution

7.1. Amendment of the constitution can only occur via a majority vote of Committee members at the Annual General Meeting or an Extraordinary General Meeting.

7.2. A copy of the constitution is kept by the Secretary and is available to view by any Member of the Society upon request.

7.3. It is the responsibility of the President to ensure the constitution is adhered to in all Society events and meetings.

8 Affiliation

8.1. The Society has no affiliation with any other society (other than the RCSA) or national body, unless decided by the President.

Appendix: Aims and Objectives

- To create a coherent and existent Medsoc which has a significant presence within college and university life for both undergraduates and graduates. Given the relatively small size of Robinson, events should be open to other colleges and subjects under the brand of 'Robinson MedSoc' to ensure a well-sized audience.
- To ensure each year has a progressively increasing amount of responsibility so that the society remains sustainable in the long term. This means first years should be involved a small amount, 2nd years increasing and 3rd years fully involved to ensure easy and smooth transitioning between the years.
- To regularly meet and record meetings for future reference.
- To organise academically stimulating events throughout the year, with well-defined dates in advance.
- To create and consolidate academic support for all stages of MB BChir
- To provide an informative platform for incoming freshers with easily accessible information and advice.
- To meet at the end of exam term to decide the new committee, assign roles and help establish goals for the forthcoming summer and subsequent year.
- To fully involve senior members of the college. This is important as they are likely to have contacts which will make organisation of speeches/events significantly easier to arrange.