

Meeting held on 12th June 2016 • Minutes of Meeting

Minutes of meeting held at the Swan and Castle, Castle Street, Oxford at 12pm on Sunday 12th June 2016.

Summary of Action Points

- Alex H to update the Standing Orders in accordance with item 1.
- Alex H to make a flowchart outlining the complaints procedure.
- Kalina to update the Inclusivity Policy in accordance with item 3.
- Lily to contact the bank to update the signatories.
- Alex H to organise a distance Fanfic event.
- Sophie to make enquires with Waterstones about donations from their *Cursed Child* display.

Present

Lily Miles (President), Alex McCormick (Treasurer), Rob Selth (Secretary), Kalina Naidoo (IT Officer), Cathy Wormald (PR Officer), Alex Homer, Sophie Jaquet Bennett, Brigitte Stenhouse, Jabberwocky Topp-Mugglestone.

Also in attendance

Ali, Kira, Mathilda, Shristi.

Apologies for absence

Nevin Nirsimloo (*Quibbler* Editor)

Matters arising

There were no matters arising.

General business

Rob delegated the role of Secretary, in respect of the taking of minutes, to Alex H.

1. Changes to Standing Orders

Alex H noted that the Standing Orders, as currently worded, imply that, when reserved business is being discussed, those whose confidentiality is being protected are not entitled to attend the meeting.

Alex H proposed to add to standing order XII, after “is being discussed”, the words “ (except, as determined by the Exec, any individual to whom the business being discussed is directly related”. Lily seconded the motion, and a vote was held.

Result: the motion was **unanimously passed**. **Action: Alex H to update the Standing Orders.**

It was noted that the Cloud internet worked on Cathy’s phone despite not working on Alex’s laptop.

2. Adoption of a complaints procedure

Brigitte outlined the proposed complaints procedure (included in Appendix A), and proposed that it be adopted as policy by the Society. Lily seconded the motion, and a vote was held.

Result: the motion was **unanimously passed**. **Action: Alex H to make a flowchart describing the policy.**

Sophie pointed out that the sticker on the Facebook group reacting to the proposed policy was intended to represent happy tears, and not in fact crying with laughter.

3. Changes to Inclusivity Policy

Alex H noted that the Inclusivity Policy promised “strictest confidence”, which was now not guaranteed by the complaints procedure. Alex M proposed that the final sentence be replaced by “If it is deemed necessary to discuss the issue with the Committee or Executive Committee, you will be contacted first, and all reasonable efforts will be made to maintain confidentiality.”. Alex H seconded the motion, and a vote was held.

Result: the motion was **unanimously passed**. **Action: Kalina to update the Inclusivity Policy.**

4. End-of-term meal

Rob checked that all arrangements were in place for the final meal. Alex H asked that it not be described as the “final meal”. Lily noted that twelve people had signed up.

5. Changes to committee

Alex M resigned as Treasurer (with effect from the end of the meeting). Kalina Naidoo proposed herself as Treasurer, and volunteered as Tribute. Lily seconded her nomination, and a vote was held.

Result: Kalina was **unanimously elected**. Kalina would therefore adopt the office of Treasurer at the end of the meeting.

Rob resigned as Secretary (with effect from the end of the meeting). Alex Homer proposed himself as Secretary. Lily seconded his nomination, and a vote was held.

Result: Alex was **unanimously elected**. Alex would therefore adopt the office of Secretary at the end of the meeting.

6. Changes to signatories

Lily proposed that the signatories on the account be updated to herself and Kalina. Kalina seconded the motion, and a vote was held.

Result: the motion was **unanimously passed**. **Action: Lily to contact the bank.**

7. Any other business

Distance Fanfic

Alex proposed that a Fanfic event, in the usual format, be held at a distance over the summer. This was agreed. **Action: Alex to organise.**

Waterstones Cursed Child display

Sophie noted that Waterstones has a display relating to the *Cursed Child* book, with artefacts that they may be willing to donate to us. It was agreed that we would make enquires. **Action: Sophie to make enquiries.**

Leaving gifts

Lily presented a box of Lindor and a box of Milk Tray to Alex M and Rob as thanks for their service. Everyone “awww”ed.

Rob said it had been a pleasure being Secretary. Alex M said Lily had been a wonderful President, and the other members had been a wonderful Committee. Rob said we had all been great. There was much applause.

Cathy was sad. Alex said that he wanted a gavel.

There being no further business, the meeting was closed.

Appendix A

Proposed complaints procedure

When a complaint is received:

- The member of the committee with whom the complaint is raised (who shall henceforth be known as the Point of Contact) should listen but ask no leading questions. If they do not wish to be the Point of Contact the complainant should be referred to the President. If this is not appropriate, they should be referred to the Vice-President. The Point of Contact should make it clear they will inform the exec committee that a complaint has been made, however will maintain anonymity as far as possible unless express permission given otherwise. (At the discretion of the Point of Contact, information will be passed on to the applicable Senior Tutor and/or police. The complainant must be made aware that you are to do this. It is standard safeguarding.)
- The Point of Contact shall alert the exec committee a complaint has been made. If the complaint requires procedural change see track A. If not, see track B.
- Should the Point of Contact no longer wish to fulfil the duties outlined in this document once the complaint has been brought to the exec, then the President shall become the Point of Contact.

Track A

- Person with whom the complainant made initial contact must discuss with complainant options. For procedural change, the issue must be discussed in a committee meeting. This discussion shall not take place without express permission from the complainant.
- If such permission is not given, we shall refer the complainant to the Senior Member.
- If such permission is given the complaint should be brought to the next committee meeting, not more than two weeks of full term later. The item in question should preserve anonymity as far as possible and be held under reserved business, unless express permission given otherwise.
- It shall be made clear that the complainant is able to attend the committee meeting if they so choose, including the item in question even if held under reserved business. They should be made aware that by being present for the item, if held under reserved business, will be implicitly waiving their anonymity.
- The outcome of the meeting will be communicated to the complainant by the Point of Contact as soon as possible, and no more than one week later.
- If the complainant is not satisfied by the outcome, they should be referred to the Senior Member.

Track B

Track B(i): The complaint is not regarding a specific individual(s) in connection with the society

- The Exec shall discuss the complaint no more than two weeks of full term after it is brought to their attention.
- The Point of Contact shall communicate the outcome to the complainant no more than one week later.
- If the complainant is not satisfied they will be given the option of raising the complaint at a committee meeting following the same procedure as that outlined in Track A; if they do not wish to take this option they will be referred to the senior member.
- If the complainant is not satisfied by the outcome of the subsequent committee meeting, they should be referred to the Senior Member.

Track B(ii): The complaint is regarding a specific individual(s) in connection with the society

- The Point of Contact will make it clear that the committee is unable to take direct action against specific individual(s) without consulting the senior member.
- The Point of Contact shall alert the exec that the next email to be sent to the full mailing list should include a reminder about the inclusivity policy, and a link to a copy of the aforementioned policy. With

explicit permission of the complainant, the email may include a reference to a specific section of the inclusivity policy.

- The exec shall alert the Senior Member that a complaint has been made, but without specific details.
- The Point of Contact should refer the complainant to welfare contact at their college/university if applicable.
- Encourage complainant to contact senior member.