

ASCR Committee Meeting
Tuesday 20th March 2012, 11.30 am
Housman Room

MINUTES

Present: Peter Cadley (Convenor), Bob Allan, Bob Barber, Martin Butcher, Ruth Dar, Roger Flower, Diana Manuel, Julie Rolls, Richard Simons (Hon. Secretary), Jane Spender (Manager)

Apologies: John Brodholt, Steve Miller, Frank Penter (Treasurer), Talvinder Sihra, David Smith

1. Welcome and apologies for absence. All were welcomed, and apologies for absence were as noted above.

2. Minutes of the last meeting. The Minutes of the last meeting were approved as a true record, and signed. It was agreed to restart the signing of the Minutes; Jane would arrange for Roland, Steve and Bob to sign all Minutes hitherto unsigned. **Action: Jane**

3. Catering

Jane and Bertrand continued regular meetings on the Chartwells service provision in the Housman Room. Chartwells was well into the process of training the team of staff for the Housman Room, and had identified a possible supervisor. Out-of use equipment had been removed from the cold room, four stillages had been bought and the real-ale provider had finally agreed to send an advance electronic 2-month catalogue, all of which theoretically would result in the uninterrupted provision of the ASCR beers of choice. **Action: Jane**

4. World Olympian Association

The WOA had recently asked to have use of the Housman Room from 9.00 am on Wednesday 25th July, a day earlier than the Committee had originally offered. This was agreed, and the ASCR's move to the Garden Room would take place in the afternoon of Tuesday 24th July. However, Jane had been told by Dan Martin (Development) that the WOA had yet to make a firm booking of their arrangements with UCL. Dan would keep her updated. **Action: Jane**

5. Constitution revisions

Following the decisions of the AGM to amend and update the ASCR Constitution, Richard, Martin and Jane had met, and had made the specific changes agreed by the AGM, and updated the rest of the wording as agreed. They had one additional proposal, to introduce a clause establishing that the AGM would normally be held each year on the third Wednesday in November, a day they expected to clash with neither Reading Week nor school half-term; the use of the word 'normally' would allow for the AGM to be held on a different day if necessary. This proposal was agreed, pending formal agreement by the 2012 AGM, which would be convened on that day. **Action: Jane**

6. The UCL Masterplan and staff facilities questionnaire results

David had told Jane that the staff facilities questionnaire results were being held until the results of a similar questionnaire for students had been analysed; the intention was to consider the two together and to circulate the results jointly. It was agreed that Richard should chase the Staff Facilities Working Group, which had met only once (on 3rd June 2011), for further information. **Action: Richard**

It was reported from the recent Academic Board meeting that thought was being given to the ASCR, but that the Masterplan focus had moved to the current discussions between UCL and Newham Council on the proposed Stratford campus. A decision expected in June. Meanwhile, a number of Masterplan projects had been approved for action on the Bloomsbury site.

The Committee felt that any Stratford campus would need a staff common room and that now was the time for the ASCR to make representations on such provision. It was also pointed out that the ASCR's stake in catering provision at UCL must not be forgotten, and that this could be factored into Masterplan developments. **Action: Richard, Frank, Jane**

7. Furniture

Investigation of an additional round or refectory table to accommodate larger groups would be in hand shortly, as would establishing the possibility of re-covering the four wing-chairs. Jane had arranged to meet Tony Haestier (JPA) about these and about arrangements to buy two additional Lexington easy chairs from Multiyork through JPA. **Action: Jane**

8. Revised room layout

Bob Allan had undertaken to oversee the possibilities. The current central arrangement of the sofas had led to both crowding elsewhere and some underused space, for example the walkway on the Stanley Spencer side. He felt there were three options: (i) to break up the central area a bit, while keeping some similar configuration, to reduce bunching outside it; (ii) to revert to the former arrangement of sofas beneath the Stanley Spencers; (iii) to have a sofa arrangement by the fireplace. How people moved through room needed to be considered, as did the positioning of electric sockets in relation to tables and the option of moving the magazine stands elsewhere in the room.

It was agreed that the PowerPoint plan of the Housman Room furniture would be sent to the Committee, as an aid to thinking, and that once suggestions had been gathered a sub-committee should meet one weekend to try different ideas out on the ground. **Action: Bob A., Jane, all**

9. Housman Room mugs

Following complaints about the coarseness of the Costa coffee cups in the bar, it had been established that Costa did not require their cups to be used with their coffee and it was provisionally agreed to replace these with china similar to the coffee-machine mugs and cups in fineness and design. This would depend on UCL Estates agreeing to pay for new cups for the bar, as they had hitherto. Jane would speak to David about this. **Action: Jane**

10. Financial report. Frank Penter had sent the message that there was nothing undue to report on the ASCR finances, and in his absence there was no discussion.

11. Membership checks, March 2012

Jane thanked everyone who had taken part in these. She regretted that checkers had had one or two difficult encounters, and that they had had to handle multiple lists of those entitled to use the Housman Room rather than a single integrated list. She would chase Development for annual lists in Excel, which could be combined with the membership list to produce a single document.

Jane would provide an additional note on free use of the ASCR and of any groups who had organised block signings-in, which should mean only very rare awkward or unpleasant confrontations. The purpose of block signings-in was clarified: the main aim was to focus on having enough members present in a group they wanted to bring to the Housman Room; a secondary aim was to ensure guests were listed while avoiding long hold-ups at the door. Following discussion, it was agreed that a degree of flexibility on a case-by-case basis was acceptable in respect of non-member UCL staff who were in such groups.

It was agreed that rather than a solid week of checks the Committee should conduct them on random days throughout the term. A Doodlepoll would be organised in due course. **Action: Jane**

12. Back door security

Following the suggestion of using a temporary card-system during membership checks, Jane had discussed this with David. Such a system could not be set up at the drop of a hat, and in any event would require a permanently wired-in checker; but it wasn't difficult to do, although it would take time and would cost the ASCR about £2,000. He suggested picking up on the idea of establishing card-only entry on the back door, provided Chartwells staff were able to use it. The Committee agreed that this was desirable and would act as a pilot for a full card-entry system; it should go ahead provided that Frank agreed to the expenditure required. **Action: Jane, Frank, David**

13. ASCR Events

The wine-tasting event, to take place the next day [21st March], was fully booked, with a waiting-list of about 30. Two proposals had been made for the summer term: a talk by a former Olympic athlete, via

the WOA, and a talk about Bloomsbury beyond UCL, to be given by Rosemary Ashton (Quain Professor of English and head of the Bloomsbury Project).

Action: Jane

14. Request to the ASCR Committee to consider the status of postgraduate students

The rules relating to the admission of students had recently been circulated to the ASCR membership: undergraduates were not allowed in the Housman Room at any time; but postgraduates could be brought in as guests after 2.30 pm. David Colquhoun had protested about the p/g rule and had submitted a request to the Committee to allow their admittance at all times. An additional question arising from the rule concerned students employed by UCL, for example p/g students registered as research assistants and those undergraduates taken on as teaching assistants: if students were on the UCL payroll could they join the ASCR?

The Committee's position was that if someone was registered as a student, they should not normally be allowed to come in except in accordance with the rules; at the same time pragmatism was called for – while not changing the rules, on occasion there would be cases where the Committee would wish to be sensible and turn a blind eye. This position was confirmed and it was agreed that the rules should not be changed for the time being, but that the issue should be re-assessed in due course. Jane was asked to write to David Colquhoun accordingly.

Action: Jane

15. Date of next meeting. A Doodlepoll would be set up shortly. It was agreed that to avoid a meeting overlapping with the lunch period morning meetings should start no later than 11.00 am.

Action: Jane

The meeting closed at 12.35 pm.