

# St Catharine's College MCR Committee Meeting

## Tuesday, September 4<sup>th</sup> 2007

### Minutes

**Present:** Richard Jones (President), Tiffany Bogich (Treasurer), Rosie Fera (Welfare Officer), Dan Friess (Social Secretary), Martina Diep (External Officer), Cameron Rye (Green Officer), Mark Hopkin (Computer Officer)

**Apologies:** Amy Digout (Secretary), Dai Morgan (Sports and Societies Officer)

**Absent:** John Keightley (Formal Hall Officer)

#### 1. Unstructured discussion

The meeting began with a freeform discussion as some committee members were to arrive late. Richard, Tiffany, Martina, Cameron and Mark began by covering selected items from the freshers' week programme.

The **bowling** is being organised by Tiffany and Cameron. You can have up to 6 people on a lane, but charging is probably per person, so it might be good to book lanes aiming for 5 people on each lane, in order to create some spare capacity if numbers are higher than anticipated. We might expect around 35 people, which translates to 7 lanes. (We return to the bowling later in the minutes)

The **bus tour** is being organised by Martina and Tiffany. Last year around 10-20 people came, and it was one of few events not subsidised by the MCR. The tour costs £7 for students, but Martina has obtained 20 vouchers which give £1 off. Martina asked if the MCR could pay for the tour this year. As a rough estimate, the cost would be £120 if 20 people attended. (We return to this later in the minutes)

The **parenting scheme** hasn't been set up yet, as college haven't yet been able to provide a list of new students (or even a number of new students). It was discussed whether to limit the number of parents again as happened last year, or just allow everyone who wants to parent to do so. The latter seems favourable in many respects, however In this case it might no longer be possible to give a free formal to parents, due to the rising costs of doing so. The effect of this might mean that the overall number of parents actually falls rather than rises, and we might not get enough parents. Also, it would be preferable if there was no financial impediment to people parenting. Therefore there will be a limited number of parents like last year, and they will receive a free dinner. The number of parents will be set by the number of new students (around five new students per parent).

By now had Dan and Rosie joined the meeting, (still with no sign of John,) and it was decided to begin formally. Committee members are reminded to please send apologies if you are unable to make the meeting; and to note the new start time of meetings as last meeting we agreed to move to 7pm, from the traditional 7.30pm.

## 2. Previous Minutes

(This information was mostly circulated before the meeting, and included here for completeness)

All of the dates for the **event formals** have been confirmed with catering and okayed by the Dean. Room booking forms for all events have been submitted so now we just wait for the wheels of bureaucracy to turn. The exception to this is midsummer where Richard is waiting to hear if there are any alternative dates before going ahead and booking the rooms (although the provisional date of June 21<sup>st</sup> is also okay with the Dean),

Dai has obtained the latest JCR **sports clubs and societies booklet** which has already been uploaded to the MCR website. (we are grateful to the JCR freshers reps for their good work putting this together) The MCR football team have also provided updated information for the website.

**Mayball**, Dai writes: *"Have contacted the Mayball President to let her know we are around and keen for involvement in the same way as the JCR. I worked with her on the previous ball and also had a long chat over the summer about many things including MCR involvement and I don't think we will have a problem. The key is making sure that info gets passed along to future Mayball Presidents and committees."*

Dai would like to make sure the college gym and music rooms are included on the **college tours** we give and will show us where these are beforehand if need be.

**Marina's present** is on order and will be ready for the dinner; see below.

The **computers** and **speakers** in the MCR are set up, but see below.

Manolo isn't back yet as far as Richard is aware and no other progress has been made with the **MCR redecoration**.

**Freshers' week**: see below.

The **GU Freshers' event** has been moved to Sunday 14<sup>th</sup> October and will be taking place at Revolution, which has been booked for the occasion. So far the upstairs has been booked and the capacity will be 500. This is a lot of graduates but on the other hand is only 15 per college. If ticket sales are strong the GU might look to extend their booking to include the public bar downstairs.

**Rugby World Cup**, Dai writes: *"The key games in the first round robin phase of the tournament will be in Group D (France Argentina and Ireland), there will then be a knockout phase where Wales may meet England and Ireland may meet New Zealand. These would appear to be the plum fixtures. After that it is a little more sketchy as interest depends on the home teams progress. I reckon see how the first stage pans out and then plan from there. What is needed? Some beer/wine (preferably themed, e.g. Guinness and Steinlager for Ireland Vs. NZ, and some snacks (nachos/dips)."*

### **3. Leaving card for Dr Marina Frasca-Spada**

Rosie has the present for Marina on order and will get some flowers and a card on the day. The card can be signed by the people at the dinner – unfortunately there aren't many people around at the moment so the card won't be signed by as many people as we would like, but this is unavoidable given the timing. **[Action: Rosie to continue organising these]**

### **4. Speakers**

Dai, Dan and Mark have all been playing with the speakers in the MCR. Everything is hooked up but the woofer in one of the big floorstanding front speakers in the lower MCR is busted. We could buy a replacement part (£38) or buy a new pair of front speakers (£60 upwards). Mark suggested that he felt it might be better to replace the part, keeping the current set of speakers (which were purchased for £250 in 2002) together as a set for the time being. **[Action: Mark to order and fit the replacement woofer.]**

### **5. Printing in the MCR**

Mark has set up the computers and is currently in talks with computer officers about administering them. They just need some security cables now which he has asked for. Wireless box was taken away by the computer office and they will bring that back.

There is also a printer in the MCR, which hasn't been in use for some time. The printer is now in a generally poor condition, and also has no ink cartridges. Do we want to get it fixed up and provide printing from that printer? Alternatively we could purchase a new laser printer which would likely be more cost efficient in the long run? Any printing would have to be paid for by the MCR, which could be abused if individuals decide they want to come in and do large amounts of 'free' printing.

It was felt that the printing facilities provided elsewhere in college were sufficient for graduates onsite needs. These have the advantage that they are properly maintained by the computer officer and have a system for charging which avoids any abuse by individuals. Also there is a reluctance to make the lower MCR more like a computer room than it is presently. There doesn't seem to be much point continuing to store the old printer in the MCR. Ideally it could be given away or otherwise disposed of properly. **[Action: Mark]**

### **6. MCR Store Cupboards**

The MCR store cupboards on Sherlock Court need a good sort through. We need to know what is in there, and be able to locate things when we need to, in order to avoid unnecessary re-buying of things. Secondly, we should throw out consumables which are past their expiry date, or items which are clearly not going to be of use in

the future. Several committee members should convene to address the cupboards *en masse*.

There was some difficulty choosing a time where everyone could make.

Saturday 15<sup>th</sup> of September at 2pm was provisionally chosen.

**[Action: Everyone to confirm with Richard who can and cannot make this time – it may still be rescheduled]**

**[Action: Everyone to who can possibly make it to attend on the day]**

## 6. Freshers' Week

At the last meeting we came up with:

Sat 29th		(eve)	Informal Pub Trip
Sun 30th		(eve)	Welcome Drinks
Mon 1st		(eve)	Russell Street Games Night
Tue 2nd	(day)	Freshers' Fair	(eve) Parents' and Children's Formal
Wed 3rd	(day)	Freshers' Fair	(eve) 7pm Sports Squash; 8pm Pub Crawl
Thu 4th		(eve)	Bowling
Fri 5th		(eve)	Punting
Sat 6th	(day)	Whichcote BBQ	
Sun 7th	(day)	Brunch and bus tour	
Mon 8th		Matric ceremony, college tours, GU tour and talk, Uni Centre tour, pub, Matric Dinner	

Allocation of responsibility to organise events was as follows.

- Informal Pub Trip: **Dai** (SGL), **Mark** (Whichcote), **Dan** (Russell Street)
- Welcome Drinks: **Martina** and **Amy** (decorations), **Richard** (speeches), **Tiffany** (MCR Keys), **John** (glasses), **Dai** (supplies)
- RS Games Night: **Dan**, **Richard** and **Amy**
- Parents' and Children's Formal: **John** (bookings, sherry and port, glasses), **Amy** (seating plan)
- Freshers' Fair trips and College Sports Squash: **Dai**
- Pub crawl: **Mark** and **Dan**
- Bowling: **Tiffany** and **Cameron**
- Punting: **Martina** and **Rosie**
- Whichcote Barbeque: **Mark**, **Rosie**, **John** and **Cameron**
- Bus Tour: **Martina** and **Tiffany**
- Various tours on Matric day: **Richard**

The spending on *last years* freshers' week has been looked into. Some things might be missing off this as Richard feels sure it should be nearer £2,000. The other thing to note is that drink was often put away after events and used for later ones but it is just put it all on one event each time here, on the day of purchase. That obviously will misleadingly make some events look more expensive and others cheaper.

Pub night.	Taxis £11.40
Roy's Team Building Afternoon	Items (mostly disposable cameras) £79.43 Prizes £42.50 TOTAL £121.93
Welcome drinks	Decorations £35 Polaroid film (all on special offer too) £61.96 Snacks and Drink £317.44 TOTAL £414.40
RS Games Night	Games £16.57 Prizes £24.50 Food and drink £120.79 TOTAL £161.86
Parents and Childrens Formal	Parents Dinners £191.40 Oddbins £87.29 £1 per place billing -£?? TOTAL (estimate) £190
Punting and film night	5 booked punts £94.50 Extra punt + sweets £48.81 Pirate costumes £60.38 Lights £7.48 Parrot and balloons £8.96 Hot chocolate and chocolates £12.41 Oddbins £64.28 TOTAL £296.82
Pub crawl	(not organised by MCR committee)
Ghost tour	Guide £93 Chocolate fountain £110.93 Sweets £27.22 Oddbins £38.30 TOTAL £268.45
Whichcote barbeque	Food, drink and coal £199.92 More food and drink £58.92 TOTAL £258.84
Brunch and bus tour	(Nothing paid for by MCR)
After Matriculation and bar closing party in MCR	(Drinks purchased earlier were used)

We also have all the receipts and so can see how many bottles of wine were bought for each event too. (for instance for the welcome drinks 18 white wine, 18 red wine, 30 sparkling wine, 12 2 litre lemonades and 12 2 litre cokes from Majestic Wine Warehouse).

Firstly the question was whether to **budget** at a similar level to last year. The spending on Freshers' Week is quite high, but has the advantage that because many things are paid for by the MCR, students should not be put off from coming due to financial reasons. Freshers' Week is a very important time to get people involved and integrated. Therefore there is no specific aim to reduce spending, although we should of course make sure each purchase is worthwhile and we do not spend money needlessly.

The pub trips, pub crawl, freshers' fair and college sports and societies squash are all expected to be more-or-less free from an MCR point-of-view. This leaves seven events where some budget will be expected to be needed.

As a budget guide to people planning their individual events, they should know that spending up to £150 will definitely be okay, and that up to £200 is very likely to be okay too (although Richard and Tiffany would like to be kept updated). Plans to spend over £200 on individual events should be monitored centrally, so that the overall budget for the week is kept under control. We already know the welcome drinks and the barbeque are likely to require expenditure over £200, and it is possible some other events will too. **[Action: Everyone to consider the budget when planning events.]**

Returning to the **bus tour**, it was then agreed that the tour would be paid for by the MCR this year.

Returning to the **bowling**: booking prices, group discounts and possible inclusion of one paid for drink per person are among the things to be investigated, along with any further ideas we haven't had yet **[Action: Tiffany and Cameron]**

It was noted that coal for the **barbeque** can be surprisingly hard to obtain in October, so we should get some now in readiness for the appropriate time. **[Action: Mark]**

Returning to the **parents' and children's formal**, it would be good to encourage parents to organise a follow-up event with their children later in the year, although ultimately it would have to be their own decision. **[Action: Richard to mention in parents sign-up request]**

On the subject of the **punting**, we need to contact Scudamore's to confirm a time and price. Last year, they changed their price as the day of the event approached, which did not go down well with us. We should be sure to get a written quote particularly if we are aiming to get a discount. Whether or not the punting will be followed by a film, what the wet weather alternative is, and any possible theme, all need to be considered. **[Action: Martina and Rosie]**

Richard would like to finalise the **Freshers' Week programme** by the end of this week. The main things he needs are start times, whether there will be a film night after the punting, and any changes to the earlier proposed text which he circulated. **[Action: Richard to recirculate programme and people to reply with info.]**

If the chocolate fountain isn't being used after the punting, then Dan would like to incorporate it into the **Games Night**.

## **7. Any Other Business**

### **7.1 CDs in MCR**

There are a lot of empty and broken CD cases in the MCRs collection, and many of the CDs look very scratched and don't play properly. The current collection needs to be sorted and things like broken cases should be thrown out. There were several volunteers to produce a few new mixture CDs to leave in the MCR. **[Action: Martina and Dan, plus anyone else who is keen]**

### **7.2 Memorial for Jub**

Not much has been heard from college on this lately. The idea of planting a tree seems to be the preference of graduates. **[Action: Richard to liaise with college]**

### **7.3 AHRC funding**

Students are only now hearing from the AHRC (Arts and Humanities Research Council) with funding decisions. This is very late and makes it hard for students to make other plans. Other research councils seem to be able to let students know much earlier. We might look into the reason for this, and consider asking the Graduate Union to write to the AHRC on the matter. **[Action: Richard to see what the Graduate Admissions staff in college know of this, in the first instance.]**

### **7.4 New chaplain**

The new chaplain has started. Richard was speaking to him the other day in Main Court.

## **8. Next Meeting**

The next meeting will take place in the MCR, with the proposed date and time of

**Tuesday 18<sup>th</sup> September, 7pm.**