

**Minutes of meeting held on Sunday, 23 Jan 2011, 20:00 in Russell Street**

Present: Blaine, Chris, Sophie, Dan, Niamh, Tom, Rachelle, Mélodie, Aaron, John

Agenda:

1. Burns Night formal (29 Jan)
2. Chinese New Year formal (3 Feb)
3. St Patrick's Day formal (19 March)
4. Easter formal (23 April)
5. MCR-JCR joint formal
6. Oxford exchange trip
7. External Officer position
8. Recycling

**1. Burns Night formal (29 Jan)**

- The committee decided that the Burns Night formal would be black tie and members would be notified of this in the next email from BLAINE. It was also recommended that the email inform attendees that comfortable shoes should be worn for the ceilidh, and that they should sign up early in order to guarantee themselves a ticket. As decided at the last meeting, each member is restricted to a one-guest quota until overall attendance can be gauged. A seating plan will be provided, so members should be reminded to register their seating preferences.
- TOM will be responsible for the seating plan.
- As tablecloths will be rented from catering, the cost for the formal was adjusted to £9.50 for members, £10.50 for guests.
- Pre-dinner drinks will be held in the Ramsden Room, and after-dinner drinks will be provided in the SCR. BLAINE will remind catering to provide coffee in the SCR.
- Decoration set-up will begin at 6:30. ALL COMMITTEE MEMBERS are to assist.
- In keeping with the Burns Night theme, a Burns poem will be printed on the back of the menu cards. NIAMH will choose the poem and send it to SOPHIE, who will pass it on to catering. Traditional odes will be read, with readers to be recruited by NIAMH.
- BLAINE will add the caller, the Dean, the senior tutor, his guest, the reverend, Philip Oliver, the four musicians, and potentially another tutor as guests.

**2. Chinese New Year formal (3 Feb)**

- This event will coincide with a regular Thursday night formal hall. RACHELLE will check the MCR cupboard for decorations that can be used and report back to the committee.

**3. St. Patrick's Day formal (19 March)**

- Pre-dinner drinks will take place in the Ramsden Room. The hall and bar have been booked for this event.
- NIAMH will book the DJ, with a recommendation from the committee to hire the DJ who played the Halloween bop.

**4. Easter formal (23 April)**

- The hall and bar have been booked for this event. Pre-dinner drinks will be held in the SCR, with permission.

**5. MCR-JCR joint formal**

- BLAINE will contact the JCR president to set a new date for this event, as the proposed date coincides with an undergraduate bop.

**6. Oxford exchange trip**

- It was proposed that this event take place during April. BLAINE will send an email to the membership to gauge interest before going ahead with planning, so as to avoid a last minute cancellation scenario.

**7. External Officer position**

- It was agreed that the committee ask Owen Holland to fill the vacancy in this position.

**8. Recycling**

- CHRIS will verify who is responsible for recycling in each Russell Street kitchen, as the holidays interrupted the usual completion of this task.

The meeting closed at 21:00.

These notes were taken by the secretary.