

MCR meeting minutes – 7th February 2012 19:30 in B2

Present: Aaron, Adam, Daniel, Melodie, Sarah, Marc.

Apologies: Oli, Owen, Sophie C, Sophie W, Victoria.

Agenda:

1. Burns' formal
2. Update of formal hall officer
3. Process documentation
4. Green Issues
5. Owen
6. AOB

1. Burns' night formal

ROOMS:

ADAM to check the Ramsden room is booked for both pre and post dinner drinks. Will also ask college if it is possible to ever check room bookings online.

Hall decoration with tartan table runner which will be given on Friday by **ADAM** and **VICTORIA** to the kitchen.

DRINKS:

Pre dinner drinks in the R room (sparkling wine, 6 cases, 150 glasses). **MCR** will serve. **MELODIE** to put in fridge early to chill.

Whiskey to be poured and left on table before. Glasses will be on table.

Coffee will be served after dinner in the R room – Whilst guests are drinking the **MCR** will clear tables/chairs and make up whiskey sours in the hall.

BAND:

Have been paid, **VICTORIA** email prior to event about specific details.

SEATING:

ADAM to do seating plan. **CATERING** to do nametags and menus.

ADAM to send **AARON** the seating plan before to be checked.

SPEECHES:

VICTORIA to email with a list of who is speaking.

GENERAL:

MCR to show at 6pm to set up drinks and decorations.

2. Formal Hall

Decision for replacement has been postponed due to new management in catering. **MELODIE, AARON** and **SOPHIE** are currently writing up set rules for formal hall and the role of the formal hall officer. Will bring in a new officer after rules have been set.

3. Process Documentation

The **MCR COMMITTEE** to need draft documents about their roles in the committee by the beginning of Easter term.

4. Green Issues

RECYCLING:

MARC reported his meeting with the St Catharine's bedders. Main issue was thought to be in south green lodge where there is little or no room for recycling bins, only large ones outside. It was suggested that small bin were purchased if room could be found for them, i.e in a cupboard or in the hallway.

MARC will organize another meeting with the bedders and **SOPHIE** and **AARON** will also attend.

It was suggested by SOPHIE that recycling facilities in the new graduate house should be planned before students move in next academic year.

MARC will also draft an email to be sent to all graduate students informing everyone about recycling issues and responsibilities.

PANEL DISCUSSION:

MARC gave an update on progress with organizing a 'Green' panel discussion. Local council member from the Green party and Labour have agreed to take part. It was suggested that **MARC** contacts the Cambridge Conservative and the Cambridge Lib Dem societies to see if they can help contact their local councilors.

The Ramsden room was suggested for the venue and the possibility of providing drinks and snacks was considered. If the event turns out to be quite large then Catering could be hired. It was decided to think about specific details nearer the time of the event.

5. Owen

Postponed until next week due to absence.

6. AOB

No magazines present in B2. **DANIEL** to find out from porter's lodge if they have been moved.

Suggested that a newspaper rack be purchased for B2? Maybe get JCR to joint pay for one?