

Agenda for 13th Dec 2015

Immediate issues

1. **Handover documents** and meetings - everyone needs to have them
2. People need to attend their **meetings with College**. Depending on your role, you may have zero meetings, or a few meetings per term. This is in order to represent the MCR in key decisions. If you cannot make your meeting, let the committee know ASAP so that we may find a substitute.
3. **Party Forms** *Ed, do you know how these are done? These are absolutely essential for every event that contains alcohol (even weekly formals), and most others.* These can be submitted in bunches several weeks/months in advance of events.
4. Explain how the **committee communicates**
 - a. Email addresses/aliases - everything official must be done through these to simplify everything. To send from them, they must be used through hermes not gmail etc (annoying I know). **You can already receive emails through them, but to be able to send from them you must set it up in hermes, so login, copy the respective email address > "compose" an email > in the "from" tab select "edit identities" > select the "+" at the bottom left of the new box (which creates a new identity) and paste the address into the relevant box and add the other details > save. You should then be able to send from that address.**

experiment with emails.... →

- b. Sharing email aliases - If there are 2 people in a role and one sends an email the other cannot see it unless they are cc'd in, so essentially you're cc'ing yourself. This saves a lot of confusion in long email threads
 - c. Facebook
 - i. meeting announcements
 - ii. ideas
 - d. Committee's Google Drive - this is where all official forms such as contracts, rotas, booking forms must go.
 - i. Each event should have its own folder created to simplify everything
 - ii. The rota for formals and T&C is already on there, this needs assigning to committee members, voluntarily initially but if unfilled out it will be arbitrarily assigned
 - iii. please fill out the communication info with phone numbers etc for urgent situations
5. **Burn's Night** - social secs
 - a. need to arrange more fizzy , at least 20 more bottles.
6. **Refreshers week** in Jan/Feb
 - a. international food event
 - b. board games, cheese and port
 - c. movie night
7. **Alcohol is arriving probably on Tuesday**, so we need to collect that when it arrives. I will be contacted by Wendy and will post immediately on the facebook group and need

3-4 people at least to help bring this into the MCR office. SO KEEP YOUR EYES ON FACEBOOK ON TUESDAY.

8. **Film Night** (currently Thursdays) needs broadening to become an official MCR event and so receive money for food/drink etc - discuss
9. positions that still need filling - those we have nominations for

General issues

1. The etiquette and correct use of the **MCR Office**.
 - a. We need to clean this. It is currently a safety hazard.
 - b. Donate the stuff we don't need to charity.
 - c. We need to keep it clean.
 - d. No open alcohol in the office.
 - e. Not a long-term storage place for personal items.
 - f. Need shelves.
 - g. General Committee roles:
 - h. chairing Friday formal - pouring sherry in MCR ~1830-45, cleaning glasses in dishwashers, ready for port afterwards. Taking jugs over to catering, collecting ice in them and bringing them back to the MCR bar, pouring port after formal. During the dinner being responsible for any problems that may arise (usually not much, maybe seating issues, latecomers or students trying to make speeches in front of the fellows).
 - i. Tea & Cake, Sundays 3pm, provided by the person who chairs formal
 - j. Friday Night Bar - all the committee will be trained to work behind the bar both in the MCR and butterfield (for the summer). Initial training is to be arranged with Wendy (bar licence holder), she has said before 10th Jan when we're back would be good - vote on a day in the daytime, probably afternoon.
 - k. Big events helping e.g. miniball, freshers week etc.
2. **Role budgets** - each role has so much money, we need you to come up with ideas to spend the rest, they must be widely applicable, inclusive of people that don't drink/aren't english etc