

Downing MCR Committee Meeting 2017-1-9

Burns Night

- Need bar officers for the evening, responsible for running bar after hall. Shift rota of 45 mins.
- Bar officers and social secretaries for the evening to run the bar.
- Communications officer-- take photos on the evening of MCR
- Menu to be forwarded to bar officers, so they can go to wine merchants and decide on the wine we will want for the evening.
- On the day/night:
 - Dido doing after dinner speech.
 - People to lay out name cards
 - Members to greet people
 - Transporting drinks from office to bar
 - Members to stay behind and clear up.
- At the next meeting, assign members with different tasks

Refreshers Week

Need ideas for events

Smaller budget, all in mcr in downing.

Could do international buffet.

Bar quiz.

Wine tasting.

Bar Training

One bar officer every friday for the bar-- will come up with rota, everyone should do shifts. But at least one bar officer there every week.

20th january burns night bar training with wendy

Next week bar officers need to get party booking form signed, signatures from dean, head porter, junior bursar. print off website. Take same form, as was approved last year. Signed by the 20th. (any event more than 7 people considered a party).

Formal

Two people to be in charge of formal each week. Serve the sherry, port go over with congregation. Rota to be assigned.

Election results

Bridget Fryer - social secretary
Bar officers- Dido, Matt, Alex

Consent workshop

Equal Opp officer seeking affiliation, access to more workshops
Combine it with tea and cake during refreshers week "compulsory"

Tea and Cake rota

£10 from sainsburys. Keep receipt. Blue box in office reimbursement box. Put receipts in here.
Once a week Treasurer will go through lists. Submit bank details for reimbursements.

Swaps

Social secs responsible for organising

Welfare

Can use office for drop in sessions
In charge of keeping box filled

Coffee machine

Bar officers in charge of cleaning
Lack of cleaning supplies an issue, need to buy some more products.
In charge of washing tea towels.

Events

Bar and social to work together in planning.
Budget for social secretary?
Equal opps/int officer/ green officer to have budget for events
Same pool of money for all reps
Budget Dec 16- Dec 17

Finance

To be discussed next week
£16500 budget approx
Think ahead about how much your events may cost

Mailing list

For publicity of your event contact Emma (communications) and it will be included in mailing list
Ask Tom for exact mailing list details.
Emma- Email the development office about talking about setting up instagram account. Laura schools and college liaison officer-- she is in charge of twitter.
Communications to have access to official MCR facebook page. To link instagram with the facebook page.

International officer

Chinese new year
International buffet
No segregated events. All events open to all MCR members, otherwise no funding.
Get in contact with JCR international officer. Strong links.

Committee Sweaters

No hood on sweater vote 7-4
Ask Tessa Bertozzi for company
Embroidered crest
Name and role
Year
Free for members

Bio of Members for committee poster

Send to Tom/Emma

Weekly committee meetings

Miss 3 committee meetings. Grounds for dismissal.

Andreas to hold office hours a couple hours a week for committee queries