

## **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