

Downing MCR Committee Meeting 2017-01-17

Apologies:

Absent: Pranay

Access to MCR Office for Bridget and Bar Officers

- New elected members still do not have access to the MCR office.
- Andreas' email to IT about this was interrupted whilst in Spain
- **Action:** Andreas to re-send email ASAP

GPC Meeting Feedback

- Paul Millet aims to reinstate formal bell.
- Some events will take place on the 24th and 25th of January to celebrate new art gallery exhibit.
- **Action:** None

Library Working Ground

- We have a place on the library working group.
- Bridget raises issues of turning lights on at weekend.
- Possibility of 24 hour opening?
- **Action:** Dido to attend and raise

Committee Paragraphs for Websites

- Deadline this Friday
- **Action:** MCR members to put paragraphs and pictures on the Google Drive **by Friday.**
- **Action:** Emma to collate for MCR, Plodge, and Website

MCR Affiliate Application

- We have received an application for a Postdoctoral Affiliate member of the MCR.
- Approved unanimously.
- As was the case with previous committee, President to approve automatically from now on.

Lockers

- Andreas - issue of lockers to put in the MCR is still ongoing.

Scudamores Punting Card

- Porters requesting new form print-out for porter's lodge.

MCR Office Plans

- Looking into renovating the MCR Office, which is shabby and not always fit for purpose.
- Meeting space with a sofa and chairs for welfare sessions
- Shelving space for bar drinks to make setting up the bar easier.

- Decorate the office

Coming Up: Refreshers Week and Midway Dinner

- Midway dinner is a semi fancy midway formal for MPhils and PhDs in their 2nd and 3rd year, organised by social secs, Feb 29th last year. Soc secs should contact Andy Lingham about this. ARL42@cam.ac.uk
- Refreshers Week - every committee member in charge of one event, 6th february (to be held after matriculation for MCR members joining in Lent term)
- Refreshers Ideas: Pub crawl, potentially a swap with other colleges

MCR Bar Openings

- Received contact from ex-bar officer Gabe about Easter vacation party booking forma: do what you like (book them with Lent, book them with Easter, book seperately etc.)
- Dido will run the bar on friday night
- Party booking forms to be discussed, need to be submitted for the rest of term
- Email Ken Mcnamara ahead of time for forms.

Weekly Job Distribution

- The process of chairing formal was explained to the committee.

How should we communicate as a committee?

- What is the best way of communicating? Facebook, Email, WhatsApp.
- **Action:** Tom to add emails and phone numbers to Google Drive

Burns Night

- **See below**

Next Meeting, Individual Meetings, and Budget Showdown

- Everyone should make an effort to attend every meeting.
- If you really can't make, send apologies before the meeting.
- **Action:** Everyone to fill in Doodle poll as soon as possible after

Any Other Business

- Tom -- Send out a reminder email that MCR events exists?
- Tom -- Bar training 1300 Friday
- Sushmita -- Chinese New Year event, take-away in MCR? Discuss later
- Emma -- Instagram, development office
- Emma -- Camera?
- Emma -- Jumpers are ongoing.

Burns Night

Andy wants final numbers in on the tuesday

in future after it closes give it 24 hours before handing to andy
Booze- 60 bottles, 30 red 30 white ten bottles of whiskey 21.23 per bottle of whiskey
£742.25 total

+ £3.60 corkage per bottle

25% left over wine can take back the bottles and get a refund.

Bar Emails to andy straight away to clarify wine details to andy so can be printed on menu
by thurs

Parsa- email allison, make sure knows about exceptions

Andreas- confirmation email tickets approved, email jane order of billing, what time we
expect the haggis etc.

Tom- reconfirm entertainment, and find copy of contract

On the day: start early afternoon we all need to transport cash bar to howard building and
arrange tables and chairs. Start 3pm meet mcr office.

Someone needs to buy snack and food and leave in the kitchen for the band. Treat them
well so they come back next year. No walkers. shortbread . £15/20 budget. Drop off at 3
pm.

Andreas and Parsa need to go to bank withdraw money to ceilidh. Band ~£400 (need to
confirm with contract).

Clarification: a ceilidh is like a barn dance. Tartan.

Bar: three cocktails - one with iron bru and whiskey, buckfast

Complete budget last year for burns night: £ 1250 used last year 58% we should have an
extra 25% this year as sold more tickets.

*** Need cards for place settings- catering might do place cards themselves but need to
confirm

Seating: piper and scots on opposite end of the hall to high table.

7.40 Andreas welcome introduction

7.45 Order:

Grace

starters

Whiskey before haggis?

8.20 Haggis

Ode to haggis by niven

9.20 sing

Lad

Lassies

9.30 dinner ends

Meet 6.30 SCR

6.30 place cards

8.30 someone needs to check on band and fed, half way through dinner (TOM)

9.15 bar officers leave to set up and get band ready

Meet the fiddler

Bar shifts

9.30-10.15 Alex Marian

10.15-11 Matt Josh

11-11.45 Dido Christine

Everyone to help clean up, to be finished by 12.30