

Minutes of meeting held on Wednesday, 24 Nov 2010, 20:00 in Russell Street

Present: Sophie, Chris, Niamh, Rachelle, John, Aaron, Dan, Tom, Blaine

Apologies: Paddy, Mélodie

Agenda:

1. Christmas formal
2. Burns Night formal
3. Easter formal (find date, hall availabilities, start booking rooms, get Dean's permission)
4. Fire alarm in Russell Street
5. Any other business

1. Christmas formal

- Dinner for the formal is to be held in the dining hall and is a black-tie event. Two bands have been booked and decorations have been purchased. NIAMH is the contact person for both bands and will be meeting with the swing band to view the venue.
- As this formal is a special event, it will require more time for set-up. It was agreed that committee members should meet at the college at 12:00 on the day.
- Catering (specifically Robert Lee) still needs to be informed that a band will be playing during dinner so that space is made available in the hall for them.
- Dinner is to be provided for the swing band that will be playing at the bop afterwards.
- Mulled wine is to be served during pre-dinner drinks. The MCR still has a supply remaining from the last open meeting that will help offset the necessary purchase. Catering has to be notified to determine whether or not we will be able to heat the wine. Sparkling wine also has to be purchased. TOM will check on our drink supply. RACHELLE will contact catering about set-up, heaters, and the number of glasses needed.
- The committee also discussed providing small minced pies, which could be purchased affordably from Sainsbury's.

2. Burns Night formal

- Plans for this event still have to be brought to the governing body in order to provide drinks in the hall during the ceilidh. (TOM)
- The Ramsden Room is to be booked for pre-dinner drinks, while the SCR will be booked to provide coffee after dinner / during set-up. (TOM)

- The band has been booked for about 2-2.5 hours, depending on how fast the tables can be cleared.
- Committee members are to leave hall 10 minutes early to make sure that the SCR is set up.
- Any suggestions for summer formals should be submitted to SOPHIE, as the dates have to be booked with catering. A St Patrick's Day formal/bop was suggested, as there are no events scheduled during this part of term. The committee supported this suggestion, with 19 March as a possible date. Chinese New Year and Valentine's Day were also mentioned as possible formal dates.

3. Easter formal

- The Easter formal is tentatively scheduled for 23 April. SOPHIE will book the rooms for this event, while TOM will contact the Dean.
- Pre-dinner drinks would preferably be held in the SCR.
- No DJ bookings should be completed until the Dean grants permission.

4. Fire alarm in Russell Street

- Sophie and Tom now have keys to turn off the alarm. If they are not present, residents must call the porter's lodge. It is important that residents make certain there is no fire before disabling the alarm. If there is no fire, the porter's lodge should still be contacted to update them on the issue.
- A red LED light turns on in the location where the alarm has been activated. Before the alarm is deactivated, residents should check to see if their alarm's LED light is on so that we can pinpoint the problem area.
- Niamh has already brought the issue forward to a safety committee meeting and the building has been inspected.
- Many residents are now ignoring the alarm. They must be encouraged to follow fire procedure.
- It was also noted that doors to the quad are often left open and the laundry room light left on, wasting heat and energy. Signage was suggested as a solution.

5. Any other business

- It was asked if there were any suggestions at the open meeting for the MCR renovations. As attendance was low at that meeting, no new ideas were brought forward.
- JOHN and MÉLODIE will collect donations during the Christmas formal for Jimmy's Night Shelter.

The meeting closed just after 21:00.

These notes were taken by the secretary.