



MCR Committee, St. Catharine's College

Meeting held on **Monday, June 29th, 2015**

MINUTES

Present

Ravi Raninga (Co-President), Michael Rivera (Co-President), Rachel Lai (Secretary), David Wade (Treasurer), Helene Mobbs (Education Officer), James Elderfield (Computing Officer), Erin Oerton and Izzy Everall (Social Secretaries), Marcus Fantham (Food and Drink Officer), David Battersby (Formal Hall Officer)

Absence with apologies

Charlie Northrop (Welfare Officer)

The meeting was called to order and chaired by Ravi Raninga. Rachel Lai recorded the minutes.

1	<p><u>College-wide meetings</u></p> <ul style="list-style-type: none"> • RR and MR had nothing to report from Governing Body meeting • HM, JE, MF and DB have confirmed/will confirm when they will meet with College staff in other committees • MR to make sure CN is aware of Health & Safety meetings • Committee in agreement that open committee meetings throughout the year will be beneficial – allowing grads to express their concerns and for us to be transparent in what we are working on for them <p>ACTION: All committee should let RR/MR know of any issues for the College Consultative Committee meeting, or if they would also like to attend the CCC meeting</p>	ALL
2	<p><u>Notices of absence</u></p> <ul style="list-style-type: none"> • RL reminded everyone to e-mail her if committee members will be going offline for extended periods of time, either during the summer or during the rest of the year 	

3	<p><u>Committee expenses (incl. handover BBQ)</u></p> <ul style="list-style-type: none"> • DW reminds all to keep receipts to audit, submitting receipts perhaps monthly in order for him to submit a report to College every 3 months • DW to meet Sarah Swinburne (Management Accounts Supervisor) • MR reminds all to make note of receipts also in their own spreadsheets • £800 in the current pot according to Sebastian, after which DW will try and ask for a top-up <p>ACTION: DW to arrange for reimbursement for handover BBQ to DB and MF within 2-3 weeks</p>	DW
4	<p><u>Calendar of events and formals</u></p> <ul style="list-style-type: none"> • Committee should share with EO/IE/MF/DB ideas for socials/formals • DB raised the point that College tries to make money during the summer, so College has given the MCR the possibility of 2 formals – DB to fight for maybe 4 formals, or otherwise, 2 formals and 2 summer barbecues • RL will organise dates into an Excel sheet, and JE will upload this on to Google Calendar for the MCR website – will help DW anticipate costs for the year, and the Committee have a sense of the events in the overall year • Freshers' Week – from 2/Oct/15 to 11/Oct/15 • Refreshers' Week (Lent) – from 11/Jan/16 to 17/Jan/16 • Refreshers' Week (Easter) – from 18/Apr/16 to 24/Apr/16 <p>ACTION: EO/IE/MF/DB to look at calendar year and send dates of formals and Michaelmas events to RL (esp. summer formals and events)</p> <p>ACTION: DB to work with JE on feedback system and formal hall registry system</p>	EO IE MF DB JE
5	<p><u>Freshers' Pack</u></p> <ul style="list-style-type: none"> • Committee agree to make new Freshers' Pack instead of reusing last year's • Freshers' Week/year-round social details will need to go into the Pack also, but perhaps expect that from EO/IE/MF/DB shortly after next meeting <p>ACTION: All Committee to send bio and photo to JE for the website, and to RL for the Freshers Pack</p> <p>ACTION: CN and HM to put together content of Freshers' Pack into Word documents and send to RL</p> <p>ACTION: MR to inform CN about this, provide a Table of Contents for CN/HM, and share with them materials from previous years</p>	ALL CN HM MR

6	<p><u>New website and hall feedback system</u></p> <ul style="list-style-type: none"> • Website refurbishment not done yet, but Ryan and CN have shown JE the update they've been working on • JE met computing office and to work with Howard on cleaning up the system • DB/MF keen to get formal feedback system up on the website <p>ACTION: JE to try and launch new look of website by next meeting, with possible formal feedback system as well</p> <p>ACTION: MR to make sure DB/RL/William Norman have Hermes accounts on mailing list, and not Gmail accounts</p>	JE MR
7	<p><u>MCR Committee e-mail addresses</u></p> <ul style="list-style-type: none"> • MF suggested having fixed e-mail addresses for each role <p>ACTION: JE will check with computing office – the role addresses exist, it's just a matter of assigning our Hermes e-mail addresses to those, and have e-mails forwarded our way</p>	JE
8	<p><u>Heritage Talks</u></p> <ul style="list-style-type: none"> • Possibility of organizing one a term, based on how the Michaelmas Term goes <p>ACTION: Committee to let HM know of any recommendations for speakers, following the success of Chris Clark's talk in the 2014/15 year</p> <p>ACTION: HM to investigate the Master as a possible speaker?</p>	ALL HM
9	<p><u>MCR Conference</u></p> <ul style="list-style-type: none"> • Peter Wothers keen to do an MCR conference, which will include MCR student submissions, poster sessions and possibly MCR members/alumni giving talks <p>ACTION: RR to check with Wothers again to investigate this possibility before next meeting</p>	RR
10	<p><u>Parent-child allocations</u></p> <ul style="list-style-type: none"> • MR suggested maybe surveying the kids on their interests/hobbies, but Committee consensus was this does not really matter too much – parents/children don't have to be friends • List of freshers to be sent to MR and RR by Rosie Bell nearer the start of term <p>ACTION: MR and RR will e-mail soon to see who wants to be a parent</p>	RR MR

11	<p><u>Food and drink cupboard key</u></p> <ul style="list-style-type: none"> • Committee in agreement MF or EO/IE should have access to the cupboard without having to ask the Porter all the time <p>ACTION: MF to speak to Dom (Head Porter) about a duplicate of the one MCR cupboard key</p>	MF
12	<p><u>Coffee in the MCR</u></p> <ul style="list-style-type: none"> • MF would like ~£50 for a button to be arranged notifying him when coffee/chocolate/milk runs out in the MCR – DW says ok • DB to look out for cheap mugs online <p>ACTION: MF to implement The Button</p>	MF
13	<p><u>Anonymous suggestion/concerns box</u></p> <ul style="list-style-type: none"> • RR would like an anonymous online system to be set up on the website, for grads to express their concerns on sensitive issues <p>ACTION: DW to inform RR on such a system the JCR has used</p>	DW
14	<p><u>Newspapers in the MCR</u></p> <ul style="list-style-type: none"> • Although survey was run in 2014/15 year, there were very few ballots cast <p>ACTION: DW and MR to arrange a new survey for the Michaelmas Term in 2015/16 to survey which newspapers/magazines should stay and which ones we should stop subscribing to</p>	DW MR

There being no further items to discuss at this time, the meeting was adjourned.

Next meeting to be held on **29th July 2015, 6:00-7:00pm** in the **OCR**.