St Catharine's College

MCR Committee

Minutes

August 2nd, 2016

Meeting called to order and chaired by

Annabel Taylor and Sophie McManus

Minuted by

Danilo Cardim

Present

Annabel Taylor	AT	Co-president
Sophie MacManus	SM	Co-president
Charlotte Kenealy	CK	Welfare Officer
Alejandro Jimenez-Sanchez	AJS	Computing Officer
Katrin Daehn	KD	Green Officer
Marcus Fantham	MF	Social Secretary
Terry Wu	TW	Formal Hall Officer
Sarah Paris	SP	Education Officer
Danilo Cardim	DC	Secretary
Geoffrey Dolphin	GD	Treasurer

Absence with apologies

Michael Rivera	MR	Food and Drink Officer
Frances St George-Hyslop	FS	Social Secretary

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Minutes

1 Co-presidents' reports - AT, SM

1.1 MCR refurbishment costings/cleaning

Suggestion
Installation of laptop stands as study/work spaces.

1.2 Welcome pack

Action
Re-utilisation of 2015-2016 Welcome Pack with update of 2016-2017 events. KD: green-related events; CK: Welfare initiatives; SP: Book exhibitions with Colin Higgins/Libraries Tour; MF: Social events.

1.3 Meeting with the Bursar

Topics

- SGL Summer Barbecue
- New residencies and incentive for SGL residents

1.4 Meeting with Graduate Union

Topics

- Storage for fieldwork students

1.5 Graduate Open Day 2016

Actions

- Send email for volunteers
- Suggestions of ideas for Rosie Bell:
  Banners and stand in front of College; College tours; Ramsden room with posters for accommodation; funding and sports information; lunch for up to 50 students with a talk/Q&A about welfare, education.
- Advertisement via MCR lists, Facebook event
- Engage Graduates to wear St Catharines stash on the day in town for advertisement

2 Treasurer's report - GD, AT, SM

2.1 Cancellation of daily newspaper subscriptions

Suggestions

- Sunday papers
- Online subscription
- Weekly papers

Action
Comparison of prices for weekend and online subscriptions. Check notice period.

2.2 Meeting with Sarah Swingbourne (Finance Office) about MCR budget

Topics

- Subside from College: 6000/year
- Extra income from MCR subscription money

GD: "all that money is held by the Finance Office, but we immediately get it in current account when we ask for it. Jackie Bone is responsible for formal administration."

2.3 Former students cannot come as current students to MCR Formal Hall/events

Action
Terry to get current student list from S&A in August and scratch off any former students so they are not allowed to pay student price. Fellows must be billed separately.

2.4 Budget for MCR officers

Action
Ongoing task.

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3 Secretary's report - DC, AT, SM, AJS

3.1 MCR Constitution update

Action
Updates for Formal Hall Officer and Education Officer will be sent to Co-presidents for final consideration.

3.2 MCR Committee roles & photos for Website and Welcome Pack

Action
Liaise with AJS when after receiving all the descriptions.

3.3 Minutes to update

Suggestion
Publishing them on the MCR website.

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4 Computing Officer's report - AJS, AT, SM, MF

4.1 Plans for the MCR website update

Suggestion
Apply the same template of the current College Website.

Action
Liaise with College IT Office.

4.2 Anonymous emails through Hermes so graduates can contact Welfare Officer

Action
Sort whether this is possible or find alternative tools.

4.3 MCR TV system instructions/new HDMI cable for Mac

Action
Contact maintenance department about the aerial. MF will write instructions.

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5 Social Secretaries' report - MF, AT, SM, TW

5.1 Issues with permission from the Dean

Actions

- Make sure all planned events are authorised by the Dean and booked with catering (if needed).
- MF and TW to meet with Eve.

5.2 Refugee event & Darwin open air cinema

Action
Events to be confirmed.

5.3 Fresher's week and Welcome Pack page

Suggestion
1 or 2 more meetings before then.

5.4 Pub after formal on 11th as the College Bar will be closed

Action
To be organised and advertised.

6 Formal Hall Officer's report - TW, AT, SM

6.1 SGL Barbecue

Suggestions
Pricing and food depending on attendance; one alcoholic drink per person.

6.2 Formal on 11th Aug

Actions
SM & AT to help with pre-drinks in the MCR (bar is booked for this date); MR has set aside Pimms Royale & Port (put Pimms into fridge on the day); need fruit & non-alcoholic option; preparations starting at 6pm.

7 Food and Drink Officer's report - AT, SM

7.1 SGL Barbecue

Actions
Buy food and drinks, coal and fire starter.

7.2 Nanna Mexico on 14th August

Actions

- Info about the event on Facebook
- Arrange meeting midday at Plodge

7.3 Add the MCR calendar to the Welcome pack

7.4 Organise MCR lunch & Pub trip in September

8 Education Officer's report - SP, AT, SM

8.1 Mini seminars to organise from September on-wards

8.2 Heritage talks

Actions

- Rebrand and push further (who's who style)
- Mark Welland (new Master) as first talk

Suggestions

- Charlie Northrop to make poster for talks
- To reduce dinner cost, bring your own drink to dinner

8.3 Rare books exhibitions

Action
Liaise with Colin.

8.4 Welcome pack page about Education events

Action
SP to meet with Colin Higgins.

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9 Green Officer's report - KD, AT, SM, GD

9.1 Going ahead with allotment clean up trip

Actions

- Poll to define date
- Facebook updates

9.2 Welcome pack page

Action
To be done.

9.3 Budget for gardening things

Action
GD to define budget.

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10 Welfare Officer's report - CK, AT, SM

10.1 Health training

Action
Waiting for Graduate Union confirmation on the date.

10.2 International students Facebook group

Actions
To be created and advertised.

10.3 Welcome pack page

Action
To be done.

11 ROUGH DEADLINES - AT, SM

- Welcome Pack, Fresher's events authorised & Parents for mid-August
- Next meeting around 15th August

11.1 Emails to send

TW	-	Advertising formal
KD	-	Garden update for Facebook
GD	-	2015-16 MCR photo link
AT	-	Rosie Bell for graduate tutors, add ark44 to email list
SP	-	Colin Higgins for meeting

End of minutes

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