

**MCR Committee, St. Catharine's College**  
**Meeting held on Friday 8<sup>th</sup> September 2017**

**MINUTES**

**Present:** Sarah Paris (SP – Co-president), Charlotte Kenealy (CK – Co-president), Helen Wilkes (HW – Secretary), Fynn Krause (FK – Treasurer), Frances St George-Hyslop (FS – Welfare Officer), Jonny Davidson (JD – Formal Hall officer), Iacopo Russo (IR – Green officer), Souradip Mookerjee (SM – Computer officer), Conrad Watt (CW – Food and Drinks officer), Julien Mahin (JM – Social secretary), Joe Cooper (JC – Accommodation officer).

**Absence with apologies:**

Alessandra Cabassi (AC – Education officer), Dermot Trainer (DT – Social secretary).

The meeting was called to order and chaired by Sarah Paris and Charlotte Kenealy. The meeting was minuted by Helen Wilkes.

01	<p><b>Co-presidents' Report</b></p> <p>1 Parent Child allocations  Action: SM to send email to parents with their child allocations on 12/09/17.  Action: Due to the increased number of new MCR members, JD will ask for extended capacity for parent child dinner.</p> <p>2 Changes to MCR constitution  HW has amended the constitution to incorporate changes as discussed at the previous meeting (03/07/17). Action: these are to be discussed at the next meeting, which will be an open meeting.</p>	SP, CK
02	<p><b>Treasurer Report</b></p> <p>1 Unpaid invoices  A number of unsettled invoices for alcohol, of the order of £2,000, have been discovered, which should have been settled by the 2016/17 committee.</p> <p>2 Food and Drink  Action: CW will investigate more cost effective suppliers of alcohol.</p> <p>3 Subscription fees  In light of treasurer's report 1, the MCR will consider a small increase in the MCR subscription fee. Action: FK will from a proposal for increasing the MCR subscription fee, which will be presented at the next MCR meeting.</p> <p>4 Budget  Action: FK will readjust budget to take into account the new MCR membership intake.</p>	FK, CW, SP, CK

03	<p><b>Food and Drink Officer Report</b></p> <p>1 Coffee machine supplies Coffee machine supplies from the cupboard in the MCR have been going missing. Action: a combination lock will be placed on the machine supplies cupboard.</p> <p>2 Coffee machine cleaning Action: the coffee machine shall be internally cleaned at the cost of £125 +VAT, and the machine will then be internally cleaned annually.</p> <p>3 Food cupboard Action: an inventory of the food cupboard will be taken before the next meeting.</p> <p>4 Clearing of pre-drinks Action: to improve the speed of clearing away pre-drinks, attendees of formal hall will be asked to leave empty glasses in trolley/glasses box. CK will include this information in the freshers pack.</p>	CW, FK, SP, CK
04	<p><b>Formal Hall Report</b></p> <p>1 SCR self-booking The MCR can book the SCR without a fellow and will be able to use the full 48 places; unless Fellows request high table.</p> <p>2 Food price negotiation The cost of formal dinner for an MCR member has increased by 7% when compared to last academic year. Action: JD will renegotiate the cost of formal dinner with college.</p> <p>3 Changing the formal hall booking system to Upay This would make aspects of organising formal hall booking more streamlined for JD and the college. However, MCR members would be unable to personally edit their bookings after they had been made. Proposed: MCR to change the formal hall booking system to Upay. Vote: 1 for, 10 against. – proposition not passed. Action: the formal hall booking system will remain the same.</p> <p>4 Finalised formal list The finalised list of formal halls for the year has been produced. Action: JD will circulate the list to MCR committee members, and SM will put this information on the MCR website in due course.</p> <p>5 Parent Child dinner</p> <ul style="list-style-type: none"> <li>- See co-president's report, item 2</li> <li>- Action: when the finalised list of attendees to the parent child formal is available, JD will create a seating plan.</li> </ul>	JD, SP, CW, FK, CK
05	<b>Social Report</b>	JM, JD,

	<p>1 Freshers week</p> <ul style="list-style-type: none"> <li>- Action: SM will take photos of freshers events and update social media outlets about freshers events.</li> <li>- Action: JM will complete and submit forms for bar extensions for appropriate freshers events asap.</li> <li>- Action: JM will investigate the potential for summer bop(s).</li> <li>- Action: MCR committee will sign up to freshers events to act as committee representative. HW will circulate a sign-up sheet to the committee members.</li> </ul>	<p>FS, SP, CK, SM, HW</p>
06	<p><b>Green Officer Report</b></p> <p>1 Switch off campaign IP has been contacted by the switch off campaign and will prepare for promoting the campaign.</p> <p>2 Recycling at graduate accommodation at the end of tenancies Action: IP will prepare a systematic method of collecting recyclable items for graduate residencies at the end of the tenancies.</p> <p>3 Advice about 'being green' Action: IP will send an MCR wide email with 'being green at uni' advice following freshers week, and will put leaflets with this advice in the MCR.</p>	<p>IR</p>
07	<p><b>Welfare Officer Report</b></p> <p>1 Sunday treats Action: FS and CW will coordinate providing Sunday treats between them.</p>	<p>FS, CW</p>
08	<p><b>Education Officer Report</b></p> <p>1 GU meeting At present, PhD students pay full price fees for 3 years and only college fees for the final (4<sup>th</sup>) year. The university is proposing a change whereby PhD students will pay full price fees for 4 years of a PhD course. The GU opposes this change and the MCR agrees with and supports the GU.</p> <p>2 Graduate symposium Preparations have begun to be made for the graduate symposium. Action: at the beginning of the new academic year, an email to the MCR for further members of the organising committee will be circulated.</p>	<p>SP, CW</p>
09	<p><b>Computer Officer Report</b></p> <p>1 MCR website SM has made significant progress with the new MCR website. Action: SM will circulate the draft website to the MCR committee for checking and will make it available to the public in due course.</p> <p>2 MCR committee facebook group</p>	<p>SM, SP, CK</p>

	<p>Action: SM will create a facebook group and invite current and previous MCR committee members to join.</p> <p>3 MCR TV Action: SM will create a quick guide for how to use the TV in the MCR.</p>	
10	<p><b>Secretary Report</b></p> <p>1 Newsletter The weekly MCR newsletter will begin at the start of Michaelmas term. HW requests information/items to be included in the newsletter. Action: HW will prepare and circulate the weekly newsletter to the MCR.</p>	<b>HW</b>
11	<p><b>Accommodation</b></p> <p>1 Heating and lighting Issues with heating and lighting have now been resolved, with the exception of some individual cases. These issues of these individual cases are beyond the remit of the MCR committee.</p> <p>2 New contracts Further information in due course.</p> <p>3 Fines Current contracts state that fines, for leaving rubbish in college accommodation at the end of tenancies, can be imposed. At present, college does not act on this, but they will begin to impose these fines for rubbish being left.</p> <p>4 Bike purge Action: another bike purge will be carried out. Those bikes that are not claimed will be offered to new students to Catz, and the remainder will be offer to charity.</p> <p>5 Key charge Tenants who do not return their accommodation room keys at the end of their tenancies will now be fined £50, instead of £30.</p>	<b>JC, SP</b>