

MCR Committee, St. Catharine's College
Meeting held on Monday 23rd January, 2018

MINUTES

Present: Sarah Paris (SP – Co-president), Charlotte Kenealy (CK – Co-president), Helen Wilkes (HW – Secretary), Fynn Krause (FK – Treasurer), Jonny Davidson (JD – Formal Hall officer), Conrad Watt (CW – Food and Drinks officer), Joe Cooper (JC – Accommodation officer), Dermot Trainor (DT - Social secretary), Iacopo Russo (IR – Green officer), Souradip Mookerjee (SM – Computer officer).

Absent with apologies: Alice Porter (Education officer), Frances St George-Hyslop (FS – Welfare officer), Julien Mahin (JM - Social secretary).

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

00	<p>Actions from previous minutes:</p> <ul style="list-style-type: none"> • JC will chase the bike clearing charity • All receipts from last term have been given to FK • HW has yet to receive list of people with access to the MCR • HW is making a MCR committee rota for featuring in the newsletter • DT and FS are planning more international social events • SM – the accommodation database should be completed within a month • IR will meet with the JCR green officer • IR has yet to discuss recycling in rooms/halls with housekeeping • A “green page” will be added to the MCR website • We still have edible glitter left over from Christmas formal • We must make a Big Issue rota • Still need Committee members’ input on College’s accommodation policy • Need to form our “wish list” 	
01	<p>Co-presidents’ Report</p> <p>1 Open meeting</p> <p>The next committee meeting will be an Open meeting and the Master will be attending for a Q&A session.</p> <p>Action: Organise, book another room, and advertise the next open meeting.</p> <p>2 The College society</p> <p>It appears that the College society is not well heard of amongst MCR members.</p> <p>3 Alcohol recommendations</p> <p>A report has been prepared about the undeclared invoices from 2016/17. As part of this report, a number of recommendations were made with respect to alcohol expenditure.</p>	<p>SP, CK, HW, CW, FK</p>

	<p>The alcohol consumption for formal has been limited to one drink (pre-drink and port) per person. We must consider non-alcoholic alternatives for port. Action: A poll including questions on alcoholic and non-alcoholic drinks at formal events will be circulated to the MCR.</p> <p>4 Key deposit money</p> <p>Key deposit money is still unallocated.</p> <p>5 Sleep out</p> <p>We have been asked to help organisation of the sleep easy charity event.</p>	
02	<p>Food and Drink Report</p> <p>1 Wine and Cheese</p> <p>Potential date for this term's wine and cheese event for week beginning 19th Feb, with a ticket price of £5 pp</p>	<p>CW, SP, CK, FK</p>
03	<p>Formal Hall Report</p> <p>1 Burns night</p> <p>Cloth tablecloths and napkins will be used at formal. Speakers are sorted for the evening. Volunteers are needed to set up for Burns night.</p> <p>2 Swaps</p> <p>There are fewer swaps this term.</p> <p>3 Catering committee meeting update</p> <p>The bar will be closed on Mondays, probably from September 2018, due to low numbers.</p> <p>4 More regular meetings</p> <p>Potentially, have more regular meetings, ie fortnightly. Currently, happy with monthly, but option remains open should that change.</p>	<p>JD, SP, CK</p>
04	<p>Social Secretary Report</p> <p>1 Ceilidh</p> <p>The band is sorted. They will arrive at 8pm and begin playing at 9pm.</p>	<p>JM, DT, SP,</p>

	<p>2 JCR-MCR music recital</p> <p>The event is sorted. There will be about a 50/50 split of JCR/MCR musicians.</p> <p>Action: advertise the event to the MCR and JCR.</p> <p>3 Smaller social events</p> <p>Considering more, smaller events, such as International cooking night, movie night, Oxford sister swap, comedy night.</p>	<p>CK, JD,</p>
05	<p>Green Officer Report</p> <p>1 Green formal</p> <p>Formal preparation is underway. It will be a vegan menu, with local wine/apple juice and G&T for pre-drinks. Currently, there is no JCR involvement, and the guest limit is 4 pp. IR will speak and is arranging additional speakers for the evening.</p> <p>2 Olio app</p> <p>An app to help food waste reduction. Action: App to be promoted in the MCR community.</p> <p>3 Local food banks</p> <p>Action: advertise local food banks for the end of term.</p>	<p>IR, JD, CW, SP, CK</p>
06	<p>Welfare Officer Report</p> <p>1 Nightline</p> <p>Action: increase awareness of nightline to the MCR. HW will put nightline information in the newsletter.</p>	<p>SP, CK, HW</p>
07	<p>Education Officer Report</p> <p>1 Symposium</p> <p>The symposium organisation is still continuing.</p>	<p>HW</p>
08	<p>Computer Officer Report</p> <p>1 Formal system</p> <p>SM will begin renovating the formal hall system once the accommodation database is completed.</p> <p>2 Accommodation database</p> <p>SM has nearly completed the accommodation room database</p> <p>3 Darwin and anonymous email system</p> <p>SM has been asked to set up the anonymous email system by the Darwin MCR committee. SM has completed this.</p>	<p>SM, SP, CK, HW</p>

09	<p>Secretary Report</p> <p>1 Newsletter schedule</p> <p>Action: HW will begin to form the newsletter schedule for the “meet the committee” series.</p> <p>2 Photos</p> <p>HW has ordered the MCR committee 2016/17, midsummer formal 2017, and matriculation 2017/18 photos from Jet Photographers.</p>	HW, SP, CK
10	<p>Treasurer Report</p> <p>1 Financial update</p> <p>We’ve received another bill for an unsettled ice cream bill from 2016/17. Action: FK will investigate the bill further and pay is necessary.</p> <p>Budget from Michaelmas term is looking good but still needs to be finalised:</p> <p>Green and education have had no expenditure (can spend more), Socials and formals are under budget, Sunday treats is very under budget, food and drink is slightly over budget, and the coffee budget is over budget.</p> <p>Action: buy more mugs and cutlery.</p>	FK
11	<p>Accommodation</p>	
12	<p>Miscellaneous</p>	