

**MCR Committee, St. Catharine's College**  
**Meeting held on Thursday 22<sup>nd</sup> March, 2018**

**MINUTES**

**Present:** Charlotte Kenealy (CK – Co-president), Helen Wilkes (HW – Secretary), Fynn Krause (FK – Treasurer), Frances St George-Hyslop (FS – Welfare officer), Julien Mahin (JM - Social secretary).

**Absent with apologies:** Sarah Paris (SP – Co-president), Jonny Davidson (JD – Formal Hall officer), Souradip Mookerjee (SM – Computer officer), Conrad Watt (CW – Food and Drinks officer), Joe Cooper (JC – Accommodation officer), Dermot Trainor (DT - Social secretary), Alice Porter (Education officer), Iacopo Russo (IR – Green officer).

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

00	<p><b>Actions from previous minutes:</b></p> <ul style="list-style-type: none"> <li>• Pictures have yet to be put up. Decided where to put them at this meeting. – HW will contact maintenance to have them put up.</li> <li>• Bike purge went ahead. The bikes are waiting to be given to the bike charity.</li> <li>• Elections – Will open on the 31<sup>st</sup> May 2018.</li> <li>• Mugs have been found and has led uncover an issue with MCR access.</li> <li>• St Patrick's formal and bop has been carried out. Note Speakers in the bar are not working well. Action: JM will ask Craig about what is being done with the bar speakers.</li> <li>• JC has spoken to buildings and services manager about acknowledging maintenance requests.</li> </ul>	<b>FS, JM, CK, FK, HW</b>
01	<p><b>Co-presidents' Report</b></p> <p>1 Sleep easy</p> <p>Raised over £12,000 for the YMCA. Will request that the next committee raises awareness about what the YMCA does.</p> <p>The collection drive boxes are in the bar.</p> <p>2 CCC</p> <p>The Dean's proposed policy changes about alcohol and disciplinary procedures have been discussed at the CCC. SP and CK have asked for more clarity on aspects of the proposed changes, but this issue remains ongoing.</p> <p>Action: investigate the potential for a damages insurance policy for the MCR.</p>	<b>CK, FS, JM, HS, FK</b>

	<p>The Dean's proposed policy changes on alcohol at private dinners would put the limit on alcohol at a private dinner (ie in the SCR, OCR) at 3 glasses per person including pre-drinks and port. These changes were based on the belief that there was no policy. This policy has been found and states one bottle of wine per person is the limit. The CCC believes that 1 bottle per person is too high, but 3 glasses per person is too low; discussing a guideline of 4 glasses per person. The issue remains ongoing.</p> <p>3 Keeping in touch with the committee</p> <p>SP and CK will be checking in with the committee members about support levels.</p> <p>4 Regular meetings.</p> <p>Options for reducing the length of meetings:</p> <ol style="list-style-type: none"> <li>1- Shorter meetings, once every two weeks.</li> <li>2- Monthly committee meetings and smaller sub-meetings for relevant groups.</li> <li>3- Monthly committee meetings and electronic updates.</li> <li>4- Monthly committee meetings and send out updates with the agenda</li> </ol> <p>5 Next committee</p> <p>Action: Start looking for successors for positions in next year's committee.</p>	
02	<p><b>Food and Drink Report</b></p> <p>1 Wine and Cheese</p> <p>Cannot hold a wine and cheese event during the quiet period, which begins on 19<sup>th</sup> April 2018. Consider holding wine and cheese event outside college.</p>	CK
03	<p><b>Formal Hall Report</b></p> <p>1 Booking SCR for some Easter term formals</p> <p>Attendance at Easter term formals is generally lower than other terms, and it may be possible to move some into the SCR (capacity 48).</p> <p>Action: FK will look into the numbers of those who attended Easter term formals last year to see if it is viable to have a lower capacity.</p> <p>2 Worcester swap</p> <p>Waiting for response from potential accommodation. The price per person for the swap is provisionally likely to be £25 accommodation + £10 dinner +travel. This will be explained and charged through the formal booking system.</p> <p>3 Booking system</p> <p>There has been multiple instances of people trying to subvert the booking system, particularly long-standing college members. Action: Committee members informally encourage people to follow the correct procedures.</p>	CK, JM, FK, HW, FS

	<p>4 Future committee structure Most other MCR committees either have more than 2 "dining officers" or delegate the role of organising formal swaps to an "external officer".</p> <p>For next year should the role of external officer be resurrected with added responsibilities/ some other committee role take on responsibility for swaps/ a rota for committee members to help out at formals be implemented.</p> <p>Action: if attending formal, committee members should help with pre-drinks. Action: to be discussed at the next meeting.</p>	
04	<p><b>Social Secretary Report</b></p> <p>1 Easter bop Consider putting on an event prior to the bop, in order to encourage attendance. Action: Make a facebook event for the Easter bop. Action: to decide if there will be Karaoke or a themed playlist.</p> <p>2 Next term Action: will put together rough dates and events across next week.</p>	JM, FS, CK
05	<p><b>Green Officer Report</b></p> <p>1 Ice cream Action: IR to organise ice cream event.</p> <p>2 Green webpage Action: IR and SM to produce green webpage.</p>	CK
06	<p><b>Welfare Officer Report</b></p> <p>1 Sanitary product scheme Research has been carried out and a report has been submitted to the CCC. SP and CK met with the JCR to finalise details. Action: FS will begin the scheme and the JCR will join in at the start of next term.</p> <p>2 De-stress events These will be coordinated with JM and DT. Potential future events include:</p> <ol style="list-style-type: none"> <li>1- 4K run, potentially followed by brunch.</li> <li>2- Register a contingent from Catz, for the 5K run.</li> <li>3- Puppies – must find out what permissions etc need to be given.</li> </ol> <p>3 Ask for Angela This is a scheme whereby, if you are in a situation where you don't feel safe, you</p>	FS, CK, FK, JM, HW

	<p>can go to the bar and ask for 'Angela', as a signal to the staff.</p> <p>Action: investigate the scope for getting college involved.</p> <p>Action: contact CUSU about making this a University wide scheme.</p>	
07	<p><b>Education Officer Report</b></p> <p>1 Symposium update</p> <p>Still being organised. Will start asking for people to sign up to give talks soon.</p>	<p><b>CK,</b> <b>HW</b></p>
08	<p><b>Computer Officer Report</b></p> <p>1 MCR list</p> <p>Am working on a unified list for MCR members that we can give to the porters and use to update our mailing lists and MailChimp, etc, to hopefully reduce the issues we've had recently with the wrong people having access to the MCR.</p> <p>We can put in the fourth years and mark them as such and revoke access to all of them with one click if we need to in the future.</p> <p>2 Formal hall system</p> <p>Formal hall system is almost done as is the room database, will roll those out over the next few weeks.</p>	<p><b>CK,</b> <b>HW</b></p>
09	<p><b>Secretary Report</b></p> <p>Nothing to report</p>	
10	<p><b>Treasurer Report</b></p> <p>1 Receipts</p> <p>Action: all committee members are to give FK their outstanding receipts.</p> <p>2 Fees adjustments</p> <p>Action: all committee members to read FK's report on subscription fee adjustments and reply with feedback on the report and proposed plans. These will be discussed at the next meeting.</p> <p>3 College contributions</p> <p>In contact with the accounts department about college contributions to the MCR. These contributions appear to be lower than expected considering the increase in MCR members for 2017/18. Issue is ongoing.</p>	<p><b>FK,</b> <b>JM,</b> <b>FS,</b> <b>HW,</b> <b>CK</b></p>
11	<p><b>Accommodation</b></p> <p>1 Rent negotiations</p> <p>Rent negotiations are nearly done. Charlotte, Sarah and I got Simon down from 6.5% to 4.5% which is the same as last year's increase (the real increase last year</p>	<p><b>CK,</b> <b>HW</b></p>

	<p>was actually 4.9% due to the loss of SGL).  Simon also wanted to add 10% onto the rents for accommodation rented from other colleges, but we got him to back down on this.  The last thing to do is settle the individual room increases based on the accommodation survey and assess the rents pitched by Lucy Cav and Caius.</p> <p>2 Security</p> <p>Simon Summers has given Dave Dove the go ahead to put money into more security measures. The most pressing tasks are at Russell Street - the plans are to install a camera in the entrance hallway, disconnect the intercom/buzzer system and put card-based locks on the external doors and gates. There is no current timescale for these. Regarding the recent theft at RS, Dave's main advice was to not let anyone unknown or unexpected in, whether through the intercom or otherwise. This might be best disseminated via group chats on Facebook.</p> <p>Action: Send targeted advice to the MCR about personal security.  Action: HW to see if local police has any posters etc about preventing thefts and personal safety.</p> <p>3 Bike purge</p> <p>The bikes at RS have been purged and are sitting in the car park. The collection has slipped my mind lately but I will try get it sorted asap.</p> <p>4 No important news from B&amp;S or H&amp;S committees.</p>	
12	<b>Miscellaneous</b>	