

MCR Committee, St. Catharine's College
Open Meeting held on Tuesday 24th, 2018

MINUTES

Present:

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

Absence with apologies:

Frances St George-Hyslop (FS – Welfare officer).

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"> • Maintenance has been asked- in quiet time. Will need to chase in mid-June. • To look into damage insurance. • Keep looking for successors. • Still encourage people to use formal hall booking. • Back burner- consider resurrecting external officer. • IR and FS to coordinate ice cream. • Green webpage is done. Action: advertise it on facebook. • Speakers are fixed. • Most have read subscription fee report – survey showed that they consider the fees are high. FK to meet with the bursar and discuss college contributions to the MCR. FK to investigate how our college account is being managed to optimise the interest. • Bikes are going on Friday, to be recycled. • Emails have gone about security out to the MCR due to security issues in accommodation. Action: DT on behalf of JC will ask at building and services for to inform residents of changes to residences. 	SP, CK, HW, DT, JC, SM, FK, JD
01	<p>Co-presidents' Report</p> <p>1 Big Issue</p> <p>Rota to start this term. If you buy a subscription, the fee goes into general running of the organisation, not to the vendors.</p>	SP, CK, HW, AP, DT, SM,

	<p>2 Handover</p> <p>Action: update your handover documents.</p> <p>3 Bop</p> <p>To stop service of alcohol at 11.45pm and turn music off at 11.50pm.</p>	<p>JM, JD</p>
02	<p>Food and Drink Report</p> <p>1 Cheese and wine</p> <p>Action: find out what went on with booking rooms for the wine and cheese event.</p> <p>Looked at other venues for cheese and wine – difficult at other venues due to their restrictions on external alcohol. Action: investigate other college venues for potential wine and cheese events.</p> <p>Potentially organise an event at a non-college venue.</p>	<p>CW, SP, CK, HW, FK</p>
03	<p>Formal Hall Report</p> <p>1 Midsummer formal</p> <p>All other formals have menus already, except for the midsummer. Suggestions as theme for formal. Speakeasy/1920's themed formal and bop. Action: research and form formal hall menu.</p> <p>Action: JM and DT to decide on decoration.</p>	<p>JD, SP, CK, HW, FK</p>
04	<p>Social Secretary Report</p> <p>1 Midsummer formal/bop</p> <p>Action: book a band for the Midsummer formal/bop in the theme of the speakeasy/1920s – budget 2016/17 was ~£300.</p> <p>2 Welfare events</p> <p>For late May/early June. Walk to Grantchester and puppy event.</p> <p>3 Worcester bop</p> <p>Book is low ~ 5 people. Action: advertise and email people about the bop.</p>	<p>DT, JM, FK, JD, SM, SP, CK</p>
05	<p>Green Officer Report</p> <p>1 Green impact report</p> <p>Out tomorrow. There is a log for things college has done for green things and we have points for a gold accreditation.</p> <p>2 Green page is up</p> <p>3 Ice cream</p>	<p>IR</p>

	<p>Action: will work out with FS.</p> <p>4 Green formal</p> <p>Potentially set the next green formal up as a summer formal.</p>	
06	<p>Welfare Officer Report</p> <p>N/a</p>	
07	<p>Education Officer Report</p> <p>1 Symposium</p> <p>Advertising it now. Action: encourage people to sign up for talking at the symposium. Action: encourage attendance of symposium. Also ask to email adverts to departments.</p> <p>2 Rushmore room</p> <p>Action: to continue running the study space.</p> <p>3 Education committee</p> <p>College have given permission for an additional grad tutor, with a role to focusing on pastoral care.</p> <p>Library – wifi hardware has been replaced.</p> <p>Strike action – 11 grads report disruption by strike action. College considers that masters students will be most affected by the strikes.</p> <p>Class lists – undergrads will have an opt in to published class lists. Senate house will be voting but there will be an opt in for senate class lists irrespective of the senate vote.</p>	<p>AP, HW, SP, CK, JC</p>
08	<p>Computer Officer Report</p> <p>1 Easter bop</p> <p>Was a success. Set up ‘message board’ displayed at the bop – had to censor inappropriate messages.</p> <p>2 Computing updates</p> <ol style="list-style-type: none"> 1. Rewritten everything in node.js, a trendy new web framework that makes making new bits and pieces much quicker (things that would normally take me days now take me hours to build) 2. Small design changes to the site 3. Automatic minute page generator <ol style="list-style-type: none"> 1. All we need to do is upload the file with the properly formatted filename in the right folder and it will generate the links to it automatically. 2. Update minutes as ‘minutes-XXXX’ 4. Unified MCR member management 	<p>SM, SP, CK</p>

1. Integrated the various databases of fellows, JRFs, staff, graduates and fourth years into one list to rule them all. This is now on the website and we can add/update/remove people from this list individually or in bulk via spreadsheet. Currently admin access is to SM and JD (since JD had been managing users on the formal hall booking system, let SM know if anyone else needs access to this too)
2. Any changes made here will now sync over to the mailing lists and formal hall booking system. (It will also sync over to mailchimp once SM have access to this). SM has also emailed Dave Dove to give the porters access to this so that they can check who should/should not have card access.
3. This also lets people have user profiles on the MCR page and search through them all.

College user profiles – action: make dietary requirements optional.

4. For handovers we can now give other people in the MCR our committee roles and it transfers your role onto them. Your bio and photo then gets copied onto the about committee page, so it should be easier to keep up to date for future committees.
5. A fourth year block/unblock button to revoke/grant access to the MCR to all fourth years, this will again sync out to all the other lists we manage with immediate effect, and also email the porters asking them to revoke access to their cards.
5. Issues page is now also more seamlessly integrated with the rest of the site, and also linked to the unified MCR list management above (so when we handover we also give the ability to our successors to take over from us in the issues, and they just need to sign in with raven)
6. Symposium integration
 1. We will advertise the symposium on the front page. I've also built a registration form for this that includes an online payment portal integration as well as automatic department detection, and it recognises if you are at Catz, at Catz and in the MCR or not at Catz at all.

Action: ask college to advertise symposium on their facebook page.

7. MCR Bops facebook page
 1. SM has been uploading all the photos from the bops here for easier sharing. SM has also started making facebook events for our bops to build hype.
8. Green page now live with content from Iacopo, also adding Gardening Society events to the calendar.
9. Catz connect – new college alumni social platform being developed. Do we want to get involved in this? Action: SP will discuss with alumni development.

	<p>Upcoming changes:</p> <ol style="list-style-type: none"> 1. Formal Hall booking system - should be ready soon for testing, with automated opening and closing of formal bookings at specified times, automatically emailing catering, and a shiny new interface completely rebuilt in javascript, saves dietary requirements for autofilling these in, etc 2. Room database - if anyone has any floor plans/schematics of the different accomodations please let me know 3. Maintenance request tracking system (though still need to pitch this to college as a way of making their life easier) <p>Action: SM to write proposal about tracking maintenance requests for the next CCC meeting. Action: SP and CK will provide guidance for the tracking system.</p> <ol style="list-style-type: none"> 4. More seamless hall time updating, to advertise when hall is open/shut out of term time. 5. Duck Cam - Action: have a live duck cam if possible. 	
09	<p>Secretary Report</p> <p>1 Food and Drink Issues</p> <p>SP requested that the minutes be reserved.</p>	
10	<p>Treasurer Report</p> <p>1 Treasury update</p> <p>Preparing finances for June/July. So far 2017/18 finances are looking good. We currently have £3,000 left for next year. We are still waiting for money back from the bar. Action: everyone must provide missing receipts for things that have been reimbursed and any other receipts.</p> <p>Action: FK to investigate why/ where it is written that we get money when the bar is used exclusively and the JCR doesn't pay?</p> <p>Action: chase for the reimbursement for the college garden party 2017.</p> <p>Action: ask the alumni office to book the bar properly and offer to waive the fee.</p>	<p>FK, SP, CK, CW, HW</p>
11	<p>Accommodation</p> <p>Nothing to add</p>	<p>JC</p>
12	<p>Miscellaneous</p> <p>1</p>	