

2016.11.10 Committee Meeting

Present:

Filip  
Ravi  
Sofia  
Mark  
Lydia  
Rory  
Olivia  
Brieuc  
James  
Rozi

Apologies:

Talia  
Ryan  
Eszter  
Olia

Agenda:

1. ACC update: meeting has not happened. We should receive £30 per student, which is more than what we budgeted for.
2. Events:
  - a. Observatory trip: Sat  
Sofia books free formal ticket for Scott
  - b. Women's potluck: Sun
  - c. Murder Mystery: Thu 17
  - d. Talia talks to Sarah & Marianna, cc buttery and catering if necessary, Filip asks if he meets them.
  - e. Wed 23 arts & crafts welfare - we're making a huge blanket for BA room.
  - f. Lydia: - running dinner - sign up in pairs, make starter, main or dessert, then go to different houses for different courses. Need to pick a date.
  - g. Sofia sends email about winter activities.
  - h. Chocolate tasting - struggle. Local chocolate makers or variety of things from Culinaris? Tasting is only fun if it's lead by someone knowledgeable. Needs more planning, have cheese tasting instead with Rory's cheese guy. 200 cheese, 150 for chocolate.
  - i. Xmas dinner band sorted. Ian says they have everything for the tables.
  - j. Committee Xmas + secret santa. Rozi makes doodle poll.

- k. Trampoline park - train to Peterborough 17 quid + cabs because you can't walk there 10 quid for cab, 10 for 2 hours of bouncing and SOCKS for 16 - 620 in total, bus would be 650 itself.
  - l. Gingerbread dough and mulled wine from catering for Sun 11 dec (gingerbread event)? Sofia asks catering.
  - m. Zorb football in spring.
  - n. Ballet 25 february - Lydia sends invoice to Ravi and he pays.
  - o. Easter term - stratford trip or something similar. Stonehenge, Bath, Canterbury. Sandrigham estate, some seaside place Filip went to. Whitby, Isle of Wight + Southampton.  
Send poll to BAs, order preference.
  - p. Feast:
    - i. Feasts are not subsidised etc. We need to sell it well. Ian suggests discreet table decorations. Hot drinks. Masks for everyone #collegiate
3. Financial update:
- a. Accounting software: Ravi sends us an email about how to log in etc. We can download the app to our phones.  
To add expense, click plus>suppliers>expense - type in details. Payment method - how you actually paid, date is the date when you claim, not when you paid. Can claim multiple things at once.  
Charge people: invoice>sales. Select person, category. Ravi can do this for us - leave list of people on Asana as before.
  - b. Actual update:
    - i. More money than expected from gown sale. Family dinner was over budget. Parkrun - £210 for 5 parkruns, without charges, we will be out of sports money soon at this rate. Applied to ACC for separate parkrun money, until we hear back, we can do 3 more parkruns.
    - ii. Brunch: £100 per brunch - get click&collect from Sainsbury's, quicker and easier and noone forgets bread and milk.
    - iii. Subscriptions: buy them soon. Spotify, netflix etc. during xmas break. Internet is almost ready to go. James will talk to Computing Office.
    - iv. Renovation - Nov 15-19 tables arrive, coffee tables by end of the months. Need to follow up with works department.
    - v. BA room winter decoration: £50.
4. BA Dinner update:
- a. Don't close the door to the OCR staircase after predrinks.
  - b. People need to dress properly - gown+ties.
  - c. Swaps: physical tickets. Ian confirms with the Dean.
  - d. Stollen instead of mince pies for Xmas?
  - e. Swap rules: we want to encourage Trinitarians to talk to the guests. Make it a rule that if you go to another college, you have to come to the formal when they're coming and sit with them.

- f. Group booking system problems - more seats booked than needed. Get rid of it and make people mix. Seating as they enter, like High Table. Random mixing of parties (so guests don't get separated). Alternating weeks - survey at the end of the term.
5. Seminar lunches, college contacts
  - a. Filip booked Old Kitchen for 6 events. There are 50 categories of college contacts, divided into 6 subject groups, one lunch is 2 sci, 2 humanities. College contacts invited explicitly, individually, Fellows are all invited. Everyone gets high table lunch for free, paid by grad tutors. 1pm-2pm is official lunch hour at the University. Events start next term, scheduled for week 1 5 9 lent, week 1 5 easter, on wednesdays. Filip puts the details on Asana.
  - b. College contact tea - in progress. Pam is contacting Fellows. Early lent term.
6. Seminar swaps:
  - a. Magdalene +Emma are coming this term. JP, OCR or Allhusen are good locations. Wolfson seminar rooms too or even New Court E1.
7. Predrinks
  - a. guestroom behind the OCR + OCR + Allhusen all together should work in the future. If <150 use bar only.
8. Housekeeping update:
  - a. teatowels, binbags, broken glass goes to the broken glass bucket. Bedders take the trash out. If it's full, we take it out to the trash out. We got a new microwave.
  - b. Labels and pen. Note on the fridge. Signs signs signs everywhere. Rozi.
9. Accommodation info on BA website - Dean thinks it'd be useful.
10. Mental health workshop
  - a. Format and budget needs to be discussed. Next term. Managing stress and anxiety. How to recognise symptoms in yourself and others, know when you need to get professional help. Dean says we can get college support etc.
11. BA Room use and rules.
  - a. Serbian book club and related issues: change password on booking calendar, James sets up a form for bookings, people have to give all data and we validate the booking then. Head porter will have access to the calendar.
  - b. The Dean is thinking about CCTV in BA room foyer.
  - c. Filip sends email about rules and the changes.
  - d. TV Room - yes to fifa 17
  - e. One speaker not working - figure out whether we still have warranty and deal with JL.
  - f. James+Mark write instructions for the TV room.
  - g. Rozi writes stuff for kitchen.
  - h. James checks on Computing Office for wifi etc
  - i. Ravi deals with tablet.
12. Thank you present to Ian and Rod
13. Olivia talks to JB about lights in Burrells and sanitary bins (lack thereof) - JB has open hours at 4pm.