

## First BA Committee Meeting Minutes – 04 June 2017

### **Members present:**

Mark Burrell  
Rory Little  
Sofia Taylor (taking minutes)  
Reece Oosterbeek  
Isabel Vallina-Garcia  
Annalise Higgins  
Solene Rolland  
Olia Zadvorna  
Olivia Tidswell  
Raj Pandya  
Natalie Jones  
Jake Glidden  
James Manton

### **Apologies:** none

Mark starts the meeting at 7:05pm with a welcome of all new members to the committee.

1. Financial Update
  - a. Rory has an idea of how much money we have.
    - i. Cultural events have some money left over which could be used for summer events. More targeted questions should be directed to Rory. There are still some details to iron out of the past year's accounts which will be sorted shortly.
    - ii. The Women's Event will get a dedicated budget in the new financial year. For the rest of this year it will come out of the Welfare budget.
    - iii. Last year summer events included: trip to London, Berry picking estate, punting brunch, Zorb football. Sporting events is the only column in which we overspent.
    - iv. All reimbursements submitted up to 31<sup>st</sup> May should have been done by Ravi. After that will be reimbursed by Rory.
    - v. 10% contingency for Fresher's Week was coming from our budget but we didn't need it. Needs clarification.
    - vi. Few thousand pounds left over for this year.
  - b. How to tackle reimbursements: Rory suggests using Asana for reimbursements since it's organised. We will need a new Asana project, to be set up by James. This will also include contact and bank details for the committee, to be compiled by Rory.
2. Welcome to Olivia - our new Ents officer. Mark to get two more copies of the cupboard key.
3. Garden party

- a. Budget for Garden Party has been allocated, most of it belongs to food and drinks.
    - i. Entertainment: coconut shy we already have. Olia suggests a polaroid for the party, will liaise with Reece and Solene.
    - ii. Music. No amplifying for the music since will require works to set up electricity, plus permissions. Solene will look for another band since the Jazz band will require amplification. Natalie has contacts that could work for a string quartet, we'll include food for the musicians. We will also need to know what we need in terms of music stands.
  - b. The whole committee is expected to help and be available, although a rota will be prepared to allow for "down time". Natalie will not be in Cambridge, Olia will only be present after 2pm.
4. Fresher's Week recap
- a. Mark gives update from the Dean's meeting:
    - i. Alternatives to the pub event were approved.
    - ii. Welcome to welfare event is a time issue. We might just tack it on the Graduate Tutors event and not have a budget. This means we likely won't get to the non-side F, although they'll still be invited.
    - iii. We are also trying to move matriculation photo between Tutor's talk and fire safety, in which case we would do the talk at the wine and cheese event. Not many options to do the welfare meeting. FW planning will be locked from Monday.
  - b. Budget proposals given to the committee. In general, it's a bit more than previous years, mostly due to food prices and a couple of new events.
    - i. Mark asks if there's spending that should have happened and didn't.
    - ii. High Tea party should either have savoury food or called something else.
    - iii. Rory suggests including a taxi for international food night which we used last year.
    - iv. Ask Talia about the FW jazz night last year.
    - v. It's expected that everyone is here for Fresher's Week and we'll distribute the tasks.
    - vi. Hoodie budget slightly larger since we have 2 more places.
    - vii. Rory asks about a budget for Grantchester walk but is rejected.
5. BA Rooms renovations
- a. Getting rid of bookcase and putting seating with storage, build by the works department. They also promised to do something about the humming. Mark will ask about wall mounting speakers.
  - b. Some leftovers in the budget allocated for renovations which need to be spent.
  - c. Coffee table: Raj and Rory will look for a coffee table, deadline next Sunday, with storage underneath. They will look for floor lamps as well. Buy 2 bike pumps from sports equipment.

- d. Coffee machine: The previous machine is still in warranty, was expensive and breaks down constantly. Repairing it is an option. Mark proposes espresso machine with pods. There is an environmental issue, we will at least get the compostable one. Another option is to not have anything. Reece suggested a refillable pod for ground coffee, this was rejected. Jake will get the existing machine repaired and we will discuss again.
6. BA rooms
    - a. The common complaints regarding the rooms is the humming and that it's messy. CCTV will probably be installed in the summer and might be a deterrent although will only be used in case of serious incidents.
    - b. It's approved to add BA Room checks to the rota to include very light cleaning, stock of consumables and general inspection.
    - c. Committee members will do a summer cleaning/sorting session/inventory of the BA rooms.
    - d. TV room: get Netflix, NowTV, Spotify. Sofia will organise Game of Thrones viewing.
  7. Review of swap and seating policy
    - a. It's important that the committee can explain why we do the seating the way we've arranged it. We are lucky to have such a subsidy and it's important to recognize that the purpose is to promote a collegiate atmosphere.
    - b. Swap policy update: list of possible swaps at the beginning of term. Give names and requirements to Isabel a week ahead and decide if they want group seating. Try to keep everyone together. The person in charge of swaps should talk to the person in the rota, give them tickets, make sure they know what to do. They should be taken to the Bar instead of the OCR. Write a standard email and instructions to send to the other colleges (Rory already has this)
  8. Summer events: there are fewer people but summer events are very appreciated.
    - a. Suggestions: BBC Proms, Zorball, archery, museum trip, outdoor movies, regular Cambridge events, short trips (beach?), escape rooms, intercollegiate events.
    - b. Still money left for summer brunches. There are fewer people so we can be more creative.
  9. Other business:
    - a. Brief update on CUSU/GU survey.
    - b. Meeting with the Junior Bursar this week will discuss accommodation issues that turned up in the BA Survey. We will plan to have a proper accommodation office database.
    - c. Need to check permission for Cloisters for summer BA dinners.
    - d. Need to sort out inductions for Isabel so that she can book the OCR.
    - e. Even not side-F committee members can get signatures from the graduate tutors for events.
    - f. Anyone who wants to meet college officials should go around to deliver the personal invitations for the Garden Party.
    - g. 28<sup>th</sup> September possible welfare training event.

- h. Since the welfare officer is female, Mark is an optional point of contact, in addition to Jake as LGBTQ+ officer, for male-specific issues.
- i. Sports event with St. Johns will happen on the 10<sup>th</sup>. They will host us for a BBQ so the BAS will aim to host them back in the next few months.
- j. Next meeting to be held soon after the Garden Party to discuss Fresher's Week, next year's budget, summer events.

Meeting adjourned at 9.00pm.