

## Fourth BA Committee Meeting - 22 September 2017

### **Members present:**

Mark Burrell  
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:**

Rory Little

Meeting starts at 20:06

-Follow-up from last meeting:

ROH: Mark proposes to postpone it, Solene agrees. Mark brings up the balance between the types of events in each term.

Sports day: Raj will chase down Darren ASAP and plan what games will be played, food, available spaces.

AP: Raj will give a full update on the Sports Day on Wednesday 27th September

-Pre FW:

College Families are sorted. Annalise brings up that we have a lot of families and if we have enough hats.

Action point: Annalise will decide what to do.

-Fresher's week:

- BA Phone: Mark wants to distribute the days that each of the committee members will have the phones.
- Movie Night in the BA rooms: Olivia will buy snacks the night before/on the day for the afternoon and post dinner event. Mark suggest "The Man Who Knew Infinity" for the movie night. Solene tells everyone to check the cupboard before buying snacks since we have significant leftovers.
- Walk to Grantchester: no need to book a table. Olivia will make sure not to lose people
- Trip to the Botanic Garden is booked for 20 people. Olivia already payed the deposit and the rest will be in cash on the day. She'll have to make a signup form since it's limited to 20 people.

AP: Olivia will make signup form

-Olivia gives a short update on Michaelmas events since she has to leave:

- Bristol trip is sorted, Olivia booked accommodation and a minivan.

AP: Olivia will put it on the spreadsheet

- Olivia spoke to Queens about the swap, they know about the price change.

-Back to FW planning:

- Welcome sessions: the 2 people in charge of each day will buy snacks for pre and post dinner, which should include cheese. Think "well attended book club". Natalie taking over craft night from Annalise.
- Pub nights for those first few days are: Wednesday Maypole, Thursday Castle, Friday Eagle.
- Craft night: origami, finger painting and calligraphy.

AP: Natalie will organise

AP: Sofia will send out emails every day of FW with the events of the days and reminders.

- Registration: they don't actually want us there in the office since they expect it to be busy, so Mark and Sofia will be on call. Mark suggest using Facebook Messenger for the week since Slack has a slower response rate.
- High Tea Party: everything arrives on the day. Tom's Cakes noon, sandwiches 2-3pm. Gourmet vegan and Cambridge Blue (the leftover 50%) we pay later. Tom's in cash on the day. The rest of the committee will arrive at 3.30pm to setup.

AP: Natalie and Isabel will receive orders

AP: Isabel will buy tea and fruit beforehand

- Gown sales should be straightforward. Let Rory know in advance of big payments since it's complicated to access the accounts at the moment.
- Wine and Cheese: 10 cheeses from Culinaris, wine from college.

AP: Isabel will buy crackers, etc from Sainsbury's. Will ask for help as needed.

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Reconvene in the BA Rooms because the Maypole was a terrible idea.20.58. Olivia leaves.

Associates and medics get invited to everything. The names will be updated next week.

- Grad Bar Night: Annalise has already the quiz. Buy wine/port from the bar. Try to encourage smaller groups (max 8). Not required to do it by families but also encouraged.
- BA Dinner +jazz: Danielle will confirm if we're limiting it to two guests and the tickets will be at host prices. BA Feast tickets will stay the same. We will issue physical tickets and collect dietary requirements. Mark suggests having a signup sheet (laptop) and then try to chase up the rest. We might not be able to reshuffle and assign the unused tickets. In this case we will allocate those tickets to Committee members and cancel them on Upay. We should have tickets ready to give out at the Wine and Cheese and have extra ones at the bar (we'll ask)

AP: Isabel will ask the Bar about handing out tickets.

Jazz: the band is booked (Solene).

AP: Solene and Raj will discuss with the band about their requirements and talk to Marianna in the bar.

AP: Solene will send it out to Rory for payment, including the taxi.

AP: Reece will give Isabel the list of freshers.

Regarding seating: it's High Table for everyone, it's in the White Book (you can choose the table). No group seating for the first one. Isabel will have enough people to help usher.

Danielle will send the list of menus to Isabel and she'll advertise it, including High Table.

- Parkrun:

AP: raj will have a signup sheet and book a taxi. Also advertise fresher's fun run.

- Picnic Brunch: Natalie has informed the Porters.

AP: Sofia will book the BA rooms for all FW events.

- Punting: Raj has booked 6, the same as last year. He will buy prosecco, non-alcoholic alternatives, strawberries and check the stock of glasses. Reschedule in case of rain.

AP: Raj will talk to Rory about getting some cash for the punts.

- Fellow's Panel: Isabel has catering sorted. Mark has the fellows sorted.

AP: Mark will talk to works about setting up the Winstanley "panel style".

-Other business:

- Accommodation committee Bidwells + Accom office involved with Porters, etc.

Will try and collect some complaints and work out what we want from the committee.

We'd like: more information given to students -- what is available, what the process is, why it's so slow

- Master's Lodge will be renovated soon
- Round Church will be done by 2020

AP: Mark will contact the postdoc society about seminars

Meeting ends 21.56