

## **BA Handover Meeting – 7pm, 23 May 2018**

Present:

Sofia Taylor  
Steffi Neun  
Isabel Vallina-Garcia  
Rory Little  
Olivia Tidswell  
Mark Burrell  
Reece Oosterbeek  
Hans Yu  
Pooneh Nazari  
Trillium Chang  
Thomas Graff  
Parwana Fayyaz  
Annalise Higgins

Late: Amar Sakar

MB: We'll make a start. This will be quick. Thank you for coming. Well done new committee, thanks to old. Good luck. It's a big job, but it's better as a team. Working together is really important. One thing we try to do well is handover. One of the reasons why we do this is the more professionally we do the job the more college trusts us. Put on a solid face. We're organized and will be great. Isabel will make sure you stay on track. Keep the trust of the college, represent yourself well as BAs. Good luck.

Firstly, you'll meet individually to handover. If you finish early, old committee to-da-loo. Bye.

The individual officers discussed their roles.

## **BA Committee Meeting 23 May 2018, 8.20pm**

Still present

Pooneh  
Isabel  
Reece  
Steffi  
Hans  
Jake  
Parwana  
Annalise

- 1) Brief intro to: Committee dynamics, rotas, slack, swaps and BA dinners. (You'll get to know all the secrets and inner workings!)

IVG: First point was lecturing on how we work.

Rota - be there on time. (ARH: also note modifications needed to rota for rest of term due to new Catering alcohol serving requirements).

Keep conversations on slack on relevant channel.

BA dinners are very important. Know how they work and work together when representing our views and the college views. They are heavily subsidised. It is important we're united in supporting the rules. The dinners exist to network between BAs. Not an opportunity for 20 friends. If you want to do that you can book a private dinner through catering.

We need to follow the rules for bookings, sales, etc. If you hold a ticket, you cannot sell it on and you CANNOT hand over your ID card to someone else. College could check more closely and prevent people from entering. You will get in serious trouble if they realise you lent your card.

Lead by example, particularly on public forums. The Head of Catering knows. We can't expect BAs to do things we're not doing.

JG: The Catering people are lovely.

IVG: That's my rant.

- 2) Running of Easter term events - how does this work?

Postponed to next meeting.

- 3) Brief update on Freshers Week - where are we at?

Postponed to next meeting.

- 4) Discussion on BA Grad Bar Night – how can we improve on the current framework in which we operate?

IVG: Talking to grad bar staff after they opened it themselves. The bar doesn't like the current dynamic. They want alternative frameworks – more inclusive, how to encourage BAs to stay, socialise, make the most of the event.

We need to tell them in advance who will open the tab and then the responsible person will tell them to open the tab and stay. Make sure students don't get rude.

RO: Do you mean hang out by the bar?

IVG: Manage the queue maybe? They don't give drinks after £50 – but some people cut the queue last week. To avoid that situation, manage queue and check that they're actually BAs.

PN: How about £25 at each of 8 and 8.30?

JG: Not a bad idea.

RO: If you want people to stay longer and spend money, what if we made it buy one get one free?

AH: Is the point of grad bar night to drum up business, or is it that we spend money?

SN: What if we put two board games on the table that we sit at? Encourages socialisation.

JG: Also a good idea. In same vein, the person running it could take some initiative – they should know who you are. You can introduce people.

AH: What if we get one of those conversation card starter set things?

IVG: Adding a different dimension to encourage socialising sounds like a good idea.

PN: It seems quite popular.

SN: I've never managed to get a drink.

PF: Should we encourage socialising more than drinking?

IVG: Organising side – give bar more notice. Social side – add something new. Make people speak to each other.

ARH: We could make some a pub quiz. Would encourage socialising and staying.

JG, RO: Let's see if we can do that next year?

PN: I need to email catering saying who will be at the bar?

AH: Let's do that at the start of each term as a list?

IVG: We can do that.

5) BA Garden Party! - we need to sort out some entertainments and yummy food!

Postponed to next meeting.

6) Preliminary discussion of Summer events (please bring lots, lots, LOTS of ideas!)

Postponed to next meeting.

7) Date for next meeting?

IVG: Need to set a date for next meeting and to meet potential candidate for Ents.

We need another meeting for garden party, summer events, vote etc.

When are people generally free?

Shall we circulate a Doodle poll.

PF: How often do we meet?

IVG: at least one per term. We might need more before big events.

PF: When is the Garden Party?

IVG: 24 June

PF: I will be away on fieldwork. Sorry.

IVG: For the Party think about non-amplified music.

JG: Acapella groups. Just saying.

IVG: Entertainments. Portable photographs? Suggestions – games, food.

JG: Fewer sandwiches.

IVG: I didn't know they would be that big.

RO: You didn't buy too many, they were just massive.

HY: They were good.

SN: Where from?

IVG: Urban Shed. I thought they would be smaller.

JG: They weren't.

PF: How big were they?

JG: You could eat two if you really tried.

IVG: We'll doodle, set another meeting soon.

JG: Yes it's too rushed.

IVG: We have one potential candidate for the third ents position.

RO: Can we get availabilities before we set up a doodle?

IVG: We will set another meeting soonish.

8) AOB

IVG: Any other business?

SN: Thanks, Isabel.

RO: Are we continuing with the current Google Drive?

IVG: I would be keen. Good archive of stuff and knowledge.

RO: Do new committee have access?

JG: Slack, or invite?

HY: I have access. I don't know who the owner is.

JG: Maybe the generic account? I forget the password.

HY: Please send me a reminder.

IVG: Hans, can you add the incoming officers.

HY: New officers' emails currently moderated. Shall we release?

JG: Maybe after we educate?

RO: Did you want to say something about our email strategy?

Specifically we try not to send lots of emails per day.

JG: 1-2 to make it less spammy.

IVG: We discuss on slack and arrange in a way that makes sense.

RO: Otherwise people's emails are full of "US".

PN: What about catering?

JG and IVG: They're routine. Everyone knows they're coming.

IVG: Wave needs explaining.

RO: Easiest thing will be if I teach those who are new via slack. I want to keep Wave going, it works quite well. Old committee members know what's happening. So I'll probably put something on slack. It's easiest.

JG: Keys?

IVG: We have keys. I'm keeping track.

HY: Do I have to have a key?

IVG: Yes.

JG: We need to see if the dean is running the induction.

IVG: For Pooneh, particularly.

Meeting closed at 8.50pm.