**Committee Meeting 2: 29 October**

**Minutes**

* Introductions
  + Introductory game played
* Goals and expectations for the committee
  + Overarching goals of the committee, contribute to student community, well being, and serve as a liaison between students and the college
    - Examples of ways to do this:
      * Events in and out of college, events surrounding personal development
      * DIscussion with the college surrounding issues with accommodation, and challenging the college in general
      * Good community and camaraderie in the committee through committee member events, and good proceedings surrounding handover and general running of the committee
* Norms and practices
  + Contribute to general tasks
    - Everyone made aware that they are expected to contribute to general events and tasks, in particular the bop will require all hands on deck
  + Communication
    - Facebook?
      * Slack preferred over facebook, set up by Tamzin
    - Google drive
      * Will be used to store documents
    - Calendar
      * Streamlining of the calendars, with only two. One forward facing available to all members of college, on internal for committee meetings and deadlines
    - Frequency?
    - Reporting activity, meetings with college, etc.
      * Actions register to keep track of tasks
    - **MCR email aliases to be used for MCR business only**
  + Meetings: agenda items, attendance, minutes
    - Meetings beginning and end of term, unless incase of emergency, attendance is mandatory
    - Secretary to take minutes of committee meetings and share them with the committee, one week will be given to comment. Points relevant to the MCR from other wider meetings attended by other members, to be reported to the committee on the #general channel of slack
  + When people aren’t doing their job
    - Sources of problem
      * Should you be overwhelmed/anticipating a more busy time period try to report this in advance if possible.
    - Solutions
      * Meetings with P,VP, and Nicola to try and identify ways to manage the work load
      * Your degree is your priority, so you may be asked to step down in the case of repeat offenses
* Action points
  + Update committee wall
    - Someone to pin the pictures ***action***
      * ***Brittany to do this***
    - Send a pic to that person **everyone** 
      * **Pic and bio to be sent within the week**
  + Upcoming events: delegation or updates
    - Formal swap: Pembroke to us ***Pallavi***
      * pre-/post-drinks?
        + Social secs to coordinate this
    - Movie night? ***Action***
      * ***Social secs to coordinate this. Ideas include using college projector and providing popcorn***
    - Other ideas for rest of term
      * Clothing swap? Charity?
        + The left overs in the fire escape will be pushed over the coming week
      * Talent show/show and tell?
      * “I <3 Consent”? **Pallavi**
      * PhD-only event?
  + Social secs: start planning for bop ***action***
    - ***Social secs to pic date and coordinate with Teri***
  + Computing: update website ***computing***
    - New committee member info and pic
      * Everyone: bio and pic to computing **everyone (except Ellen and Pallavi)**
      * **Pictures to Tamzin within the week**
    - General
      * Slack and outlook training to be provided by Tamzin concluding the set up of the channels of communication
      * **Mansi** to be on call for replenishing paper in cases where Tamzin can’t make it to college
  + Everyone gets access to the calendar ***computing***
    - ***Zoe to consolidate the calenders***
  + Stash ***secretary***
    - ***Supplier to be identified, and a standard design chosen rather than a design competition***
  + ***Allocation of Funding to students for events***
    - *Funding to be allocated on the basis of a completed application form, seen by treasurer, P/VP, and a social sec. General members to provide support eith the running of such events*
    - **Ellen** to draft application form
* Lent term cards
  + Print?
    - A5 term cards will be printed, Tamzin to design
  + Dates for planning Lent events
    - Lent Ideas to be proposed at the coming meeting
    - During break between terms, plans are finalised and confirmed at first Lent meeting
* Meetings
  + Com mtg at end of term: 2 Dec 3pm
    - Come with Lent event ideas
      * Prelim Ideas include
        + Welfare-world AIDS day (end of Michaelmas term)
        + Brittany- Families day
        + LGBT- queer mixer possibly Clare Hall
        + GM- Alumni Events and professional development
        + Christmas event for students staying in town
        + Event to watch the rowing
  + Graduate liaison mtg: 2 Nov, 9am
    - Agenda to be distributed by Ellen
* Committee group picture
  + Done