

Committee Meeting

Mon 6th February 2006

20:10-20:34

Present: Sharon, Gavin, Milena, Sam M, Li, Lottie, Oli, Kelly, Jan, Zahra, Katie, Yusuf, Sam C, Ciarán, Natalie, Karaan, Tim

Apologies: Posy, Anna



1. CHANGEOVER

- New committee (NC) to assume duties at 12noon, Friday 10th February
- Briefing on claiming of expenses – only possible when amount and purpose agreed by committee and receipts kept.

To Do:

- Arrange hand-over meeting
- Finalise and produce accounts
- Update TCSU email forwards
- Compile list of NC cell phone numbers

By Whom:

All

Sam M

Richie P

Li

Due:

ASAP

End of LT

Thursday

ASAP

2. BURRELL'S CHANGEOVER ENT

- To be held coming Saturday, 11th February
- NC to run, serve drinks and clear up
- **Set-up:** NC on hand Saturday to set up. Volunteers to move alcohol on Friday.
- **Advertising:** Katie has produced posters. Will fly-post around college.
- **Drinks:** Briefing on licensing laws by Gavin – be aware of drunkenness
 - Trinity Blue to move to pint glasses
 - Vodka jellies – Katie to produce
 - Mr. Reinhardt to arrange bar training prior to Saturday?
- **Bands:** - Details with Katie.
 - Members to receive free drinks tokens, 3/head
 - Unpaid with exception of three:
 - £50 – Phil's band
 - £180 – Jazz band
 - ~£180 – Jono
- **Magician:** Zahra has contact, Katie to follow up
- **Decoration:** “Chalkboard” – free to graffiti during the night - £15
- **Emergencies:** To contact Porters. Zahra and Sharon on standby in case of female
- **Other expenditure:**
 - £1,410 – flooring
 - ~£15 – extra plastic shot glasses for vodka jellies
 - £tbc – plastic pint glasses to supplement existing
- **Other:** OC to hand out lollipops, bin liners needed

To Do:	By Whom:	Due:
▪ Email stewarding needs to Yusuf	Katie	ASAP
▪ Draw up stewarding rota	Yusuf	ASAP
▪ Buy black paper/card and chalk/bin liners	Yusuf	Saturday
▪ Buy lollipops for partygoers	Ciarán	Saturday
▪ Collect delivery of alcohol	Volunteers	Fri AM
▪ Move supplies from underground store	Volunteers	Fri PM
▪ Email price-list for drinks	Sam M	ASAP
▪ Photocopy advertising posters	Katie	ASAP
▪ Follow up magician suggestion	Katie	ASAP
▪ Post posters around college	Lottie (New)	-
	Yusuf (BB)	
	Li (Angel)	
▪ Make vodka jellies	Katie & team	Saturday PM

3. SHADOWING SCHEME (ACCESS)

- Delay on CUSU's end – Ciarán to receive email at 9am Tuesday morning
- Meeting to be called Wednesday to discuss

4. WELFARE

- Condoms obtained by Lottie
- Depletion of rape alarm stocks – male President and Welfare officer so duty passed to WoT president

To Do:	By Whom:	Due:
▪ Obtain more rape alarms from CUSU	Zahra	ASAP

5. MISCELLANEOUS

To Do:	By Whom:	Due:
▪ University Challenge: arrange and advertise team selection	Yusuf	-

~MEETING ENDED AT 20:34 HOURS~