

## **16<sup>th</sup> March Minutes**

Chair: Ian (Head of Catering)

Minutes: Naemi (Junior Steward)

Present: Danielle & Sarah (Catering), Mark, Sofia & Isabel (BA), Molly, Amelia & Cameron (TCSU)

### **Green formal**

- 5th May (Week 2) decided
- Cameron suggests speaker from Client Earth (legal background) – will confirm that their stance is not political
- Canapes: Danielle and Cameron to liaise.

### **7:45am breakfast**

- Exams require 8:30am arrival, so current 8:15am breakfast is stressful
- Takeaway breakfast bags have been considered but are cost prohibitive – £4.75 each
- Food provided before 8:15 does not necessarily need to be hot food – cereal, yoghurt, fruit etc.
- Costs not feasible to do this for 8 weeks, but Molly to identify dates of 9am exams during the exam bloc (23<sup>th</sup> – 27<sup>th</sup> April and 21<sup>st</sup> May – 15<sup>th</sup> June), and to email Ian about these dates.

### **Alternative drinks for formal**

- TCSU to publicise that elderflower/orange juice need to asked for, apple juice is on table
- ‘Soft drinks available upon request’ to be added to menus
- Sofia requests more BA dinner soft drinks, but this will mean a reduction of the wine budget
  - New ratio of 18 still and 18 sparkling agreed.

### **Fruit salad**

- Molly asks that different fruits to be placed in different bowls
- Fruit salad is bought pre-mixed, and separate fruits are more expensive, but Ian agrees to cost it and speak to supplier.

### **Lighting in hall**

- Ongoing problem – Molly to raise at Liaison Committee as there is significant support in college, and there are health and safety, welfare and work issues
- BA happy to support TCSU on this.

### **Freshers’ Week logistics**

- Ian to circulate Danielle’s guide to Freshers’ Week set up
- Sunday 7<sup>th</sup> Oct – private lunch in Hall; marquee will become a temporary cafeteria
- BA to have music after wine and cheese night (first Sunday)
- BA to hold additional event in marquee before international food night (Wednesday) – drinks required earlier

### Garden party

- New TCSU event, Catering agree to it
- Hot chocolate and winter Pimms suggested; TCSU can help carry things from the bar

### Barbecue

- Tuesday decided, to coincide with Fellows’ admission in Hall
- TCSU to book caterer (same as last year) and marquee to be set up early so event can be indoors
- Background music only, to be finished early so as not to disturb hall

### TCSU Gown Sale

- TCSU/Catering to regulate this better
- Danielle has asked IT to be present to answer questions about email accounts etc.

## Food Committee Meeting

- Gown sales in the bar on the Sunday to avoid wasting time/food; TCSU will be on call to help
  - Freshers can have a free coffee if they buy a gown (just as in marquee on the Saturday)

### Nevile's Bop

- Better lighting needed compared to last year
- More control over who is entering and how many drinks tokens people receive
  - Various options explored, including no spirits or capping college card spending
  - No changes will be made, but instead there will be better regulation
- Bar to be moved forward to reduce space in marquee, avoiding awkward empty spaces
- DJ: Amelia to look into having a playlist instead (with a 'fake' DJ?)

### Dietary requirements for Freshers' week formals

- Mark points out difficulties of collecting dietary requirements beforehand
  - Danielle notes that this comes through Tutorial and not Catering, so they ought to be contacted to streamline this process
  - BA dinner: list was late due to problems/lack of registration on UPayChilli link
    - Eventbrite as an alternative?
  - BA to make the form more prominent in Freshers' Pack, or to provide sheets at gown sale
- TCSU Freshers' formal: Molly to ask for dietary requirements in first email to freshers
  - Freshers to send Naemi information, who will inform Catering (minimum) 3 days before
  - Hall to close promptly at 8 to prevent late comers.

### **Marriage/parents formal**

- Molly notes pre-drinks for this were extremely successful
- Option of pre-drinks for more 'special' formals to be explored.

### **Vegan**

- More vegan dessert options have been introduced (and are labelled)
- Undergraduate formal has 3 different vegan desserts for Easter Term.

### **New ideas**

- Undergraduate nights similar to BA nights to be tested in Easter and Michaelmas

### Survey

- Mark offers to advise Naemi on technical side, including where questions ought to be asked
- Last year's survey was only about hot food – this will be expanded
- An A4 summary to be produced alongside report
- Sarah notes that opinions on the bar and general opening times etc. would be useful.