



WILKINSON & WEEKS HALL COMMITTEE MEETING 4

7:00pm, Sunday 30th November 2014, Weeks Common Room



HC Members Present: Claudia, Theodora, Lauren, Ruairi, Vaibhav, Harry, Robin, Gustav.

Seniors: Ravina, Haroon, Victor, Lily-Mae, Guy, Katy, Utsav.

Wardens: Franca, Ben.

1. Apologies for Absence

- Arash, Lorenzo, Lizzie, Sei, Julia, Zach, Hajel, (Holly, Dimitrios, Peter, Tas, Mirko).

2. Feedback on Past Events

- Cinema trip
- Ice Skating
- Winter Wonderland
- All these events were a great success. Popular and all ran smoothly. To be repeated next year.

3. Updated on planned events

- Theatre trip
 - Delayed until next term due to current lack of interest
- Trip to Europe (**Zach, Lorenzo, Robin, Hajel, Lily-Mae, Ben**)
 - All booked
 - £50 per person, 75 places subsidised by £15 each at £35
 - £1000 total subsidy
 - Leave early Saturday return late Sunday
 - Poster on committee Facebook group page
 - **Ben** to produce plan for days/evenings
 - Start publicising!
- Floor dinners (**ALL**)
 - Reminder to make sure you use this opportunity to host your floor dinner before the end of term
- Christmas Dinner
 - Drinks reception
 - To be held in Weeks Common Room before the dinner
 - To do: Order sparkling wine, decorate the common room to look a bit more 'elegant' (i.e. make just some gold balloons from Bonkies cupboard and clean up and make space for people to stand – suggest you set that up on the day), get champagne glasses from the Mezz office and clean + return them all afterwards
 - **Lauren, Haroon + Ben & Sei for ordering**
 - Music/speakers/DJs

- **Ruari and Zach** to DJ
- **Ben and Guy** to transfer speakers to venue and set up
- Name cards/drink tokens need to be prepared
 - Suggesting some kind of token or using pen to mark peoples' hands
 - **Katy** to finalise plan for this and communicate with venue
- Seating arrangements
 - Complicated to organise table plan on round tables and debate over what to do with people who don't get submitted on a table
 - Solution: Can sit where you want to when you arrive
- Christmas tree for Weeks to be provided by Union (no longer out of our budget)
 - Gabor handling Christmas tree for Gabor and Wilkinson common room

4. Cleaners update

- Cleaning equipment still being thrown out by cleaners even this week (sponges being thrown out)
- Utensils used by other people gets put in grey bins and disposed of
 - **Ben** and **Franca** to speak to cleaners management
 - Don't empty grey bins as often
 - E.g. Only empty grey bins if they're full

5. Brunch progress review

- 40-50 people turned up today, but mostly gabor
- £51 spent on brunch on croissants, ham and cheese and fruit
 - Seemed to be perfect amount
- Review brunches at end of term/next term to decide if worth doing hot brunches

6. Hoodies/clothing update

- Only 3 people ordered so deadline was extended until January
- However, people aren't happy about the design
 - Design competition to be held NEXT term in January (to close in March)
 - This way people will be starting to feel more nostalgic about their halls experience (too early to do leavers hoodies...!)
 - **Katy** to liase with clothing company
- System current shows who's buying a hoodie, should try to hide this information next time

7. AOB

- Lorenzo email
 - Future ticket sales to be sold initially as early bird (e.g. 30 early birds) at
 - This is how union and clubs/societies run most ticket sales and it is really effective at getting people to purchase earlier
 - It is possible to plan/set the pricing so that you know how much the maximum subsidy is going to be in advance
 - Bonkies stock
 - Make a note at the end of your shift of what is out of stock and email/pigeon hole Franca to let her know what to order

- Bonkies toasties
 - **Lily-Mae** and **Zach** to make toasties on Tuesday
 - These will be in the freezer to make it easy for everyone to provide toasties
- Bonkies blender isn't great
 - Hand blender is good but need something to blend it in (currently using a vase)
 - £20-£25 to be spent on buying a blender by **Utsav** (democratically approved by committee)
- **Mirko** to take care of cash float (too much money)

Date of next meeting: 7pm, Sunday 14th December 2014, in the Weeks Common Room