

DCSA Minutes

13th July 2005

<u>Present</u>	Katie Tanner (KT) Melanie Keene (MK) Rosienne Farrugia (RF) Claudia Crovace (CC) Julia Parker (JP) Caroline Scott (CS) Patrick Boner (PB) Will Flynn (WF) Chris Tighe (CT) Su Il In (SI)	President Treasurer Secretary/Womens Ents Ents Admiral Sports Council Rep Greens Council Rep/Interantional
<u>Apologies</u>	Martyn Dade-Robertson (MDR) Yuri Ji (YJ)	Comms Welfare

Freshers' week

Freshers' week will be held between Wednesday the 28th September and Tuesday the 4th October. The welcome desk will be open 12 hours a day on weekdays. Students are expected to arrive on weekdays.

CS suggested holding tours around town for freshers to help new students orient themselves, find out where the shops are etc etc. As well as a freshers pub crawl.

KT suggested punting lessons.

MK suggested a punting picnic.

Freshers' Fair will be held in the common room on the second Monday of October. Stalls of all the college clubs and societies will be set up. It has been suggested to try and get companies to sponsor drinks/snacks.

KT will send a whatsapp to all clubs and societies to ask for club details and contact details to include in the freshers booklet.

CC would like to organise an Ents club which people interested in organising events – even one off events - in college will be able to join. The Ents club will be publicised during freshers' fair.

Follow-up from last meeting

KT talked to the Bursar re the KFC. The kitchens incur a loss of £220,000 a year. The bursar assured KT that college would never introduce a KFC. However college will probably introduce a pre-paid meals system, something on the lines of £100 worth of pre-paid food vouchers. Such a system may start in October 2006 at the earliest, but it is still being discussed and nothing has been decided for sure.

CS suggested that a £100 as one charge at the start of the year would be an extra expense that students would not welcome right when they are paying all sorts of deposits and generally settling in. Splitting the charge over the 3 terms or the weekly bills might be more manageable for students. It was also suggested that a reduction of the guest charges might also encourage members to bring guests to meals in college.

Bursar's Edit

I said that we have no intention of introducing a KFC and I don't see us ever doing it (but never is a long time!). On the matter of a Minimum Meals Charge, which has been discussed at Meals Committee and College Council for the last 3 years, I indicated that we were only putting in place some plans that would not begin before the AY 2006-2007 should an MMC prove necessary. We are unlikely to use vouchers, other than the chits we currently use, which would serve perfectly adequately to account for use. £100 was not the figure mentioned - I talked about £25-£30 A TERM (in that I had already thought of and addressed the point made in the next Para); any MMC (which again I stress is not decided upon yet in any form) would be redeemable against most forms of catering charge, ie, lunch dinner and FHs.

As regards the £100 'up front' see above; if the costs of Catering are considered across the board, you will see that reduction in guests' charges is not a viable way to proceed (members' meals are subsidized, the guests pay something less than the actual cost - check out the costs of a similar meals/service commercially outside college). However, I am looking to introduce a 'Loyalty Scheme' for members for the next AY: the idea is that members who eat in college on a regular basis (details to be decided) will receive a free guest place at a FH; this was discussed at Meals Ctte.

Comms budget

Last meeting it was discussed that the left over money in the comms budget be used to purchase a colour printer for the DCSA office. MDR sent details of 2 possible printers – an HP colour printer costing £190 and an Epson colour printer costing £350. Whilst the Epson would be more efficient in the long run, MDR suggested we purchase the HP printer. The DCSA decided to buy the HP printer.

Computer Committee

The computer committee is moving ahead with the data repository. They have asked for about 10 test publications from students to test out the layouts etc they are setting up. Publications could include MPhil theses which will get an ISSN Number. Any

DCSA members who have anything they would like to send to the computer committee should bring it along to the next DCSA meeting when it will be collected by MDR.

Telephone lines

The current NTL system will change to a pre-paid system as of September 2005. All lines in all rooms will be open all the year round. No need to call NTL to get the line connected. A pre-paid card system will be used to make telephone calls. The cards can be bought from the p'lodge and then topped up using a credit/debit card. Thus there will be no bills or line rental fees. Students who do not have a debit/credit card can pay for top-up at the p'lodge.

Trash collection

KT informed the DCSA that as of October the city council is changing its trash collection time-table to once every 2 weeks rather than the weekly collection currently in operation. To deal with this the college needs to recycle more effectively. CT said it should be easy to buy more recycling boxes from the city council and have all the college accommodations set up with all necessary recycling containers by October.

Bursar's Comment

Unfortunately, it isn't easy; we tried last year! We (the College and the DCSA) will have to discuss what is to be done on this matter.

The Green Room policy started next year was explained. In brief, the best room in each house was designated as the green room. The student occupying this room had the responsibility of co-ordinating the recycling for that house in exchange for free bop entries. This system worked with varying degrees of success.

Bursar's Comment

I'm not sure how we can make the system more successful, but we will need to - it is certain that the Council is going to start checking and following up (fining) for items of green waste thrown in the land-fill rubbish.

CT suggested that weekly reminders to take out recycling boxes would be the way forward. He will go round the accommodations on a Tuesday and remind students to take out the recycling. Hopefully after a few weeks of this students will get into a habit of taking out the recycling on a Tuesday night.

Bursar's Comment

The Greens Officer taking a more proactive role may be the most effective way forward.

CS suggested that the job of taking out the recycling for the whole year should be offered. The person taking on that job would then get a substantial 'reward' such as 10% off meals, or something else that will make it worthwhile for one student to take over this role.

Bursar's Comment

See my earlier comments about the cost of catering!

CT would like to implement the Green Bin in some of the smaller college properties. The Green Bin can be obtained free of charge from city council and is used to collect organic material such as food left overs and paper which is then used to make compost.

Bursar's Comment

The green bin will be issued by the Council to all properties before the 2 weekly collection begins. Again it will need to be discussed between us.

Recycling guidelines – what goes in which bin, days of collection etc will be written out in time for Freshers week, and should be included in the booklet given out and put on the DCSA website.

New BBQ for the island

JP has looked for a new BBQ. A good sized one will cost £50-£100. BBQs from all online retailers checked are out of stock. JP will check B&Q.

The new BBQ booking system will work as follows: The BBQ booking sheet will be filled in at the p'lodge. This would then be signed by the bursar's secretary to confirm booking of the island. This will reduce the chances of double bookings where one group books the island and one group books the BBQ. The porter will take a cheque deposit of £20-£30 (exact sum to be decided) when the key to the BBQ is given out. The cheque will only be returned a couple of days after the event once the DCSA has ascertained that the BBQ and the island have been left clean and in good condition. The porters have kindly agreed to check BBQ and Island on their rounds. In this way if more than one group has a BBQ on any particular day, it will be possible to pin point who cleaned and who did not.

This system will come into effect once the new BBQ is purchased.

Bop Calendar

CC would like to hold the freshers' bop on the 8th of October.

Gym floor

KT reports that the Clerk of Works (CoW) wants a date when the DCSA can move out all gym equipment so that the new gym floor can be put down. The equipment can be moved to the common room, TV room or laundry room for the day and then

moved back once the floor is installed. PB, WF and MK offered to help. PB will send out an email with the dates and times.

Darwear

DCSA will order some new Darwear. There is still plenty of clothing with the college crest however we need some new unique fun designs. There was no consensus from last year's slogan competition and so no new darwear was designed. The committee was asked for suggestions as it would be ideal to have the new darwear designed and available by October.

Cloth bags, diaries and stationary were suggested during the meeting and the possibility of putting a Darwin pen or pencil in each freshers pack discussed.

Freshers booklet

The freshers booklet should be finalised and posted on the website by end of August. In this way students who will be arriving to Darwin in October will have a chance to familiarise themselves with the college and college policies before arriving here.

Pembroke exchange

Pembroke MCR invited the DCSA to a formal hall on August 4th. Cost is £8.50 per person, includes sherry and port but not wine. Guests can bring their own wine. Those interested to attend should email CC by no later than Monday 1st August.

Next DCSA meeting: Tuesday 9th August at 7.30pm in the Old Library