

DCSA Minutes

13th July 2005

Present

Katie Tanner (KT)	President
Melanie Keene (MK)	Treasurer
Rosienne Farrugia (RF)	Secretary/Womens
Julia Parker (JP)	Ents
Martyn Dade-Robertson (MDR)	Comms
Patrick Boner (PB)	Sports
Will Flynn (WF)	Council Rep
Chris Tighe (CT)	Greens
Su Il In (SI)	Council Rep/Interantional

Apologies

Claudia Crovace (CC)	Ents
Caroline Scott (CS)	Admiral
Yuri Ji (YJ)	Welfare

Gym

PB reported that the floor in the gym has now been installed and all the old gym equipment that was no longer in use has been cleared out. PB is currently looking into purchasing a new multi-gym. The brochure and quotation for the one selected was circulated. The cost is £1100.98 + 17/5% VAT. This includes a £100 installation fee.

Budget for the gym refurbishment was £3000. After paying for flooring, paintwork etc the remaining budget is £2200. After the multigym is paid we would have enough money for one other piece of gym equipment. PB suggested an elliptical trainer. Concerns raised about whether there is enough space for both the mutligym and the elliptical trainer.

Committee decided unanimously to install the multigym first and place all the other gym equipment and then see what space is left over, whether the elliptical trainer will fit and what the people who use the gym would like as an extra piece of equipment. MK suggested we leave a questionnaire sheet in the gym for users to note their preferences.

BBQ

The BBQ was supposed to be delivered on Monday. It has not been delivered yet. JP will call the shop again to check what has happened and set another delivery date.

The new BBQ booking system will work as follows:

- Book island with the bursar's secretary and obtain a permission slip
- Leave permission slip and a deposit cheque of £25 with the porter who will book the BBQ.
- Get key to BBQ
- After BBQ clean BBQ set and island, remove all trash from the island and return the key to the porter
- The state of the island will be checked by either a DCSA member or the porter
- The deposit cheque will be returned **AFTER 2 or 3 DAYS**

RF will set up the new booking forms which will be kept filed in the p'lodge.

A set of utensils will be bought to go with the BBQ. A safe place is needed to keep the BBQ: Kept in the punt shed? Chained outside the punt shed?

A box has to be put together containing cleaning materials and cleaning instructions.

Outdoor movie screening

Everything is in place for the movie screening which will take place tomorrow, Wednesday 10th August. Snacks will be provided

Freshers' Week

Welcome Desk

KT is putting together a timetable of DCSA members and other volunteers manning the welcome desk during freshers' week. MK suggested putting up the time table on the noticeboard during the last few weeks of September so old students can volunteer to help out.

WF suggested we get DCSA T-shirts. It will help the freshers figure out who their DCSA representatives are.

KT suggested opening the desk on the weekend so there will be someone to welcome the students who arrive on the weekend, give them directions to their accommodation and hand out their bedding. This will have to be planned so as not to encourage people to arrive over the weekend but to make sure that for those students who do arrive over the weekend there will be some help on hand.

Freshers' Booklet

Booklet will be pared down to the bare minimum as freshers have way too much to read in their first few days. The booklet will include good maps of college, the location of the hostels and the way to town.

RF to send college map to KT. MDR to help with the road map.

A longer version with all sorts of college information will be put together by KT and posted as a pdf on the website. Anyone with information that should go into the booklet should submit it to KT before the end of August.

Pencils with the Darwin crest for freshers packs will cost £200 in total.

Contact scheme and Tours

Older students who want to will get 4 or 5 freshers who they should meet and help settle in. Show them around, and be generally available to help.

DCSA to organise events like pub crawls, punting lessons, outdoor movies etc for the first few weeks of the term. Freshers' week tours will include tours around town showing the way to basic shops etc.

Film Night

CT would like to show a film every night of the freshers' week as part of the welcome for new students. This will require extra budget for Film night.

Colour Printer

MDR has ordered the new colour printer for the DCSA office. This should arrive over the next few days. KT has made arrangements with the computer officer to get an old iMac for the DCSA office.

Darwear

PB needs to stock take the Darwin wear that is left over, think about organising a new sale and look into ordering new stuff.

MDR suggested setting up an online ordering system where people can ask for items which will then be left for them at the porters lodge where they can leave a cheque when they collect the items.

Next DCSA meeting: Tuesday 23rd August at 7.30pm in the Old Library