

GREY COLLEGE MIDDLE COMMON ROOM

First meeting – Wednesday 23rd June 7.30pm

Minutes

Present:- Michael Cannon, David Clark, Iain Devlin, Peter Swift

Apologies:- Chris Lomas, Steven Rimmer, Glyn Thomas, Will Ball

Overview:- During the meeting, a brief outline was given of the meeting between resident postgraduates and the Master. Following on from this we discussed what we feel the MCR should provide for its members in terms of facilities, who should be allowed to be part of the common room and how the MCR should be run.

Room for the MCR:- It was agreed some sort of communal space in college is needed to provide focus for MCR activities and noted that the Master has promised us use of the Phoenix Room for this purpose. It was felt that the sooner this room can be acquired the better as this will allow those postgraduates leaving in September (most live in) to experience the MCR and to help with its setup so that the common room is fully functional come the intake of new students.

Room security:- This was discussed and it was agreed a swipe card system would be best – the code of an access key pad could easily be passed onto non-members (younger undergraduates), and a key lock means lots of keys need cutting and handing out/collecting in when people arrive/leave Durham. Once installed it would be a simple matter of updating a database with MCR members' campus card details. It was noted that David Clark has already been to ITS to investigate this, but they are in the process of re-tendering the supply and installation of the systems.

Room facilities:- It was suggested that some sofas, a TV (with Sky connection and a DVD/video if possible) and a fridge are needed for when the room opens. Also, a kettle with cups for tea/coffee and a number of both pint and wine glasses would be required. We didn't feel that newspapers would get read in the common room (a lot of members get their own or have access to department or SCR ones), however subscriptions to some periodicals (New Scientist, Nature, Economist...) was thought to be worthwhile, as these don't need to be read all in one go. Tea and coffee in the room are a definite must, but it was felt it would be easier if people bring their own alcoholic beverages as a system similar to the SCR signup system would be hard to police.

Who can be members:- All postgraduate members of college, whether live in or out, will automatically become members on payment of the membership fee. It was also felt that it would be nice to invite any Grey graduates who are studying for further degrees but have gone to live with Grad-Soc as a way of keeping them associated with college. We also agreed that 4th year undergraduates should be allowed in if they wish as "honorary" members (again paying a membership fee) because a lot of them may have lost good friends at the end of the previous academic year. This is especially true for those who have spent a year abroad.

Executive committee positions:- A committee is needed to oversee the running of the MCR, but it was felt it wouldn't need to meet too regularly, as long as the President knows what is going on. There would be one AGM per year when the common room's progress is discussed and a new committee elected.

President:- Oversees the running of the committee, chairs meetings and importantly becomes the MCR rep on College Council as well as liaising with the JCR so that postgraduate views are represented to the rest of college.

Treasurer:- Looks after the account (to be setup) and administers membership fees and social event spending.

Secretary:- Takes minutes of meetings and acts as the general dogsbody, possibly liaising with other college MCRs as well.

Social Secretary:- Organises social events, possibly including some with other MCRs during undergraduate vacations so as to ensure a higher turnout of people for a better atmosphere.

Undergraduate rep:- Would provide a voice for the 4th year undergraduates who have decided to become members of the common room.

Funding:- A bank account needs setting up as a place for membership fees etc.. We felt that £5 might be a good charge for membership fees as this would allow us to fund the purchase of periodicals, provide capital for new facilities for the common room and also allow the purchase of replacement glasses etc when required. It may also allow some social events to be subsidised. Money would also allow for mail shots to members and prospective members (especially 4th yr undergraduates over their final summer vacation) to advertise ourselves. According to the previous Postgraduate rep (a now extinct position), college gets money for each student in the form of the composition fee. This used to be passed to the rep to be spent on social events, but we felt that this money should go straight to our account as a source of extra income. The composition fee does need investigating with the JCR.

Social Events:- It was agreed that holding one or two social events over the summer would be beneficial in helping the common room to find its feet as well as allowing those members who thought that the setting up of the MCR would be beneficial to college can experience a little of it before leaving in September. As for frequency of social events one about every 6/8 weeks was felt to be a good starting point. Having an MCR table at some formals was also proposed and is to be looked into.

Advertising the common room:- Web space needs acquiring on the ITS college pages so we can show what we have to offer to prospective postgraduates. An email needs sending out to finalists to see who is returning as a postgraduate next year. All people who are 4th yr finalists next year need contacting to let them know about the venture. An email is one way to do this and probably useful initially, but a mail shot home to all returning 4th years would probably get more response.

The meeting closed with an allocation of jobs for those present to help get things moving as follows:-

“Club and Society” back acc, with HSBC **PETE AND DAVE** – [In progress](#).

Student composition fee with the JCR treasure **PETER**

JCR email in an attempt to find out which students are returning next year (Julie may also be a good source of this info, but only for those coming back to Grey, and not those moving to Grad Soc). **MIKE**

Formal tables for the MCR (with Will Ball) **MIKE**

Organising some sort of social events over the summer **IAIN**

Speaking with other MCRs about joint social events **IAIN**

Document with our requirements for the Master **DAVE** – [Done](#). [Meeting with master took place 05/07/04](#).

Mail shot (email initially until we have funding for stamps) to 4/4 undergraduates **PETER**

Web space for an MCR web page **DAVE** – [Done](#). [A web page design is in progress](#).

Minutes taken and produced by Peter Swift.