

## MINUTES – Winter Wonderland – 12 November 2017

### Present

- Carl Martin
- Katie McCoshan
- Tara Ahluwalia
- Danielle Jefferies
- Dan Walsh
- Charlotte Coventon
- Georgia Gridley
- Matt Hill
- Tom Sayers
- Tom Benn
- Tom Knight
- Katie Bryden

### Apologetic

- Emily Young
- Alisha Levermore
- Charlie Jonas
- Niveditha Yalamarathi
- Ramnik Uppal

### 1. Budget outline and allocation

- The JCR and MCR can each contribute between GBP400-480
  - o The steward of fellows is contributing GBP350
  - o The Bursar will match the JCR's contribution, although we don't expect to use the full amount
- Currently, we suggest
  - o GBP 480 for food
  - o GBP 480 for drinks
  - o GBP 300 for events
  - o GBP 25 for entertainment
  - o GBP 200 as an upper limit for decorations
  - o **Total upper budget of GBP 1485**

### 2. How payments will work

- Given that we will be handing over our roles the day after Wonderland, it will be difficult to get cheques to everyone in a quick manner, and we don't want to leave it for the next committee to sort out
- Everything will be bought via a credit card, so expenditure is all in one place
- *Actions to be taken:*
  - o **Any committee member** who buys items for Wonderland should send receipts to **Carl**, who will reimburse them immediately and electronically

### 3. Subcomm reports

### *Food*

- The MCR has a chocolate fountain, and a fondue set that can be repurposed into a chocolate pool
- The cheapest quote for the candyfloss machine and popcorn machine is GBP245
- No clear total, as other miscellaneous items (pigs in blankets, Christmas cake, chocolate items, strawberries etc.) have yet to be costed
- Logistics: we could either buy items through an online shop or by going to ALDI
  - o Apparently Aldi do online delivery, which we could make use of if it's free
- *Actions to be taken*
  - o **Carl** will order the candyfloss and popcorn machine

### *Drinks*

- Mulled wine
  - o We could either buy bottles from Aldi for GBP3.49 per 70cl bottle or from wholesale supplier for GBP3.03 per 70cl.
  - o If wholesale supplier, we can include non-alcoholic drinks and order 80cl of mulled wine and 20cl of ginger punch
    - If we don't use it all, the MCR can keep it for the Christmas event
- Mulled wine + non-alcoholic drinks (including orange juice, apple juice and hot chocolate powder) + glasses will come to GBP486
- We could use a large boiler container for hot chocolate, which requires a GBP20 deposit and costs GBP3. Small individual boilers are GBP1 each.
- We could do amaretto hot chocolate, which is potentially quite cheap
- *Actions to be taken:*
  - o **Matt** and **Georgia** will see if there are any plastic cups left over and will report back to the committee before orders for cups are placed
  - o **Carl** will order the mulled wine and ginger punch

### *Events*

- We have decided to scrap the caricaturist because it's not cost efficient: too expensive and will take too long per person
- Prizes will be Fitz teddy bears for the big games, and there may be smaller prizes (eg. sweets) for smaller games
- We may need to charge for certain games to limit the number of tries people have
- Still waiting on a quote from the magician
- Kids corner – small entertainment for the fellow's children will go a long way
  - o Gabby suggests colouring books and baking cookies in Christmas shapes, and letting the kids decorate them

### *Entertainment*

- Director of Music will sort it out and Katie will liaise
- The Sirens and the College String Quartet have agreed to perform, and we are waiting on confirmation from the Barbers, and from Fitz Swing (who are considering whether they can field a small enough band)

- At the end, all of the people who have performed will lead a carol session with The Master conducting
- Unlikely that they will be asking for money
- *Actions to be taken:*
  - The **entertainment subcomm** will use the entertainment budget to buy santa hats for everyone helping (and hopefully everyone performing) at the event – santa hats could be placed on donation buckets
  - The **entertainment subcomm** will look into recruiting solo acts who want to sing

#### *Decorations*

- Tom S suggests that the current budget is quite low and should be raised to approximately GBP200
- Ideas:
  - Tinsel around every table and on the window
  - Snowflakes glued onto the window
  - North and south poles
  - Sleigh made with a table as a base and two large pieces of cardboard on either side, covered with wrapping paper and piled with presents
  - We could potentially use cotton wool as fake snow, but the kids may go a bit mad
  - White pillows (from the ArtSoc room) placed around the room with mini desktop Christmas trees on top
  - Fireplace made for the winter ball with a fake fire that will sit inside it
    - This was approved for the winter ball, so it should pass the electrical requirements
- *Actions to be taken*
  - **Georgia** will ask the art society if they'd be willing to help with the sleigh

#### **4. Room use**

- Carl raised the possibility of using the buttery instead of the Upper Hall(s) + Reddaway Room
- It would be nice to have everything in one room so that the event doesn't seem disjointed
- Decorations will already be in the buttery, and we may be able to be a bit more ambitious with what we are doing re decorations
- There will already be a 'stage' for music performances
- It will be more visible
- The only issue is that we will have to clear out all the tables, but we should be able to do this
  - We may only be able to start setting up after lunch – we'll have to work through these issues, but it may be better to do so once we've determined whether or not we can have the buttery
- *Actions to be taken:*
  - Carl will ask if it is possible to have the event in the buttery

## 5. Publicity

- Millie is working on publicity and will have a Facebook event set up by tomorrow
- Lots of posters + social media advertising
- Pia, the College Communications officer, will be able to help with advertising and printing out
- *Actions to be taken:*
  - o Every time something is booked (ie. candyfloss, magician), Millie should be informed so she can post on the group

## 6. Charity

- We're paired with Jimmy's and it would be nice to donate to them
- The best thing to do is to ask people to bring spare change and place donation buckets around the room
- Some events should be monetised (see above) and any money raised can go to charity
- We could also have a charity raffle, whereby we ask local businesses to donate prizes and all money raised is donated to charity
- *Actions to be taken:*
  - o The **events sub-comm** will look into the possibility of having a Christmas raffle and determine which events to be monetised

## 7. AOB – Fitz Sessions

- There will be a Fitz Sessions this Friday
- If **anyone** wants to help with setting up, let **Matt** know