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# Minutes of the DCAC Committee Meeting

Monday 24<sup>th</sup> April 2006

Prepared for:

**DCAC Committee 2006-7**

Prepared by:

**Jamie Saunders**  
DCAC Junior Treasurer

*24<sup>th</sup> April 2006*

**i. Present**

Marijn Ford (DCAC Senior Treasurer), Amy Froomberg (JCR/DCAC President), Jamie Saunders (DCAC Junior Treasurer), Beth Wensley (MCR Joint President), James Bell (MCR Treasurer), Jennie Doolan (MCR Joint President)

Also present: Will Owen (Ball President 2006), Ravi Gogna (Ball Junior Treasurer 2006), David Wotherspoon (Ball President 2007).

**ii. Approval of minutes of the last meeting**

There were no corrections to the minutes.

**iii. Downing Ball**

Downing Ball 2006, Aetheria, was successfully held on 11<sup>th</sup> March. The DCAC Committee congratulated WO and his team on an excellent evening.

a) Finances :

- Downing Ball 2005, Boheme, still has an outstanding debt of £5,176.16. After considering repaying this debt over a period of years, the Committee decided that it would be better to repay this in one lump sum from the investment fund. This decision was taken after MF reported that the investment fund was considerably larger than previously thought.

- it was decided that the £850 DCAC donation towards dodgems (at Aetheria) would come out of this years DCAC Ents budget.

- RG reported that the final figures for Aetheria would be ready in time for the submission of the mid-year report to GB. He expects the loss to be capped at a maximum of £1000. Although this is disappointing it is both a significant improvement on initial fears and on previous years, something that can, in part, be attributed to improved DCAC / Ball relations. There was some discussion regarding which part of the budget this loss should be taken from. It was decided that unless the DCAC budget ran a substantial surplus this academic year the funds would come from the 'Ball contingency fund' (see below).

b) Future Ball / DCAC relationship

- MF will set up a 'Ball contingency fund' in a high interest account. Initially £3000 from the DCAC investment fund will be donated to this. It is likely that Aetheria's debt (approx £1000) will be covered with money from this fund. All future Ball debts will be covered by this contingency fund, and any Ball profits will be kept by the Ball to defray future costs. If a Downing Ball runs at a loss greater than this

contingency fund, the current DCAC Committee would recommend terminating the current Ball / DCAC relationship (N.B: this would have to be passed at an Open Meeting).

- The relationship between Ball / DCAC over the past year was examined. It was generally agreed that this relationship had improved considerably and that good communication was the key to improving this relationship further. It was also generally agreed that the DCAC Committee were not there to micro-manage the Ball, however they do have an important role in overseeing general progress, particularly relating to the finances.

- Overall the DCAC Committee reached a consensus that the current situation, where DCAC underwrites the Ball, should, for the time being, continue.

#### **iv. Mid-year Report**

JS presented a draft copy of the mid-year report. This needs to be finalised by Thursday 4<sup>th</sup> May in order to be ready to present to GB on Friday 12<sup>th</sup> May. The final copy of the report will appear on the JCR website (under the Treasury section) soon after this meeting. It was decided that the DCAC President and the MCR Joint Presidents will write a brief report outlining general DCAC activities. AF, BW and JD to submit these to JS by 2<sup>nd</sup> May.

The finances are in general looking healthy, although a couple of issues (apart from the Ball) were discussed:

- tax: overspending by several societies can be attributed to increased taxi costs. JS suggested that, except in special circumstances, societies be limited to one-taxi per fixture policy. The Committee agreed and this will be implemented with immediate effect.

- DCAC Ents budget: there was some confusion regarding the DCAC Ents budget. Despite being budgeted £4000 at the beginning of the year only £1000 appears on the DCAC TB provided by college for this academic year under DCAC Ents. MF is to investigate why this is so. JB reports that the majority of this £4000 (£2650) should be transferred to the MCR to pay for their Ents. In addition AF is to ensure that the signatories are changed on the existing DCAC Ents bank account and that this bank account is renamed, from JCR Ents, to DCAC Ents to avoid future confusion. It was also decided that in future years to avoid similar problems, at the beginning of Michaelmas the DCAC would transfer its Ents budget directly into the Ents bank account and after that no Ents money would enter/leave the general DCAC account.

**v. Graduate Union Fees**

The GU fees for the previous academic year were not paid until November of this year. The GU fees for this current academic year now need to be paid. This means that the GU fees need to be paid for twice in the same year. To rectify this MF is to arrange for £408 to be transferred to the DCAC bank account to cover last years GU fees.

**vi. Applications to the Depreciation Fund**

a) Tennis ball machine:

Ed Pickles and Laura Cullinane, the tennis captains, have applied to purchase a tennis ball machine. They expect this will be used regularly and will considerably benefit the development of Downing tennis teams. Several quotes were given ranging from £500 to over £1000; Ed recommended a machine costing just under £600.

The committee raised several issues that led them, for now, to reject the application. Firstly there was concern about where the expensive machine could be stored securely. Secondly the machine was considered a real luxury for the DCAC that would benefit relatively few students. Thirdly JB raised the issue of how long such a machine would last, predicting that it would have to be replaced or at least repaired in the next couple of years. MF asked whether such machines could be rented instead, either for practices or for the whole term. JS pointed out that this money would come from a separate part of the budget and that it could not be accessed this academic year. However it was decided rental rates for future seasons should be investigated as an alternative to purchasing one outright. The question of how often the machine would actually be used dominated the discussion with the committee concluding that it probably would not be used enough to justify such a large expenditure.

b) General JCR Sports equipment:

Ruth Danvers, JCR Sports Officer, has applied for money to improve the JCR general sports equipment. She would like to purchase 2 squash racquets, 2 racquetball racquets, 4 tennis racquets, 2 table tennis balls, 4 badminton racquets, 1 baseball bat, 3 footballs, 1 volleyball, 1 netball, 1 frisbee, 2 lacrosse sticks, 2 hockey sticks, 2 rugby balls, 1 basketball, 1 cricket bat and stumps and all the balls required to play these various sports. She has surveyed Sports World, Grays, Hobbs and

Maudesport magazine and has quotes ranging from £150 to £500. She recommends using Maudesport which are in the middle of the price bracket, costing £300 and also offer to deliver. Ruth has spoken to both the Head Porter and the Senior Tutor about secure storage for all this equipment: they have decided to store any new equipment in a cupboard in the Porter's Lodge. Students wanting to borrow equipment will have to sign it out, leaving their college card as a deposit.

The committee agreed with Ruth that the current general sports equipment was derisory and needed replacing. In general the committee were enthusiastic about this application and impressed at Ruth's research. The committee decided to donate £300 to JCR Sports. In addition they recommended that in future years JCR Sports received a small grant to cover the costs of replacements and repairs to this equipment so that it can be kept in good condition.

#### **vii. Society Sponsorship**

The rugby club is currently undergoing some difficulty recovering money promised to it by a local sponsor. The committee feel the need to clarify the DCAC's position regarding sponsorship:

The committee would like to emphasise that the DCAC is not liable for any debts its societies/clubs occur if agreements are negotiated between individuals on behalf of affiliated societies. In addition in future if a society is to enter into a sponsorship agreement the following guidelines must be adhered to:

- a) the signatory must have the legal authority to sign a sponsorship agreement
- b) all funds must be remitted and banked before merchandise, kits, etc with sponsorship logos on them are ordered (note: this refers to *all* funds, hence payments cannot be received in instalments after the purchase).

JS is to advertise these new regulations on the JCR website.

#### **viii. JCR Garden Party**

The JCR Garden Party will be held on Tuesday 20<sup>th</sup> June. It was decided that the DCAC Ents bank account would be used by the JCR for this event.

#### **ix. Next Meeting**

The next meeting will be held midway through Easter term unless any pressing issues are raised at the GB meeting when the mid-year report is presented.