

DCAC Investment Fund Spending Plan

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Prepared for:

DCAC Committee 2005-6

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Introduction

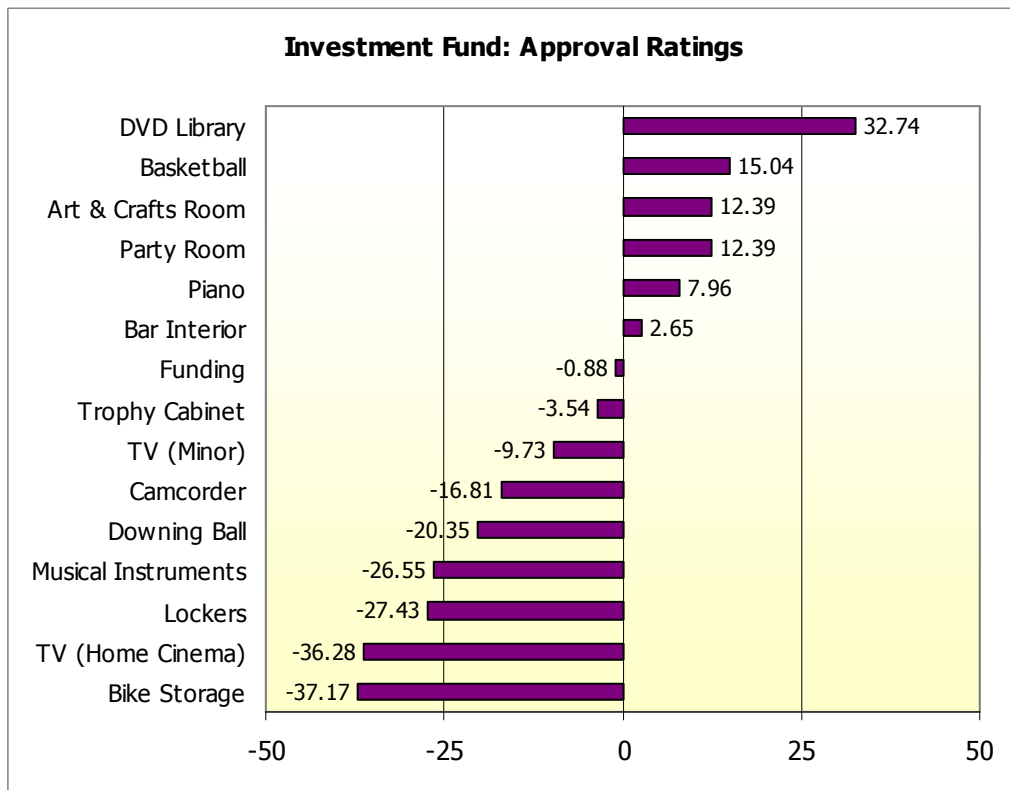
The DCAC (Downing College Amalgamation Club) has consistently underspent its budget over a period of 20 years. This money was transferred into an investment portfolio, and now totals approximately £90,000. Legal advice recently received reveals we have no power of investment, and this money should be spent. A smaller amount will be kept as a reserve – a proportionate amount to the small level of risk and liability attributed to the DCAC.

Spending the money should not affect the DCAC budget significantly since money previously not used at the end of a financial year will instead be transferred to the subsequent year. This will make up for the lost interest.

Spending Decision

We have solicited spending ideas from undergraduates and postgraduates. Feasible proposals were investigated, and were presented to and voted on by the DCAC in Easter 2006. From the votes cast, an 'approval rating' has been calculated by subtracting the number of negative votes from the votes in favour of each option and converting to a percentage of the votes cast. This spending proposal has been formed by considering only the options with positive approval ratings.

113 votes were cast from both the MCR and JCR. 38% of voters were MCR.



DVD Library

Legal statement

Awaiting a final statement from FACT after verbal confirmation that there is no problem operating a DVD library with free loans from a College library.

Expenditure

This is a tripartite form of expenditure.

Firstly the DVDs themselves, secondly storage for the DVDs on display and thirdly the storage of the DVDs behind the desk.

1. DVD Purchase

Investigate bulk buy discounts from regular sellers such as Amazon and HMV. We are also speaking to Apollo (a wholesaler of ex-rental DVDs) about it.

How to choose which are purchased:

We expect there to be a bulk discount, therefore it would be better to use a universal supplier of DVDs such as Amazon which have one of the broadest selections.

2. Storage of the DVDs in the library

Shelving space in the Library is extremely limited. A meeting with Karen Lubarr has suggested there is some shelf space available. *To be considered:* Is it necessary to have the full DVD jackets on display, or whether it would be acceptable for these to be stored in a folio – or even just a list online?

If we decide to display all of the DVD jackets, we will have to invest in increased storage space in the library. We will continue our discussions with the Fellow Librarian as to where the most appropriate location would be, and what type of commission may need to be undertaken.

3. Storage behind the desk

Again, storage behind the desk is extremely limited. The most appropriate option is to buy the library a filing cabinet of an appropriate height to put under the desk.

Other things to consider

- *Loaning Procedure:* The librarian has assured us that it is possible for a shorter term loan to be programmed on the computer.
- How to deal with lost / stolen / damaged DVDs

- The Fellow Librarian and the Librarian are extremely concerned that this was just a DCAC library which they were operating. It must be noted that this will be a DCAC donation to the library, which will be up-kept by the DCAC.

Costings

- Shelving & infrastructure £1000
- Initial DVDs (100) £1000

Estimated total cost £2000

Basketball Net

In order to improve the tennis courts a permanent basketball net is proposed. The net would be placed on the court furthest from the paddock, on the baseline side near the Master’s Lodge. When playing basketball, only that court would be out of action, so this would still allow netball or tennis to continue at the same time.

This proposal is simple to implement once the necessary approval from the Buildings & Environment Committee has been sought. We will work with College to ensure that suitable contractors are used and that the installation work is performed to all relevant standards required.

- Basketball net £750
- Installation (3 days labour) £750

Total Estimated Cost £1500

Art and Crafts Room

P-Cellar is used for storage for international and long-distance student storage during holidays. During term time this cellar is unused and empty. Thus we can use it for an arts and craft room.

The proposal is to buy:

2-3 trestle tables (at ~ £40-£50 each)

A few standing lamps (~£10 each)

A couple of anglepoise desk lamps (~£6 each)

A few folding chairs (~£20 each)

And use lots of old newspapers on the floor

College will then provide a set of power points for the aforementioned lighting, and any other arts equipment that requires power.

This will be available to all members at all times, with keys signed out from the Porters' Lodge.

This is also an opportunity for Downing to host its own arts courses, perhaps in conjunction with the Welfare Officer.

Each year there shall be an elected/co-opted 'arts representative' who looks after the room, makes sure it is left empty at the end of each term and that all tables and equipment are neatly stored in a corner so the remaining room is available once again for student storage. This is then also a position with opportunity to organise student art sessions or art shows, and possibly establish an arts society to gain funding from the DCAC for paints, etc. The products could then even be displayed in the bar / staircases.

Costings

Total Estimated Cost

£350

Party Room Upgrade

College had already commission plans to upgrade the Party Room. The first phase has already been completed, which included improving the acoustics in the room. Other parts of the plans include:

1. A major refurbishment of the 'patio' area to include decking, seating improved lighting and an inbuilt barbeque.
2. A bespoke portable bar which would allow ents to serve alcohol with ease
3. A bespoke DJ console, suitable for all ents requirements
4. Bespoke radiator covers

Unfortunately it has now been discovered that restructural work must be carried out to eliminate a damp problem in the room. This means that the money set aside for the Party Room cannot be supplied by College – so in the medium term any further upgrades are not likely without money from either the DCAC or the Bar. Therefore it is a legitimate use of the DCAC money because College is not a position to complete the plans.

A key part of the plan is that the Party Room would also be permanently accessible as an extension to the Butterfield Building during the day and the bar at night. There will be improved seating. We will consider whether it could house the pool table or table-football table and act as a 'games room'.

Other upgrades should include:

1. Improved storage space for ents equipment, including secure space for alcohol and racks for cables.
2. A wall-mounted TV for use during the day, with a cover which will allow it to be protected during ents.
3. Completion of the ents equipment to include two turntables, improved lighting and better rigging.

Costings

Outside party room

- | | |
|----------------------|-------|
| ○ Decking & barbeque | £8600 |
| ○ Cushions for seats | £800 |

Inside party room

- | | |
|---|--------|
| ○ DJ console, portable bar, radiator covers | £13500 |
| ○ TV and upgraded ents infrastructure | £4000 |
| ○ Interior redecoration | £5000 |

Total Estimated Cost **£31900**

Initial concept designs



design™

Outside Party Room



The Party Room: Party Layout

Piano

We currently do not have a portable piano available for use in College. This proposal involves buying the piano with a stand and carry-case to avoid it being damaged. Access to the piano would be via the organ scholars (to be confirmed).

The quote used for this was taken from a local shop – it is sensible to buy from a local shop so that any problems could be rectified within Cambridge.

Costings

Total Estimated Cost

£1500

Bar Redesign

This proposal is particularly problematic due to the differing contributions that would need to be made to the project by both College and the Bar Committee, in addition to the DCAC. The proposal only received +2.6% support, and therefore this is not to be seen as an immediate priority for the expenditure of the DCAC money.

We will continue to look into the joint funding of this project, but believe that no physical solution can be found during our tenure. We recommend this project to the following DCAC Committee.

Summary

1. DVD Library	£2000
2. Basketball Net	£1500
3. Art & Crafts Room	£350
4. Party Room	£31800
5. Piano	£1500

Total expected expenditure:

£37150

This total will be revised on an ongoing basis by the DCAC Committee and is subject to change as specifications change and negotiations proceed with contractors.

Next Steps

DVD Library

1. Seek quotes for DVDs
2. Work with the library to achieve a storage solution both in front of and behind the desk
3. Seek quotes for all parts of the project
4. Purchase and fit storage option
5. Purchase DVDs
6. Program each DVD for loan
7. List DVDs on website

Party Room Upgrade

1. Write brief for designer
2. Meet with designer to produce terms of reference
3. Block-book party room (provisionally September 2005)
4. Commission design and oversee contractor

Bar Redesign

1. See recommendations above – not for immediate undertaking.

Piano

1. Consider who should be responsible for the Piano and loaning it. Possible options include The Chaplain, Music Society or Junior Organ Scholar.
2. Purchase Piano
3. Advertise

Basketball Net

1. Seek approval from relevant college authorities
2. Purchase net and commission contractors
3. Installation of net
4. Advertise

Note: John Talpos is willing to undertake this project.

Arts and Crafts Room

1. Find someone willing to undertake this project
2. Purchase equipment
3. Clear P cellar from storage
4. Install equipment
5. Advertise