



NDS EVENTS COMMITTEE

Minutes | 10am, 6 February 2025

Attendees: Tarryn Ching (TC - Chair), Philippa Wren (PW), Rebecca Spiers (RS), Maisie Coolman (MC), Sandy Figiel (SF), Emily Hotine (EH), Louise Stile (LS), Nicky Iyer (NI), Louise King (LK), Ben Alexander (BA), Joanna Lysakowska (JL)

Apologies: Simon Knight (SK), Dan Woodcock (DW), Rajeev Kumar (RK), Val Parke (VP), Anna Dzido (AD), Zoe Uttley (ZU)

Location: MS Teams online

Agenda Item 1	Welcome and apologies
	As above. TC welcomed JL to the committee.
Agenda Item 2	Minute taking
	BA offered to take the minutes.
Agenda Item 3	Budget
	TC – £3000 - £4000 of budget left TC – Winterfest was around £11,000
Agenda Item 4	Feedback from Winterfest and Festive Jumper Day
	<u>Winterfest feedback:</u> PW – Lots of people said they enjoyed Winterfest and the musician. It was a great setting. TC – Everyone looked like they were enjoying themselves.
	<u>Festive Jumper Day feedback</u> LK – Festive Jumper Day went well, good amount of people attended considering the room size. NI - Alternate locations each year (Green Building). PW – Run simultaneous events at the JR and Green Building. PW - Lots wanted to attend but tricky to get to JR.

Agenda Item 4 Events/activities Hilary, Trinity 2025 and Michaelmas 2025	
a.	<p><u>Quiz night:</u> MC - Cost of quiz master, Chris, is £250, comes with PA system, takes two hours with two breaks and is done through an app. HR team and BAU have attended his quizzes in Bicester and have really enjoyed it, especially as it's interactive. LS – Her contact, Nicky, doesn't charge. Give flowers as a thank you. TC - Suggested hosting it in the Green Building Atrium. TC – Suggested the next meeting around a week before the quiz. MC - Going to ask if Chris is still available on Wednesday 5 March or the middle and end of March, possibly the first week of April as well. TC – will send out a doodle poll for the next meeting as soon as the quiz date has been confirmed. TC & BA – to create poster, registration form, order catering.</p>
b.	<p><u>Summer event:</u> PW – really liked the Cherwell Boathouse, with marquee, BBQ and punting. TC - suggested can do punting and lawn games at the Victoria Arms. There is an option to be inside if it's raining. JL - Asked how much it cost last time. TC – roughly £2000, Cherwell Boathouse was roughly £5000. TC - Going to contact to see availability for the first two weeks of June, looking at a Wednesday or Thursday.</p> <p>A discussion took place about whether to make it a family event and include partners, and whether partners should pay. Also, what time of the day. It was decided that the summer event will be after work and we will invite partners and children, and everyone can get their own alcohol drinks and non-alcohol drinks can go on a tab.</p>
c.	<p><u>Winter event:</u> EH - Suggested a lunch as the last one was a dinner. TC - Suggested Branca as a venue option. As the summer event will be in the evening, the winter event will be in the afternoon. TC - Maximum 130 people usually attend. £75 per head would be good. TC – asked if everyone can have a think about any other potential venues to look into by the next meeting otherwise we can contact Branca.</p>
Agenda Item 5 AOB	
	None
Agenda Item 6 Date of next meeting	
	TBC as soon as we have quiz date.