

Ustinov College GCR Exec Meeting

Minutes



18:00 pm, 13.08.2015

1. Apologies:
2. Approval of minutes from last meeting
3. Matters arising from previous minutes
4. Updates
 - a. Bar
 1. Bar committee meeting last week. Ian suggested to discuss on meeting with the college staff regarding the bar operation during induction week. Encourage Exec attendance.
 - b. Clubs and Societies
 1. Shed has arrived and been constructed.
 2. Office clean up on 23rd August: move sport equipment to the shed.
 - c. Communications
 1. Twitter available soon. Exec will have access.
 2. CN suggested KR and LG to collect Exec short introductions to put on Ustinov website.
 - d. DSU
 - e. Facilities Committee
 - f. Finance Committee
 1. Saving account: £38283.72
 2. Current account: £5924.60
 3. £485 spent on vending machine stock, which will arrive tomorrow.
 4. Changeover from BT to Sky now fixed. Sky requires one month's notice, so will stop on about 11th September. BT sports should be available now, first month for free.
 - g. Social Committee
 - h. Steering Committee
 - i. University/College
 1. For Summer BBQ 2016: extent of college involvement in catering & health and safety issues should be discussed in the future.
 2. Charity status still pending.
 - j. Welfare Committee
5. Agenda Items
 1. Welfare [AK]
 1. Welfare drop-in hours
 1. Had first trial on Monday.
 2. Students may feel more comfortable speaking with the same gender. Would be beneficial to fill male welfare officer role.

2. **Dissertation freak out drop-in sessions**
 1. **Open forum drop in sessions for MA students leading up to the September deadline.**
 2. **Provide welfare assistance, casual talk to reduce stress.**
 3. **Will not provide academic assistance, such as proof-reading.**
 4. **Will set up a Facebook event that makes clear what services are being offered.**
3. **Welfare' stress less' August**
 1. **Posters up on wall in Fisher House and on Facebook.**
4. **Fruit basket**
 1. **Set a budget as one-off event.**
 2. **Offer fruits that can keep for few days.**
 3. **Suggest having Exec carrying fruit basket, walk around the site and give out to students.**
 4. **Requires manpower. But would not spend very long time on distribution as fruits are limited.**
 5. **Inform the students on Facebook that fruit is available on certain date.**
5. **Code of conduct**
 1. **Had discussion with SO and Rebecca. Rebecca is working on short code of conduct.**
6. **Allotment**
 1. **There is allotment society. Student lead, not GCR lead.**
7. **New pricing of welfare supplies**
 1. **Condoms taken from box too quickly.**
 2. **Action Point: KR and AK to change condom box.**
2. **Stash Order [AK]**
 1. **Stash ordered.**
 2. **£162 for polo-shirts and £315 for shirts.**
3. **Refunds [MOJ]**
 1. **Make clear at point of sale how event details will be received if not already available.**
 2. **Can send out a reminder for future special events (not formals), since emails are always collected anyway.**
4. **College contribution to the Summer BBQ food [JP]**
 1. **College staff costs more expensive because event held on a Sunday.**
 2. **Move to university catering last year. College contributed £500.**
 3. **General aye: Not charge college in future, because it should be an independent event, giving back to the students as a gift from GCR.**
6. **AOB**
 1. **International Officer [PM]**
 1. **Remind students of health and safety issues during Pre-Sessional BBQ on Sunday.**
 2. **Not possible to officially support upcoming cricket match organised by students due to lack of time to book university facilities.**
 3. **Students have been talking to PM about international student issues, he will create a report and share with Exec in near future.**

2. **Induction Week 2015: Run about 10 days, starts from 30th September 2015. Check out scheduled events and times on the Google drive. Café will close later Wednesday 30th September and Thursday 1st October.**
 1. **Inform new and current students regarding Exec and committee vacancies.**
 2. **Sell induction welcome formal ticket, and advertise GCR membership to the Livers-Out.**
 3. **Agreed Induction events:**
 - i. **Weds 30th: Welcome activity.**
 - ii. **Thurs 1st: Icebreaker Quiz in Howland's building.**
 - iii. **Fri 2nd: DSU International party. Arrange a walk down. Games night/other low key event as alternative at Fisher House. Possibly more structured than last year. Further consideration needed.**
 - iv. **Sat 3rd: Green move-out sale during day. Karaoke in evening.**
 - v. **Sun 4th: Free bunch & Clubs and Societies Fair.**
 - vi. **Mon 5th: Film night.**
 - vii. **Tues 6th: Walking tours (maybe have them throughout week), Ustinov Live 9-12pm.**
 - viii. **Weds 7th: Matriculation 4pm, college photo, Livers-Out event in town. Evening professional live band.**
 - ix. **Thurs 8th: Walking tours, normal quiz night.**
 - x. **Fri 9th: Induction Formal**
 - xi. **Sat 10th: Newcastle walking tour(s).**
 4. **Action Point: AK and SS will discuss items to put in induction goody bag and come up with budget. Probably around 1000 new students for next academic year.**
 5. **Action Point: MOJ will book the Karaoke and live band.**
 6. **Further details to be discussed and confirmed in the future. Would be more specific based on different days during induction week.**

Aimee, Ya Lun Chuang & Melissa Gardner

GCR Secretary

13. 08. 2015