

Ustinov College GCR Exec Meeting

Minutes



18:00 pm, 27. 08. 2015

1. Apologies: Mike Appels
2. Approval of minutes from last meeting
3. Matters arising from previous minutes
 - a. GCR Members that have previously expressed an interest in unfilled GCR executive positions have been contacted. Any still wishing to fill the positions will be appointed at the next executive meeting (03/09/15) and will hold these posts until the next election in October. [MB]
4. Updates
 - a. Bar
 - b. Clubs and Societies
 - c. Communications
 - d. DSU
 - e. Facilities Committee [KR] [PM]
 - i. Fisher House wasp situation controlled & facilities reopened.
 - ii. Contacted Keenan House representative to start collaboration.
 - iii. Last year, the GCR invested in a Smart TV for Keenan House. TV arrived, but university policy does not allow Netflix to be watched over Wi-Fi. Will contact university to sort out account issues.
 - f. Finance Committee [SS]
 - i. SS has complete access to the bank account from 28/08/15.
 - ii. £32.50 spent on fruit for Fruit Fairy event.
 - g. Social Committee [PM]
 - i. GCR members who expressed an interest in GCR executive positions at the Pre-Sessional BBQ have been contacted.
 - ii. Leaving Party (04/09/15): Confirmed that the GCR will play music from bar as cheaper than hiring a DJ. If successful, may recommend more parties are held like this in future. Speaker system also covers café. MOJ has asked for playlist suggestions on Facebook.
 - iii. Leaving Party (04/09/15): [Action Point] MB will arrange equipment for photo booth. MOJ will put out a call for photos on Ustinov Facebook page to play as slideshow at event.
 - h. Steering Committee
 - i. University/College [MOJ]
 - i. Received email from University to ensure GCR is fit to register as charity. Any subsequent requests for information will be fulfilled.
 - j. Welfare Committee [AK]
 - i. Fruit Fairy event was well received by college and students. Many students expressed interest in source of fruit. Would recommend repeating event in future, possibly with sign acknowledging seller.
5. Agenda Items
 - a. Budget for 2015/16 [MOJ]
 - i. [Action Point] SS will draw up budget for 2015/16.

- b. **SO Changes [MOJ]**
 - i. A change to the Standing Orders is currently being implemented. In future, the trustees should meet before every AGM.
- c. **App Renewal & Calendar [MOJ]**
 - i. As there is currently no Communications Officer, LG will take over job of inputting events into GCR calendar on Google Drives. This will also update the Ustinov app.
- d. **Account Security [MOJ]**
 - i. Since there is now a new GCR executive committee, the Ustinov Gmail account password needs to be changed.
 - ii. [Action Point] MOJ will change password and notify all current executive members.
- e. **Induction Week Events [MOJ]**
 - i. Received email from Rebecca: college has updated the dates and times of its events.
 - ii. Poster templates on Creative Cloud. Can change colours for events, pattern continuity provides strong brand. MA will have creative input when he returns.
 - iii. Karaoke booked: MOJ will send invoice to SS.
 - iv. Games night: AK has created list of potential activities/stations on Drive. MOJ will assign volunteers on rota as required. GCR table will be out at beginning of week and could be manned during this event. MOJ will confirm whether International Party/other entertainment is occurring. Will order pizza on the night.
 - v. Induction Formal Theme: Themes suggested include: Mining, Howlands Farm; Alice in Wonderland; Britishness; Arrivals. Passed by general aye: The theme for the Induction Formal will be Arrivals.
 - vi. [Action Point] MB will investigate printing opportunities for arrivals board. All present research decorations and prices. The maximum budget for the Formal will be £500.
 - vii. Brunch: PM messaged hospitality today and awaits a response. Recommends English breakfast with vegetarian option.
 - viii. MOJ volunteer rota being sorted.
 - ix. Quiz: Waiting for reply about Ustinov merchandise. May otherwise use leftover stash. Contact college about alcohol in Howlands.
 - x. Paul Skerritt booked.
 - xi. Northern Secrets still needs to be booked.
 - xii. Film Night: Research viability of procuring popcorn maker for regular use. Consider Health & Safety issues, storage space.
 - xiii. GCR Bags: Will order paper bags as cost-effective (9p/item) and environmentally friendly. Will buy Ustinov-branded stickers to decorate with. General aye: order bags [MOJ].
 - xiv. Clubs and Societies Fair: MC will email to see who still wants to be registered next year. JP recommends that all societies re-ratify.

6. AOB

- a. Contact Aimee concerning possibility of creating Weibo presence.
- b. Office cleanout (28/08/15) successfully completed. Thanks to all present.
- c. MA still needs to receive office key.
- d. All GCR committee members need to do office hours once a week. As only executive positions are currently filled, need to create fair strategy to ensure all hours are covered when we move off summer hours next term.

Melissa Gardner

GCR Secretary

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