

Ustinov College GCR Exec Meeting

Minutes



18:00 pm, 05. 11. 2015

1. Apologies.
2. Approval of minutes from last meeting
3. Matters arising from previous minutes
4. Updates
 - a. Bar [MA]
 - i. New staff members have been hired.
 - ii. After the Halloween party, there was vomit in the common room area. The GCR will be charged the cleaning fee (£30/instance). Bar staff need to be particularly careful about serving obviously intoxicated people.
 - iii. ACTION POINT: CW will mention in the newsletter.
 - b. Clubs and Societies
 - c. Communications [CW]
 - i. CW attended meeting today with Durham's marketing department to talk about the Ustinov website.
 - ii. Communications team are going to revamp the website to make it more user-friendly for current and future students. They want more fluid links between the DU and GCR webpages and more interactive content. Will also look at incorporating online billing for events and investigate data analytics programmes to see how to use social media most effectively.
 - d. DSU [TAB]
 - i. TAB has posted about the DSU on Facebook.
 - ii. First DSU meeting this evening, but nothing important on agenda.
 - iii. DSU have not been clear about what is happening about University Challenge this year. TAB will ask this evening.
 - iv. ATM: Past minutes show that DSU passed a motion to lobby university, which included ATM proposal for Ustinov. TAB will continue to push this.
 - e. Facilities Committee [KR]
 - i. Office cleared out today by TAB, PM & PJ.
 - ii. Facilities & Social committees need to inventory Cycas. Shelf needs fixing. Maybe do at halfway point in year, definitely before the BBQ.
 - iii. Possibly also inventory the office and shed.
 - iv. Need to think of a policy for leftovers after events.
 - v. ACTION POINT: KR put up Doodle Poll to pick time for clearout.
 - f. Finance Committee [SS]
 - i. Current: £3952 Savings: £46194
 - ii. SS and PJ will compare income figures with those for previous years.
 - iii. ACTION POINT: SS will do finance report within the next three weeks.
 - g. Social Committee [SF]
 - i. The Bonfire Formal is on Friday. All fireworks/marshal volunteers need to attend training tomorrow.
 - ii. Currently completing H&S form for Bonfire/Diwali party fireworks.

- iii. If weather is particularly bad, will have to cancel. Currently says it should be clear by nine.
- iv. ACTION POINT: MOJ/SF set up fireworks tomorrow afternoon.
- h. Steering Committee
- i. University/College [MOJ]
 - i. Study space consultation yesterday – students commented in person/via written comments. Separate building would be cheaper and is also more popular.
- j. Welfare Committee [CC]
 - i. Continue to explore options for covered boxes for contraceptive dispenser. Have considered, but rejected option of moving box inside the office.
 - ii. A student has complained about the broken light near the mound.
 - iii. ACTION POINT: MOJ will mention it again to Ian, as it keeps breaking.

5. Agenda Items

- a. Committee Dinner/Benefits [MOJ]
 - i. MOJ suggests that the GCR committee have an end of term dinner and contribute ~£5 per person from GCR funds.
 - ii. General Aye: The GCR's money should not be used contribute to this meal. The meal can take place at committee members' expense.
 - iii. ACTION POINT: Discuss general benefits at a later time.
- b. Stash Info [KR]
 - i. Ordering polo-shirts for the new exec committee members. New members give sizes to KR.
 - ii. Will be publishing stash again soon.
- c. Office Purge [KR]
 - i. Went well, thanks to those who help. Also going to order more office supplies (pens, post-its etc.).
 - ii. Have contact list for exec members for office, which will have mobile number and email. Keep office clean. Close window, switch radiator off.
- d. GCR Webpage [CW]
 - i. University-wide – not doing old emblems any more. Will be using the new one and a different colour scheme etc. Still figuring out potential training session – University doing one (cap of 40 people) Nov 18th – writing for web & for wider audience, also web content. Will try to get GCR people to go.
 - ii. Stash cannot be ordered through GCR website, because does not work for supplier. Could maybe do things that aren't customised.

6. AOB

- a. Oak Study Room [SS]
 - i. The chairs and computers in the Oak study room are old and terrible. CIS are responsible for the computers, but college is responsible for the space.
 - ii. ACTION POINT: MOJ mention to college at next meeting.

Melissa Gardner

GCR Secretary

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