

# Ustinov College GCR Exec Meeting

## AGENDA



**18:00 pm, 22/08/16**

### **Actions**

JC to check if postgraduate levy to MC must be paid.

XM to create list of GCR assets.

XM to check deadline for spending college endowment surplus.

KR to email Paul Skerrit for Fresher's Week

KR to ask college whether students leaving college accommodation can request cleaning.

1. Apologies: None

Present: JG, AB, TAB, KR, MA, JC, JF, XM

2. Approval of minutes from last meeting.

Minutes of last two meetings accepted unanimously.

3. Matters arising from previous minutes.

None.

4. Officer Reports:

a. Bar [MA]

- i. Alan unhappy about cleanliness of bar area after postgrad forum – reminder sent to college Facebook group to clean up after events.

b. Clubs & Societies [JC]

- i. JG: Do we need to pay £30 Postgrad levy to Maiden castle?  
JC: Unsure if necessary - will discuss with captains to pay Team Durham.  
Team Durham only have asked for a list of Ustinov sports teams.

c. DSU [TAB]

- i. Postgrad forum well attended, and useful feedback obtained for DSU.
- ii. DSU informed about referendum result.

d. Facilities [KR]

- i. Joe Farrou [JF] volunteering for GCR Vice President.
- ii. Decided not to spend £120 on smoke machine – will trigger fire alarms.  
Would need all turned off and fire wardens at any events it is not used.
- iii. Smaller, cheaper speakers purchased – original speakers too large. Will be safer as no longer bracketed to wall – cheaper, easier and safer.
- iv. JF has started making an asset list of GCR tech equipment.

- v. JF: GCP member suggested putting out boxes for donations.  
KR: We can advertise, but GCP need to organise collection - currently box of clothes for GCP remaining in GCR office.
- e. Finance [XM]
- i. Vending machine now stocked. However, some oversized items bought accidentally, as stockist website no longer has pictures.  
Decided to sell oversized items for £1 at film nights.
  - ii. Received last payment from university.
  - iii. XM to check if surplus from college endowment must have been spent by the end of this month or last.
  - iv. Investigating purchase of PayPal card reader for induction week, but concerns about large number of microtransactions into main account  
KR: Can use PayPal account as buffer, and transfer larger amounts to main account.
  - v. No GCR asset list yet – requested by Antony Long regarding Ustinov relocation. XM to complete.
- f. Steering [JG]
- i. Referendum completed and result announced – the GCR should campaign to oppose the move to Sheraton Park.
  - ii. Standing orders need updating – particularly complaints procedure.  
Suggested complaints should be directed to trustees (excluding any directly concerned by complaint).
  - iii. **Motion** to co-opt GCR Tech Officer JF into the role of Vice President until one can be formally elected at the next General Meeting.  
**Proposal:** to elect JF into the role of Vice President until formal election at the next General Meeting in October.  
**Vote:** Unanimous acceptance.
- g. University/College [KR]
- i. All kitchen equipment for returners can be kept in kitchens, provided all cupboards are labelled. Kitchen cleaning should be complete by 16<sup>th</sup> Sept.
  - ii. University organising opportunity to visit Sheraton Park for Ustinov students to occur in the next two weeks. Correspondence forwarded to GCP to gauge interest.
  - iii. Meeting with Queen’s Campus and Josephine Butler JCR presidents regarding Ustinov relocation. QC students 80% not in favour of moving to Durham City. QC students unsure about move timescale - believe JB will expand in 2017 to accommodate QC students moving in during transition.
  - iv. PG Planning workshop. Sentiment expressed that students at Ustinov end up here rather than choice. University said no change in college allocation procedure until 2018. Calls for need for transparency in college allocation process.
  - v. Email sent to Sian Broadhurst regarding concerns about anonymity of relocation consultation survey, and lack of yes/no questions. Request for open Q&A session for students to query relocation plans - no response yet.
  - vi. College handover lunch likely to take place on Tues 30<sup>th</sup> Aug.

## 5. Agenda Items:

### a. Induction Week Planning [AB]

- i. **Karaoke and Paul Skerrit**  
Karaoke booked pending payment on Fri 30<sup>th</sup> Sept. KR to email Paul Skerrit for Wednesday.
  - ii. **Newcastle Tour**  
Tour discussed with guide. Approx. £200 total for all who come. Good feedback from previous years. Start at 1.30pm.
  - iii. **Green Move Out Sale**  
Talked to Brian. Can still donate all donations to charity who hosted Green Move Out sale who will organise distribution.  
3 coaches operating on cycle to take people to charity suggested. Last year paid half of cost to run – split cost last year.  
Green Move Out Sale could occur Sat 3<sup>rd</sup> alongside GCR Brunch. Brunch from 10am-12pm, GMO from 11am onwards. Need to discuss with charity.  
Event will be publicised only after it is confirmed with charity and college.
  - iv. **Induction week volunteers**  
Around 10 current volunteers for induction week. No volunteers are current bar staff, so no clash. Final volunteer list must be known by 22<sup>nd</sup> September.
  - v. **Bar Team Leaders**  
Call for applications for Team leaders amongst bar.
  - vi. **Film Night**  
TAB to organise film night to start at 9pm.
- b. **End of Term Cleaning Schedule [JG]**  
GCR member annoyed that college shower will not be cleaned for five weeks, despite paying for accommodation during this time.  
Point raised that it is logistically difficult for college to organise cleaning when many bathrooms will be unused.  
KR to ask college whether students leaving college accommodation can request cleaning like returning students can.

**6. AOB**

None.

Alexander Blair  
GCR Secretary  
22/08/2016