

# Ustinov College GCR Exec Meeting

## Minutes



**18:00 pm, 29/08/16**

### **Actions**

XM to create list of GCR assets.

XM to check deadline for spending college endowment surplus.

JG to set up Doodle Poll about day to discuss update of Standing Orders.

College moving out checklist to be publicised.

JF to speak to charity and College about GMO sale funding, and then Greenspace if additional money needed.

1. Apologies: JF, XM  
Present KR, TAB, JG, AB, JC, MA

2. **Approval of minutes from last meeting.**  
Passed on general aye.

3. **Matters arising from previous minutes.**  
*JC to check if postgraduate levy to MC must be paid.*  
JC discussing this with club captains – expected to be on a club-specific basis.

*XM to create list of GCR assets.*  
XM not present.

*XM to check deadline for spending college endowment surplus.*  
XM not present.

*KR to email Paul Skerritt for Fresher's Week*  
Has emailed, but no reply yet received.

*KR to ask college whether students leaving college accommodation can request cleaning.*  
Not yet – KR believes this would be a wasted effort, and is unlikely to proceed.

4. **Officer Reports:**
  - a. **Bar [MA]**

- i. **Staffing**

Issue raised that only two people are staffing the bar on the first night of induction week. Due to misunderstanding of timings of start of induction week. Minimum of 3 people each night in induction week, with 5 on first Friday, for Ustinov Live, and for the night of induction formal.
  - ii. **Stocking**

Glassware stocked. Alcohol stocks will be ordered in to prevent shortages during the first week.
- b. **Clubs & Societies [JC]**
  - i. **Asset list**

Many societies have kept no record for money funded by the GCR, although it is believed that most societies have claimed little GCR money in recent years. XM checking receipts is believed to be the easiest way to estimate costs.
- c. **DSU [TAB]**
  - i. No updates.
- d. **Facilities [JF]**
  - i. **Moving out checklist**

Moving out checklist from college needs to be publicised.
- e. **Steering [JG]**
  - i. **Update of Standing Orders**

Doodle poll shall be set up to decide on best date to discuss update standing orders.
- f. **University/College [KR]**
  - i. **Meeting with QC presidents and JB.**

Email correspondence shared with QC JCR President of John Snow. John Snow president concerned that QC will be isolated at Mount Oswald. No responses about questions nor Town Hall meeting from UEC. JB JCR president suggested that rather than talking about why SP is unfit, discussing why Howland's Farm will be unfit for 2017-18 Ustinov student intake during the transition may be more successful.
  - ii. **Exec Handover Drinks/Meal**

Drinks/dinner reception for incoming/outcoming GCR Committee members on Friday. Starts at 5pm.

## 5. Agenda Items:

### a. **Green Move Out Sale [JF]**

*JF has spoken to Miriah, and it sounds much better to do an online booking form and open to all colleges as in previous years. Should be possible to get some funding eg. for coaches from the university still also, but needs to be done ASAP.*

*First point is about the date: is it possible to move clubs and socs to the Saturday and put GMO on the Sunday? Then there would be less clash with the brunch and the GMO. If not possible then proceed with GMO after the brunch.*

*List of jobs that need to be done, in order (roughly):*

- \* clarify exact date and times for event (to be done in Exec on Monday)*
- \* speak to CDFHS (the charity where we went last year who organise the event)*
- \* speak to Greenspace (university eco department) & the college about funding for coaches*
- \* book coaches*
- \* set up booking system for attendees*
- \* advertise*
- \* find volunteers (we need ~48hrs worth of volunteer shifts throughout the day, to cover the same hours as last year. Miriah filled this last time with 16 people doing 3 hour shifts, possibly advertise some 3 hr and some 6 hr? incentives eg. free lunch?)*

*I can ring CDFHS on Tuesday after times and dates are agreed in the meeting on Monday. Could someone else:*

- \* speak to university Greenspace about the contributing, after speaking to CDFHS?*
- \* speak to the college about funding for the coaches?*

**i. Change of Date for GMO sale.**

Rejected since several clubs and societies already notified about date of Clubs & Societies fair following last week's decision.

**ii. Actions**

JF to speak to College first, and then Greenspace if we need the additional money. Should still be open to other colleges regardless.  
Coaches should be booked for 1h increments.

**b. Induction Week Planning [AB]**

**i. Induction Week Checklist**

Induction week checklist located on Google Drive for all Exec members to complete. JC to meet Brian Taylor to fill out Health and Safety forms for all events in induction week.

Exec roles for induction week decided and added to document on Google Drive.

**ii. PayPal card reader**

Card reader purchased.

**6. AOB**

*AB to be away from Thu 1<sup>st</sup> Sep - Mon 19<sup>th</sup> September. Will be accessible by email but unable to write minutes in meetings during this time. Need substitute to take over this role for meetings during this period.*

JF asked to take minutes as per responsibilities of Vice President.

Alexander Blair  
GCR Secretary  
29/08/2016